



**COMPANY POLICY FOR
HEALTH, SAFETY AND THE
ENVIRONMENT**

Prepared by Company Safety Advisor

July 2009

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POLICY REVIEW RECORD

The Company Policy for Health, Safety & the Environment was first issued on:

Date JULY 2004

POLICY AMENDMENTS

Rev No	Date	Comments
1	May 2005	Introduced new Working at Height Regulations and Vibration at Work Regulations
2	July 2006	Amendments to Fire Legislation

SAFETY, HEALTH & ENVIRONMENTAL STATEMENT

Health and Safety at Work Act 1974

WGL Stone Clean Ltd acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for securing the Health, Safety and Welfare of all its Employees.

The Company will take steps, so far as is reasonably practicable, to meet its Health and Safety responsibilities, paying particular attention to:

- The provision and maintenance of plant and equipment.
- The provision of adequate facilities, handling, storage and transportation of chemicals.
- The provision of sufficient Information, Instruction, Training and Supervision to enable Employees to avoid hazardous situations and contribute positively to their own Health & Safety at work.
- The provision of Safe access and egress to and from the workplace.
- The provision of a healthy working environment.
- The provision of adequate Welfare facilities.
- The inclusion of Health and Safety into the Planning, Organisation, Controlling, Monitoring and Review arrangements of its Management Systems.
- The use of suitable and sufficient Risk Assessment techniques to assess the Health and Safety risks applicable to our Employees and others who may be affected by our work activities.

The Company will take steps, so far as is reasonably practicable, to meet its Occupational Health responsibilities, paying particular attention to:

- Monitoring the exposure of Employees to dust.
- Monitoring the exposure of Employees to noise.
- Monitoring the effects associated with the use of hazardous chemicals.

The Company will take steps, so far as is reasonably practicable, to meet its Environmental responsibilities, paying particular attention to:

- Prevention of chemical spillage into surface and foul drains.
- Appropriate disposal of chemicals and chemical containers.
- Reduction of environmental pollution, eg noise and dust.
- Appropriate waste disposal for general cleaning debris.

Policies are unlikely to be successful unless they actively involve the people who work within the Company. The Company will therefore seek to ensure effective Consultation and Communication through the Director Responsible for Health & Safety, the Company's Health and Safety Advisors and our Employees.

Equally, it is the duty of every Employee to take reasonable care for the Health and Safety of himself and his fellow workers, or other persons who may be affected by his actions at work. In addition to this, the Employees must co-operate with the company to enable our statutory duties to be addressed. To achieve this, our Employees should correctly use all resources provided by the company in accordance with their Training and Instruction and must immediately report any defective items to their Supervisor.

WGL Stones Clean Ltd regards the promotion of Health and Safety measures as an integral part of our Management framework. To achieve this aim, Employees and Managers will actively work together to comply with the following "goals".

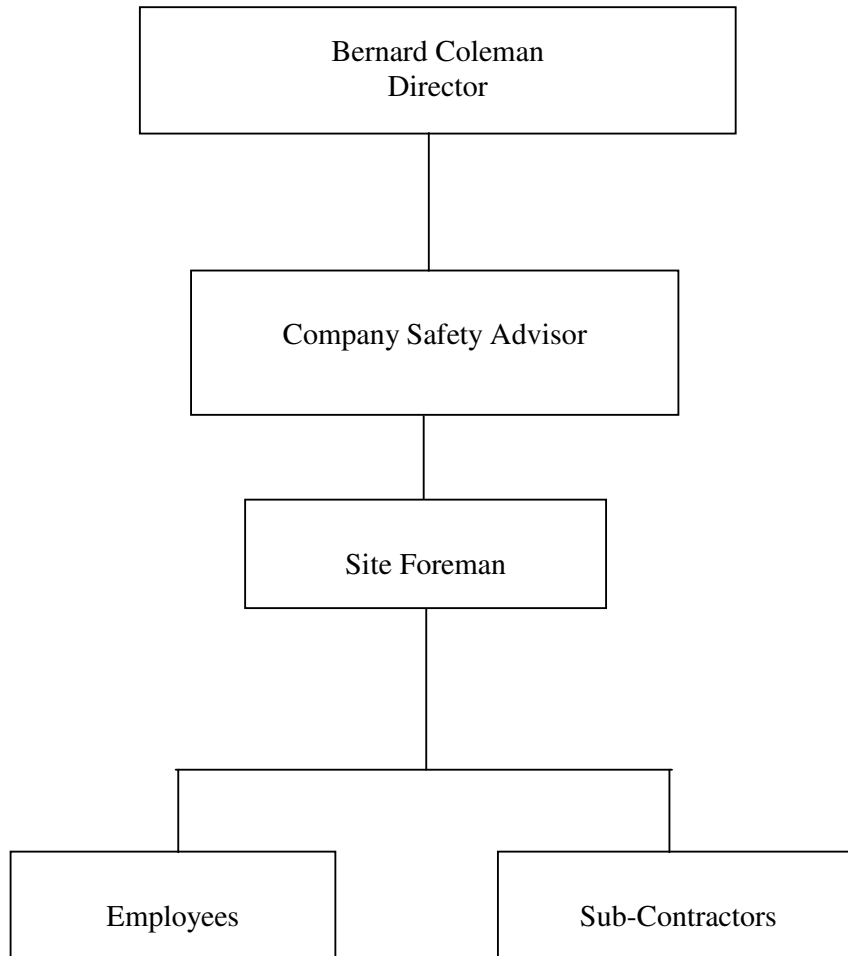
- Accidents and incidents at work will be minimised through the promotion of high Safety standards;
- Continuous liaison and communication between Employees and Managers will assist the Safety Review Process;
- Continuous Risk Assessments of Health and Safety issues will be applied when planning new work or new activities;
- Safety will be included on the agenda of all Business meetings;
- A continuous Programme of Health and Safety Inspections will assist in detecting and eliminating unsafe practices and conditions.

The Company Safety, Health and Environmental Policy will be reviewed annually and any revisions will be brought to the attention of our Employees.

Signed: Date:
Director

ORGANISATION FOR MONITORING AND CONTROL OF SAFETY, HEALTH AND ENVIRONMENTAL ISSUES

The Organisation and Control of SHE issues within WGL Stone Clean Ltd will be through the line management structure identified below:



RESPONSIBILITIES - DIRECTOR

1. To prepare and keep up to date a Statement of the Company's SHE Policy and ensure that it is brought to the notice of all Employees.
2. To prepare instructions for the organisation and methods for carrying out the Company Policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out.
3. To administer the Policy through the appointment of key individuals within the Company.
4. To make himself aware of the appropriate Statutory requirements affecting the Company's operations.
5. To ensure that appropriate Training is given to all Employees as necessary.
6. To insist that current working practices are applicable to those laid down by Codes of Practice and Guidance Notes.
7. To ensure that Tenders are resourced adequately to allow for the correct Welfare Facilities, Safe Working Methods and Equipment, to avoid injury, damage and wastage.
8. To ensure that there is continuous liaison on Health and Safety matters between the Company and other Contractors working on our sites.
9. To apply adequate reporting, investigation and costing procedures relative to any injuries, or losses incurred.
10. To discipline any Employees failing to comply with their responsibilities for Health and Safety.
11. To liaise with external Accident Prevention Organisations, and issue relevant Safety information to all Employees.
12. To arrange for funds and facilities to meet requirements of the Company Policy.
13. To set a personal example when visiting sites, by wearing appropriate Personal Protective Equipment.
14. To arrange for Regular Review Meetings with the Company Safety Advisor to discuss Company accident prevention, performance and possible improvements.

RESPONSIBILITIES - SITE FOREMAN / SUPERVISOR

1. To read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of Employees under his control.
2. To be aware of the Construction Regulations applicable to the work and ensure that these Regulations are observed.
3. To review Safety instructions through Site Safety Induction.
4. To prevent Employees from taking unnecessary risks.
5. To ensure that new Employees, particularly apprentices and young people, are shown the correct method of working and are given close personal Supervision during the initial employment period.
6. Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment, except under direct supervision.
7. To praise employees who, by action or initiative, eliminate hazards.
8. To prevent "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
9. To notify any defects of plant or equipment.
10. To report and record any accident, however minor, in the Accident Book.
11. To set a personal example by wearing correct Personal Protective Equipment.
12. To continually suggest ways of eliminating hazards and bring to the notice of the Management Team any improvements or additions to the Company SHE Policy that you feel should be made.

RESPONSIBILITIES - COMPANY EMPLOYEES

1. All employees must familiarise themselves with their responsibilities under this SHE Policy and apply their own actions.
2. To co-operate with their Managers in preventing accidents and ill health.
3. To take reasonable care to avoid injury to themselves and colleagues.
4. To refrain from horseplay.
5. To use the correct tools for the job and keep them in good working condition.
6. To use and take care of any Safety Equipment and Personal Protective Equipment provided by the Company and report any loss or damage to obtain a replacement.
7. To immediately report any defects in Plant and Equipment.
8. To operate only plant and equipment that they are trained to use.
9. To report accidents and incidents to their immediate Supervisor, no matter how trivial.
10. To observe all Company and Client Safety Rules.
11. To set a good personal example.
12. To carry out a personal risk assessment prior to commencing any project.

RESPONSIBILITIES - SUB-CONTRACTORS

1. All Sub-Contractors will be expected to comply with our SHE Policy and must ensure they adhere to their own specific Safe System of Work.
2. All work must be carried out in accordance with the relevant Statutory Provisions and must take into account the safety of others on the site, which includes the general public.
3. To assess the risks associated with any substance that could be hazardous to Health. Any material or substance brought onto our site must be used and stored in accordance with COSHH information.
4. Scaffolding used by Sub-Contractors' Employees must be inspected by their Employer or a Competent Person appointed by their Employer.
5. Sub-Contractors' Employees are not permitted to alter any Scaffolding or to interfere with any other Plant or Equipment, unless authorised.
6. All plant or equipment brought onto our site by Sub-Contractors must be safe and in good condition, fitted with any necessary guards and safety devices and accompanied by relevant certificates.
7. All Power Tools and Electrical Equipment must operate at 110 volts. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and well maintained.
8. Any injury sustained or damage caused by Sub-Contractors' Employees must be reported immediately to the Site Supervisor.
9. Sub-Contractors' Employees must comply with any reasonable Safety instructions given by the Site Supervisor.
10. Sub-Contractors will provide the Site Supervisor with the name of the person appointed to act as their Safety Representative.
11. Suitable Welfare Facilities and adequate First Aid Equipment must be provided or "shared" in agreement with the Company or the Client.
12. Sub-contractors are responsible for keeping their work area tidy and for clearing all debris, waste materials as their work proceeds.
13. Sub-Contractors will comply with all Site Rules.
14. Method Statements will be required for Sub-Contractors carrying out high-risk activities. The Method Statement must be "approved" by the Site Supervisor.

RESPONSIBILITIES - SAFETY ADVISOR

1. To advise the Director on the implementation of the Company's SHE Policy. This includes the Organisation, Arrangements and Review Process for carrying out the Policy.
2. To give advice on:
 - a) Legal requirements affecting Health, Safety and the Environment.
 - b) The prevention of injury and damage.
 - c) The Provision, Selection and Use of Personal Protective Equipment.
 - d) The promotion of improved methods of Work, Equipment or Materials that could reduce risks.
 - e) Any proposed changes in legislation.
 - f) The potential hazards which may be found on new sites.
 - g) The specialist control measures required in relation to substances hazardous to health.
3. To carry out regular inspections of the Company compound and premises and work places to determine whether work is being carried out in accordance with Company Policy, Method Statements and the relevant Statutory Provisions.
4. To assist the Director by notifying the Health and Safety Executive of new Projects, Dangerous Occurrences, Major Injury and Reportable Accidents.
5. To assist the Director in dealing with the Health and Safety Executive.
6. To carry out investigations into RIDDOR accidents and to develop the appropriate actions to prevent reoccurrence.
7. To Audit that the appropriate First Aid facilities are available.
8. To Audit that all necessary Statutory documentation is available.
9. To provide advice on Company Training requirements and to arrange an Employee Training programme.
10. To establish throughout the Company, an understanding that compliance with the Regulations and prevention of injury and damage is a profitable, essential and integral part of our Business.

HEALTH, SAFETY & ENVIRONMENTAL POLICY ARRANGEMENTS FOR IMPLEMENTATION

	<u>INDEX</u>	<u>REFERENCE LEGISLATION</u>
1	RISK ASSESSMENTS	Management of Health and Safety at Work Regulations 1999
2	MACHINERY SAFETY	Provision and Use of Work Equipment Regulations 1998
3	MANUAL HANDLING	Manual Handling Regulations 1992
4	PERSONAL PROTECTIVE EQUIPMENT (PPE)	Personal Protective Equipment Regulations 1998
5	DISPLAY SCREEN EQUIPMENT	Display Screen Regulations 1992
6	HAZARDOUS OPERATIONS	Control of Substances Hazardous to Health Regulations 2002 (COSHH)
7	ELECTRICITY	Electricity at Work Regulations 1989
8	NOISE	Noise at Work Regulations 1989
9	ACCIDENT REPORTING	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1996 (RIDDOR)
10	WELFARE/FIRST AID	Workplace Health, Safety and Welfare Regulations First Aid at Work Regulations 1981
11	FIRE/EMERGENCY PRECAUTIONS	Fire Protection Legislation
12	CONSTRUCTION REQUIREMENTS	Construction (Design & Management) Regulations 1994
13	CONSTRUCTION REQUIREMENTS	Construction (Health, Safety & Welfare) Regulations 1996
14	HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996	Provision of Effective Communication with Employees
15	WORKING AT HEIGHT REGULATIONS 2005	Working at Height Regulations
16	VIBRATION AT WORK REGULATIONS 2005	Minimising the effects of vibration
17	COMPANY SAFETY POLICY	Monitor and Review
18	APPLICATION OF THE COMPANY SHE POLICY	Planning and Training

1. RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 identifies key Safety responsibilities that apply to all work activities.

Because of the wide-ranging nature of these regulations, overlap may occur with existing legislation. Where these duties do overlap the more specific legislation should be adopted. For example, under the COSHH Regulations an assessment needs to be carried out where hazardous substances are used. This assessment does not need repeating under the Management of Health and Safety Regulation but should be addressed on the appropriate COSHH.

Duties of the Employer

In order to comply with these Regulations, WGL Stone Clean Ltd will apply the following Safety “control measures”.

1. Make a suitable and sufficient assessment of the significant risks to employees and any person affected by our work activities. This includes particular high-risk persons such as pregnant workers, disabled and young persons.
2. Record the significant findings and take all relevant actions to minimise the Risks identified.
3. Review the Assessments at specific intervals or if there is a significant change in our work activities.
4. Where Safety control measures are in place, the Supervisor will ensure that they are Controlled, Monitored and Reviewed.
5. Where appropriate, Health Surveillance will be provided in line with the Risk Assessment findings.
6. Competent persons will be appointed to assist in SHE matters.
7. Procedures are established to deal with serious or imminent dangers, eg Fire Evacuation.
8. The provision of “user friendly” Safety information for Employees reference.
9. The provision of adequate SHE training.
10. To liase with other Contractors who may be carrying out work on Company premises and provide them with any information regarding any risks to their Employees' Health and Safety.

Duties of the Employees

Employees also have duties under these Regulations to ensure that they;

- Correctly use all work equipment in accordance with their Training and Instruction.
- Inform the Supervisor of any situations that provide a serious or immediate danger to their/others Health and Safety.
- Inform the Supervisor of any lack of Resources or Safety Assistance.

2. MACHINERY SAFETY

The Provision and Use of Work Equipment Regulations 1998 makes explicit the general duty under the Health and Safety at Work Act to provide, so far as is reasonably practicable, machinery, equipment and other plant that is safe.

In order to comply with these regulations, WGL Stone Clean Ltd will implement the following Safety “control measures”:

The Management Responsibilities are:

- To ensure guards and other safety devices are regularly inspected and maintained.
- To ensure Employees utilise all guards and safety devices and do not remove them when operating machinery.
- To ensure all electrical control switches are clearly marked and easily accessible.
- To ensure all maintenance operations are carried out safely during the periods when guards and other safety devices may be removed or immobilised.
- The identification of any potential risks by carrying out Risk Assessments under the Management of Health and Safety at Work Regulations.
- To ensure Employees are provided with suitable Personal Protective Equipment (PPE).
- To ensure Employees receive adequate Training in the safe operation of their machinery.
- To ensure that any hired or leased equipment is supplied with the correct Safety devices and Safety information.

The Employees Responsibilities are:

- To only use machinery that they are authorised for.
- Not to interfere with any machinery, equipment or tools that are obviously incomplete/under maintenance etc.
- Not to distract anyone using “high risk” machinery.
- To utilise all Safety devices and Personal Protective Equipment provided for their safety.
- To keep the work area tidy, especially around machinery.
- Not to tamper with any Safety devices.
- To use machinery in accordance with the relevant Operating Instructions.
- To immediately report any defects.

3. MANUAL HANDLING

The Manual Handling Operations Regulations 1992 came into force on 1 January 1993.

In order to comply with these regulations, WGL Stone Clean Ltd will implement the following: “Safety Controls”.

- To avoid, so far as is reasonably practicable, all Manual Handling operations which present a risk to our Employees.
- To make suitable and sufficient risk assessments of hazardous manual handling operations that cannot be avoided.
- To reduce the risk of injury to the lowest level reasonably practicable.
- To consult, inform and train our Employees in basic Manual Handling techniques.

Employees will receive a review on the following Manual Handling “control measures”:

- Do not jerk or twist the body excessively.
- Always lift the load in stages.
- Always hold the loads as close to the body as possible.
- Lift with your feet apart, knees bent, back straight and as near vertical as possible. Use your leg muscles to obtain the lift.

- Always grip the load with full palms not fingertips.
- Do not attempt to carry a load that obstructs your vision.
- Always ensure the route is clear before proceeding.
- Do not attempt to lift a load which is heavy or bulky or which cannot be handled safely by one person. **GET ASSISTANCE!**

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment should always be regarded as a 'last resort' against risks to health and safety.

All reasonable steps will be taken to prevent or control the risks at source by making machinery or processes safer, by using Engineering Controls or Safe Systems of Work.

In order to comply with the Personal Protective Equipment Regulations 1992, WGL Stone Clean Ltd will implement the following Safety Controls:

- An Assessment of the Workplace and Employee requirements for PPE will be carried out.
- Where reasonably practicable, the risk will be controlled at source.
- Where the risk cannot be controlled at source, Employees will be provided with suitable PPE free of charge.
- Employees will be monitored to ensure that PPE is used, maintained and replaced as required.
- Employees will be provided with adequate information, instruction and training regarding the risks associated with the activity and their correct use of PPE.

Examples of Personal Protective Equipment:

- Chemical Resistant Suit
- Air-fed Helmet
- Protective Overalls
- Ear Defenders
- Gloves
- Safety helmets
- Safety Footwear
- Eye Protection
- Dust Masks/Respirators

Employees have a duty to:

- i. To make full and proper use of any Personal Protective Equipment provided.
- ii. To report any loss or defect to their immediate Supervisors.

5. DISPLAY SCREEN EQUIPMENT (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 states the requirements for utilising Display Screen Equipment. The requirements apply to all users i.e., Employees who habitually uses DSE to carry out their work.

In order to meet these requirements WGL Stone Clean Ltd will implement the following "Safety Controls":

- All 'users' will be identified.
- A suitable and sufficient assessment of all workstations will be carried out.
- Users' work activities will be scheduled so that DSE work is periodically interrupted.
- An appropriate eye test will be provided to correct vision defects specific to DSE work.
- Users will be provided with adequate information, instruction and training.

The potential risks associated with DSE will be minimised. These include the following:

- Upper limb complaints (Work Related Upper Limb Disorders (WRULD), Back Strain, Carpel Tunnel Syndrome, Repetitive Strain Injury (RSI)).
- Eye and eye sight effects (Eye Strain, Sore Eyes, Headaches).
- Fatigue and stress (likely to be caused by poor job design/work organisation).

6. HAZARDOUS OPERATIONS

The Control of Substances Hazardous to Health Regulations 2002 is a significant piece of legislation.

The overall aim is to bring about a long-term improvement in standards in Occupational Hygiene at all work places, and so reduce the incidents of Occupational Disease.

A substance classified as hazardous to health is any material, mixture or compound, either used at work or arising from a work activity. These are identified as:

- Harmful
- Toxic
- Very Toxic
- Irritant
- Corrosive
- Has an assigned maximum exposure limit (MEL), or Occupational Exposure Standard (OES)
- Consists of micro organisms which create a health hazard to any person
- Any dust of substantial quantity
- Any substance which has a comparable risk to those listed above

In order to meet the requirements of these Regulations, SGL Stone Clean Ltd will implement the following Safety “control measures”:

- A Risk Assessment on the substance or activity will be carried out.
- Employees exposure to the substances hazardous to health will be controlled
- All control measures are correctly utilised eg local exhaust ventilation and Personal Protective Equipment.
- All “control measures” are adequately maintained.
- Health Monitoring is applied where necessary.
- Employees are provided with adequate information, instruction and training.

Employees have a duty to apply all control measures provided and to co-operate with the Employer.

The hierarchy of control measures listed below will be applied as appropriate;

Wherever substances are used, WGL Stone Clean Ltd will adopt the most effective control measures available. These include:

- Elimination of the high-risk substances. (Are they required?).
- Substitution for a less hazardous substance.
- Enclose the process to prevent exposure.
- Minimise the generation of dust/fume/vapours.
- Provide adequate ventilation.
- Reduce exposure time (Job rotation).
- Provide Personal Protective Equipment.
- Information, instruction and training.
- Monitoring/health surveillance.

7. ELECTRICITY

All electrical installation works are considered as “**HIGH RISK**”.

The Electricity at Work Regulations 1989 apply to all activities relating to the main power supply. There are no voltage or power limits set within the regulations.

WGL Stone Clean Ltd will undertake to reduce to the lowest levels reasonably practicable the risk to Health and Safety to its employees by implementing the following measures:-

- Ensure all Company Electrical Systems at both the main office and our sites are of sound construction and well maintained.
- Ensure that regular inspections are carried out on all Electrical Systems and recorded.
- Ensure that all portable Electrical Equipment is inspected on an annual basis.
- All Electrical Equipment will be operated at 110 volts to protect against electrocution.
- Electrical installation work is carried out under isolation wherever possible.
- All Employees are provided with adequate information, instruction and training.

8. NOISE

The protection of employees from the effects of excessive noise is a requirement under the Noise at Work Regulations 1989.

The exposure to high levels of noise can cause permanent damage to hearing.

WGL Stone Clean Ltd will endeavour to minimise the noise level, the risk to the health of the Employees by:

- Purchasing machinery and equipment that has been designed as “low noise” or has had equipment fitted to reduce possible levels of noise to an acceptable figure.
- Carrying out assessments of 90dB(A) on activities where Employees are likely to be exposed to noise above the action level.
- Defining zones where hearing protection is required.
- Controlling noise exposure above 90dB(A) and reducing this to an acceptable limit below 80dB(A).

- Providing suitable hearing protection.
- Ensuring that hearing protection is well maintained and readily available.
- Providing Employees with adequate information, instruction and training.

Employees must be made aware that:

- They have a duty to wear ear protection in areas where noise levels exceed 80dB(A).

9. ACCIDENT REPORTING

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995, specify the Company's responsibility for developing accident procedures.

If an accident occurs to our Employees or any other persons, including Sub-Contractors or Visitors, the responsibility of the Company will be:

- To attend to the injured person and ensure the appropriate action is taken, eg summon first aid, call emergency services;
- To control any dangerous situation in order to prevent further injuries or damage.

Reporting Procedure

1. All injuries or damage resulting from incidents or accidents, however minor, shall be actioned by the Supervisor, as follows.

An 'Accident/Incident Investigation Form' will be completed and distributed as follows:

- one copy to : The Injured Party
- second copy : To be retained at the Main Office

This applies to injuries received by Sub-Contractors, Members of the public, Visitors, etc, as well as Company Employees.

2. In the event of a Fatal, Major or Reportable Injury to any person or any Dangerous Occurrence, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Company Safety Advisor must be notified by telephone, who will notify the HSE accordingly.
3. The Company Safety Advisor will ensure that an investigation is carried out as soon as possible, and telephone details of the Accidents investigated to the HSE as soon as practicable.

4. The Accident Book must be completed and retained in a secure filing system in compliance with the Data Protection Act.
5. If a medical certificate or other written diagnosis from a doctor has been received in respect of an Employee who is absent from work and the disease diagnosis is one of those listed in the RIDDOR, the Company Safety Advisor must be contacted for advice.

If the disease is reportable the HSE will be notified immediately.

6. The Company Safety Advisor will send a full report of any Accident/Incident investigated to the Director. This report will contain any photographs, statements or other relevant material that may be used by Company insurers or legal advisors.

This investigation report is privileged information and must not be issued to any person without the permission of the Company insurers or legal advisors.

7. If an enquiry form is received from the DHSS in respect of a claim for Industrial Disablement Benefit, this will be completed by the Company Secretary and returned as required. A copy of the completed form will be kept for record purposes.

10. WELFARE AND FIRST AID

The Workplace Health, Safety and Welfare Regulations 1992 and the First Aid at Work Regulations 1981, amended 1990, require a minimum standards of facilities.

WGL Stone Clean Ltd will comply with these requirements by ensuring that the following criteria is constantly actioned:

- Adequate sanitary facilities will be provided to cater for the number of persons working on our activities.
- There are adequate means of boiling water
- Drinking water is provided either by mains or by “marked” containers.
- Adequate hand cleaning facilities are provided.
- Storage/drying facilities are provided for all Personal Protective Clothing.
- Adequate First aid equipment will be provided to cater for the number of persons working within on our activities.

11. FIRE/EMERGENCY PRECAUTIONS

The Company will carry out a Fire Risk Assessment for our main office and for major projects. This will include the development of adequate Fire and Emergency Procedures.

The Risk Assessment “control measures” will specify the minimum levels of Fire Fighting Equipment and the standards of training and knowledge required by our Employees.

MAIN OFFICE

The following precautions will be taken:

- a) The maintenance of adequate Fire Escapes and Travelling Routes
- b) The maintenance of Fire Equipment
- c) The testing and logging of Fire Alarm and Fire Drills
- d) The removal of any waste materials that may cause a fire risk
- e) The provision of adequate storage for hazardous chemicals

THE FOLLOWING PROCEDURES WILL BE REVIEWED WITH ALL EMPLOYEES

On discovering a fire:

- Immediately operate the nearest fire alarm.
- Attack the fire, if possible, with the appliances provided, but without putting yourself at risk.

ON HEARING THE FIRE ALARM

- Leave the building by the nearest exit and report to the Evacuation Meeting Point.
- Do not stop to collect your personal belongings.
- Report to the Fire Marshall who is responsible for ensuring the premises are evacuated to enable him to cross check that all persons are out of the building.
- Only re-enter the premises when told to do so by the Fire Marshall or his appointed deputy.

PROCEDURE CHECKS

1. Fire alarms will be tested monthly and a record of the test logged.
2. Fire drills will be carried out annually and details of evacuation times logged.

SITE ACTIVITIES

All Site Employees/Sub-Contractors will be provided with adequate protection from any potential Fire/Emergency.

A Risk Assessment will be carried out to ascertain the minimum levels of Fire Protection Equipment required to adequately protect our work activities.

The correct type of Fire Fighting Equipment will be positioned at a designated "Fire Point". The type of activity will specify which of the following items will be provided;

- Fire blankets
- Fire buckets
- Carbon dioxide extinguishers
- Water extinguishers
- Foam extinguishers
- Dry powder extinguishers

12. CDM REGULATIONS 1994

The Construction Design and Management Regulation 1994 introduced specific responsibilities for Clients, Planning Supervisors, Designers and Contractors.

WGL Stone Clean Ltd, if requested to act as Principal Contractors will develop the appropriate Construction Phase Health & Safety Plan from information provided by the Planning Supervisor.

13. CONSTRUCTION (HEALTH, SAFETY & WELFARE) REGULATIONS 1996

The Company will comply with the objectives set out in the Construction (Health, Safety & Welfare) Regulations 1996. These Regulations apply Safety Management criteria to all Construction/Maintenance work, including the following:

The Construction (Health, Safety & Welfare) Regulations 1996, apply general Safety requirements to our work activities. Compliance is based on Risk Assessment techniques and WGL Stone Clean Ltd will review the following list of key Safety criteria when commencing new projects:

- Provision of suitable Welfare arrangements
- Site Access/Egress
- Storage and Control of Chemicals
- Site Traffic Management

14. HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

The Company will comply with the Health & Safety (Consultation with Employees Regulations) 1996, by maintaining a regular liaison with our Employees.

Employees will be encouraged to raise any Safety or Commercial concerns with their Supervisor or the Company Safety Advisor.

A regular Employee Team Meeting will be held to allow direct communication between the Director, Supervisor and Employees.

15. WORKING AT HEIGHT REGULATIONS 2005

The Company will comply with the Working at Height Regulations, which states that, it is the duty of the Employer to apply the following “control measures” when there is a potential to fall from height or into a excavation:

- a) A Risk Assessment should be carried out with the primary aim of preventing working at heights wherever possible.
- b) In the event that working at heights cannot be avoided, the control measures must related to the degree of risk encountered by the Employees.
- c) For high risk activities, full edge protection must be provided. This includes means of preventing falls by persons and materials, eg double handrail, toe board and brick guards.
- d) For medium risk activities, the degree of control measures will relate to the height of the working platform and the hazards situated at ground level.
- e) The use of stepladders and ladders will be restricted to access only. Alternate working platforms will be used.

16. VIBRATION AT WORK REGULATIONS 2005

The requirements of these regulations place a duty on the Employer to develop a system to minimise the effects of vibration on the Employees. We will ensure that wherever possible alternate methods of work will be used which do not develop high levels of vibration. If this cannot be avoided the Company will hire low vibration equipment and operate within the manufacturer’s guidelines.

All Employees will be trained in minimising the effects of vibration through the use of sharp tools, rotational brakes and general use of PPE.

17. COMPANY SAFETY POLICY - MONITOR AND REVIEW

1. All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Company SHE Policy appears to be inadequate. The suggestions will be passed to the Director for consideration.
2. The Safety Advisor will visit the Company sites/premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit.

A report of the inspection will be left on site and a copy of this report will be sent to the Director so that it can be established where the appropriate procedures in Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not recur on Company sites.

3. At 6-monthly intervals, or other intervals as arranged, a meeting will be held between the Safety Advisor, Director and Foreman. This will discuss the accident statistics for the previous half-year, the performance of the Company in accident prevention, compliance with our Policy, and establish areas where improvements in Company procedures, training, etc could be made. A review of the SHE Policy will then be made as appropriate.
4. An Employee Reference File will be issued for the use of our Employees. This will be classed as a Reference Document. The document contains practical, easily understandable health and safety guidance information.

18. APPLICATION OF THE COMPANY SHE POLICY

1. TENDERING AND PLANNING

At tendering, negotiating and planning stages, the requirements of this Company Policy must be taken into account.

Any aspects of work not covered by this Policy must be planned in conjunction with advice from the Safety Advisor and written procedures defined.

Pre-contract meetings will be held with the Safety Advisor if particular health and safety matters require discussion.

2. TRAINING

All supervisory staff will receive training in their responsibilities as defined in this Policy. Training will be repeated at 2-yearly intervals and whenever changing legislation or working methods require.

The operatives required to carry out key tasks (eg forklift truck operation, abrasive wheel mounting, mobile tower erection etc) will be provided with necessary training.

Training will be arranged by the Safety Advisor in conjunction with the Training

Plan.

3. **SUB-CONTRACTORS**

The selection of Sub-Contractors will take into account their Safety Policy, accident record and previous performance with respect to accident and ill health prevention on site. All Sub-Contractors will be notified of our SHE Policy requirements.

4. **DOCUMENTATION**

The Director will ensure that the Employee Reference File, Site Specific Method Statement and daily Risk Assessments are available on Site. A copy of the current Employer's Liability Insurance Certificate will also be displayed.

All necessary statutory notices, Regulations and registers and accident report forms will be issued to site/workplace by the Safety Advisor. The Supervisor must ensure that all documentation supplied is displayed as necessary and that Regulations and Company Policy are available for reference as required.