

HEALTH & SAFETY POLICY

ISSUED: September 2021
NEXT REVIEW: September 2022



David Smith Contractors Ltd

Civil & Demolition Contractors

INTRODUCTION

The Health and Safety at Work Act 1974, and associated acts and regulations, impose legal duties and responsibilities upon David Smith Contractors Ltd to safeguard the wellbeing of its employees and any other person who may be affected by the company's work activities.

The Company is highly committed to its responsibilities and seeks to develop a safety culture throughout its operations.

The following pages contain the Company's Health & Safety Policy Statement, advice, information and procedures for managing health and safety within David Smith Contractors Ltd.

This policy document is regularly reviewed internally, with new revisions distributed following significant changes in legislation and/or circumstances.



STATEMENT OBJECTIVES

In pursuance of its duties under the Health and Safety at Work Act 1974, associated acts and regulations, it is the Policy of the Company that its business operations be associated at all times with due and proper regard for the health and the safety of all personnel and of other persons not in the employment of the Company, in so far as they are liable to be adversely affected by the Company's operations.

In particular the Company will provide;

1. Relevant information with the necessary instructions, supervision and training
2. Safe premises and places of work, including the safe access and egress therefrom
3. A safe working environment with facilities that are appropriate for employee welfare.
4. Plant and equipment that is well maintained and safe to operate.
5. Systems of work which are safe and without risk to health.
6. All necessary funds and resources to maintain a high level of health and safety for all personnel.
7. Suitable arrangements for the safe use, handling, storage and transport of articles and substances.
8. Facilities for effective communication and consultation between employer and employee on Health and Safety matters.



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9. Expertise and advice necessary to determine the risks arising from the work undertaken and to determine the preventative measures needed to be taken in order to minimise these risks.
10. A full time Health and Safety Manager to implement and ensure the Company's Health and Safety Policy.

The Company and all personnel under its control will comply with all relevant legal requirements and codes of practice in the conduct of its business.

It is the direct responsibility of the Management within the Company, at all levels, to be conversant with the contents of this policy.

STATEMENT OBJECTIVES

The Company Health and Safety Manager is responsible to the Managing Director, who has ultimate responsibility. They will advise on all aspects of health and safety where this is necessary to enable management to fulfil its responsibilities.

The participation of the Company's personnel in the promotion of health and safety is essential to achieve the highest possible standards and, to this end, the Company will co-operate in the appointment of bona fide safety representatives from among its personnel, and in the formation of a safety committee in appropriate cases.

It is the duty of all personnel to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and to co-operate with the Company so far as is necessary to enable the Company to discharge its statutory responsibilities in an effective and satisfactory manner.

David Smith

Managing Director

September 2021



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RESPONSIBILITIES

DIRECTORS

Understand the statutory requirements affecting the Company's operations

Provide the organisation and resources necessary for the implementation of the David Smith Contractors Ltd Company Safety Policy.

Receive reports and monitor the effectiveness of the Company's safety performance.

Actively promote throughout the Company the commitment to effective safety management.

Encourage, by personal example, a positive attitude to safety when visiting sites.

SAFETY MANAGER

Advise the Director on changes in legislation that may affect the Company's activities.

Liaise with managers and staff, providing information and advice on health and safety matters.

Produce and maintain a safety management system that accords with the Construction Design and Management Regulations 2015 (CDM) enabling safety to be planned on site and risk assessments produced.

Investigate and record all injury accidents and dangerous occurrences and produce statistics as required by RIDDOR 2013.

Communicate with the Health and Safety Executive, local government officials and client's representatives in matters of health and safety as required.



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Attend meetings with management staff, sub-contractors and others to discuss and enforce the Company's Health and Safety Policies and Procedures.

Maintain personnel records showing certificates of training and personnel skills.

Identify the need for training; provide induction courses and other training courses as required by the Company.

Liaise with foremen and operatives and respond with health and safety initiatives.

PLANT MANAGER

Develop and operate systems to maintain company plant and equipment in a safe condition and supply to sites in good working order.

Arrange for all inspections and testing of plant when and where necessary. Keep records and certificates up to date and supply copies when required. Ensure plant fitters and operators are suitably trained for the work they carry out.

Maintain a database of driver's licences and driver training requirements.



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CONTRACTS MANAGER / PROJECT MANAGER / SITE AGENTS

Understand the Company's health and safety procedures for managing health and safety, and implement them.

Use the Company's safety management system to identify and forward plan work practices that require risk assessments and special precautions.

Carry out relevant Risk Assessments and produce Safe Systems of Work to enable work to be carried out safely.

Ensure that employees and sub-contractors, who have obligations in the safe system of work, know how to carry out what is required of them.

Produce noise and COSHH assessments when work practices demand them.

Make operatives and sub-contractors aware of the contents of risk assessments, and ensure that precautions are observed, especially when using permits-to-work.

Seek the advice of the Company's Safety Manager in matters of health and safety and ensure all recommendations are actioned.

When placing sub-contract orders ensure the health and safety requirements of the procurement procedures are followed.

Ensure that employees and others under their control are properly supervised, have the required experience and arrange for training or instruction as necessary.

Ascertain the routes of all statutory undertaker's apparatus, gas, water, electricity, oil, communication services, and give clear directions to prevent them from being damaged or becoming hazardous.



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Chair regular safety meetings on site ensuring sub-contractors and employees' representatives have an opportunity to take part.

Encourage, by personal example, a positive attitude to safety when on site.

Liaise with safety representatives where appointed and respond to employee Health and Safety issues.

FOREMEN AND GANGERS

Understand the Company's Health and Safety Policy and procedures for managing health and safety and implement them.

Be involved with the safety management system ensuring work is planned safely and nominated duties are carried out.

Ensure work is carried out to Company standards with minimum risk to employees, other contractors, and other persons, materials and equipment.

Keep and maintain an adequate supply of personal protective equipment on site.

Maintain safe access around site and report any defects in plant and equipment to the Plant/Transport Manager plus record on a plant defect report.

Take an active part in induction training and tool box talks on site.

Enforce discipline on site and discourage horseplay. Promote the reporting of health and safety problems by operatives on site.



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Co-operate with the Company Safety Manager and ensure all recommendations are actioned.

Encourage, by personal example and by wearing of appropriate personal protective equipment, a positive attitude to safety.

SITE ENGINEERS

Observe the Company's Health and Safety Policy and safety regulations whilst on company premises or sites.

Make yourself aware of the safety management system and your responsibilities for safety on site.

Ensure that persons under your control are fully equipped with personal protective equipment, understand their task and work in a safe manner.

If method statements, risk assessments and/or permits-to-work have been prepared, ensure they are complied with.

Encourage, by personal example and by wearing of appropriate personal protective equipment, a positive attitude to safety.

Take an active part in induction training and tool box talks on site.



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COMMERCIAL & ADMINISTRATIVE STAFF

Observe the Company's Health and Safety Policy and safety regulations whilst on company premises or sites.

Ensure that persons under your control are fully equipped with personal protective equipment, understand their task and work in a safe manner.

Take care on-site when approaching plant. Use proper means of access on site e.g. ladders and scaffolding where provided. If in doubt about how to proceed, seek advice from the Site Agent or Foreman.

When placing sub-contract orders ensure the health and safety requirements of the procurement procedures are followed.

Encourage, by personal example and by wearing of appropriate personal protective equipment, a positive attitude to safety.



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ALL OTHER EMPLOYEES

Co-operate with your supervisor and other Company staff in complying with this policy and current legislation.

Use the correct tools for the job and operate plant and machinery in a safe manner. Hazards that may affect the safe operation of plant including poor ground conditions, services and plant defects must be reported to your supervisor.

Use personal protective equipment in the correct and proper manner.

Follow all instructions on risk, COSHH, noise assessments, method statements and permits-to-work. If in doubt, ask your supervisor.

Refrain from horseplay and abuse of welfare facilities.

Take reasonable care for the health and safety of yourselves and of others who may be affected by your activities.

Attend induction training, tool box talks and other training courses when required to do so.

Report any health and safety problems and all accidents to your supervisor. Injury accidents must be recorded in the Accident Book by law.



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SUB-CONTRACTORS

Manager must ensure that sub-contractors selected to work for the Company are competent to carry out their duties with regards to the Health and Safety at Work Act 1974 and other regulation applicable to their type of work.

In particular, sub-contractors must provide a full-time site supervisor, a copy of their Safety Policy (if they employ more than 5 people), and risk, COSHH and noise assessments as necessary. Copies of insurance, test and examination certificates for plant and training records for their personnel will also be required prior to commencement on site.

The sub-contractor's supervisor on site must attend site safety meetings when requested to do so by site management.

When working on David Smith Contractor sites, sub-contractors must allow their personnel to attend induction training, tool box talks and safety courses arranged on site by David Smith management.

The sub-contractor is expected to equip its personnel with the correct personal protective equipment.

The sub-contractor must ensure all plant, equipment and tools it brings on site are maintained in good working order, are fit for purpose and are certificated and tested/examined when required.

The sub-contractor may make individual arrangements with David Smith Contractors management sites to share David Smith Contractor welfare/first aid facilities.

The sub-contractor must be aware that failure to comply with the Company's Safety Policy or instructions may result in the removal from site of the sub-contractor's personnel.



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VISITORS & OTHER PERSONS

Managers shall ensure that visitors and other persons not in the Company's employment are not exposed to risks to their health and safety by the Company's activities.

When applicable, visitors to site should be issued with copies of site rules on their arrival and undergo a site induction as appropriate.

Any persons invited to tour Company sites/workplaces must be issued with the necessary personal protective equipment. All visitors must be accompanied by an employee of the Company when touring sites/workplaces.

ARRANGEMENTS

SAFETY IN THE OFFICE

FIRE SAFETY

All employees should be aware of the location of fire alarm call points, fire extinguishers and fire exits.

Fire Marshalls will be appointed to control evacuation of the premises.

Fire alarms are tested and fire drills will be carried out as required. Results of tests and drills are recorded.

Employees should read the fire precautions notice in their work area to understand what to do in the event of fire. If in doubt, ask the Fire Marshall identified on the notice.



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FIRE PRECAUTIONS

Do not allow rubbish and waste to accumulate in access ways.

Do not smoke in 'no smoking' areas

Be careful to extinguish cigarettes.

Smoking can damage your health and that of your colleagues – be considerate, don't be a nuisance, comply with the Company's Smoking Policy.

OFFICE EQUIPMENT

Ensure you know how to use office equipment safely.

Do not remove any guards that are in place.

If you suspect that electrical equipment is faulty, report it for repair.

Do not use or attempt to repair it yourself.

Don't overload electrical sockets.

Make sure sharp objects are stored correctly when not in use e.g. scissors, knives, drawing pins, etc.



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COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

An assessment will be made of any substances you use at work that may be hazardous to your health. Your supervisor will provide the assessment for you, detailing precautions necessary to protect your health. You will not be put at significant risk.

VDUs'

If you work with display screen equipment e.g. VDUs', an assessment will be made to ensure you are comfortable at work, i.e. consideration will be given to lighting, seating and layout of your workstation.

Remember to take regular short breaks from reading print or type when using VDUs'.

MANUAL HANDLING

Do not attempt to lift items you think are too heavy. Get some help or use a mechanical aid e.g. trolley or wheel barrow.

Don't stack heavy items above head height.

Your supervisor should make an assessment for handling awkward or heavy loads to reduce the risk of injury.



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SLIPS, TRIPS AND FALLS

Take care not to leave anything lying around that could cause a tripping accident e.g. bags, trailing cables, packages, etc.

Make sure that liquid spills are mopped up from floors promptly.

Report loose carpeting.

Never rush around buildings, always walk.

CLEANLINESS AND HYGIENE

Kitchen areas and toilets are cleaned every day, please keep them clean.

Return cups and mugs for washing

FIRST AID

First-aiders are appointed to each office establishment. A notice is displayed showing their names and the location of first aid boxes.

If you have an accident at work that causes injury, you must report it to the person in charge of the Accident Book. That person must record your details in the book by law. Even the smallest cut can turn septic.

If you have any doubts that something in your work area is unsafe or unhealthy, report it to your supervisor or the Company's Safety Manager.



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SAFETY ON SITE

Reference can be made to the Construction Safety Manuals and safety management system held by the Safety Manager at the Main Office.

SAFETY MANAGEMENT

The Managing Director of the Company has the ultimate responsibility for health and safety throughout the Company.

The Company employs an experienced, qualified Safety Advisor who is a member of the Institute of Occupational Safety and Health.

The Safety Manager will advise on aspects of health and safety to enable all employees to fulfil their responsibilities.

The Company is well equipped to deal with its responsibilities under the Construction Design and Management Regulations 2015 (CDM).

The safety management system used by the Company develops the construction phase safety plan, highlighting individual responsibilities for managing safety at each site.

Forward planning of safety is carried out, enabling activities to be identified that are of a hazardous nature. Written risk assessments are produced as required under the Management of Health and Safety at Work, the Manual Handling and the Use of Display Screen Equipment Regulations 1992.

Regular meetings are held by Senior Management to plan the safety of the work to be carried out.

Pre-contract safety meetings are held with sub-contractors who are also required to attend specific safety meetings throughout the contract period.



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Safety induction training is provided for all personnel working on site and in offices, with further training needs identified and courses arranged.

Tool box talks are presented on sites.

Non-compliance notices are issued to correct negative attitudes to health and safety.

Only authorised persons are allowed onto Company sites.

A permit-to-work system is used for certain hazardous activities including, difficult excavations, confined spaces and hot work.

The Company maintains a database of COSHH information and provide assessments for all products of a hazardous nature, specifically for each site.

Noise measurements may be taken when required. Ear protection zones are introduced.

Each site prepares an emergency and fire procedure.

The system for reporting accidents and dangerous occurrences on sites complies with RIDDOR 2013, (Reporting of Injuries, diseases and Dangerous Occurrences Regulations). Records are kept. All damage to persons, cables, gas pipes, property, plant, equipment or failure of any part or parts of any lifting system must be reported to your supervisor. The 'Incident reporting procedure' flowchart must be complied with for injuries and dangerous occurrences.

Welfare arrangements are always available providing toilets, shelter and first aid for everyone on site.

Personal Protective Equipment (PPE) will be provided by the company to all employees. Selection of suitable PPE will be made in consultation with the workforce and training will be given on use of the PPE. All PPE that has been lost or damaged must be reported to your immediate supervisor who will make arrangements for its replacement.



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The company has an obligation to generally reduce noise levels where practicable to minimise the risk of hearing damage. The employee has a duty to wear ear protection at all times in areas where plant machinery is working. Plant includes air operated tools and saws.

The company Safety Manager carries out regular inspections of sites and workplaces to monitor and audit safety procedures. Results are presented weekly to a safety committee of senior managers.

The Health and Safety Policy Statement, signed by the Managing Director, is displayed at every work site and office.



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INCIDENT REPORTING PROCEDURES

