David Smith Contractors Ltd
Civil & Demolition Contractors

Health and Safety Policy

David Smith Contractors Ltd
Crimond Airfield, Fraserburgh
Aberdeenshire
AB43 8QQ

Title:	Health and Safety Policy
File Location / Name:	Policy-P-3_Health and Safety
Issue No:	01
Issue Date:	30/01/2026
Controlled By:	IMS Lead
Approved By:	Commercial Director

Contents

Introduction

David Smith Contractors Ltd Formed in 2008 and are one of the leading Civil Engineering and Demolition Contractors, based in the Northeast of Scotland. Our ability to carry out groundworks and demolition, facilities a complete continuity of service inhouse that can be provided to our customers. Strategic and continual investment in our fleet, plant and new technology provides our customers with the confidence that their contracts will be conducted using the most up to date techniques, equipment and competent workforce

Section 1 - Statement of Intent

This section outlines the employer's overall approach to health and safety. It sets out the organisation's aims, objectives, and commitment to maintaining a safe and healthy working environment for all employees, contractors, and visitors. It demonstrates senior management's dedication to preventing accidents, complying with relevant legislation, and continually improving health and safety performance.

Section 2 - Responsibilities

This section defines the roles and duties of individuals throughout the organisation to ensure health and safety is effectively managed. It specifies who is responsible for implementing the policy, including senior managers, supervisors, health and safety representatives, and employees themselves. Clear allocation of responsibilities ensures accountability, supports compliance with legal requirements, and helps maintain a structured approach to managing risks.

Section 3 - Arrangements

This section explains the practical measures the organisation has put in place to achieve its health and safety aims. It details the systems and procedures used to control risks, such as risk assessments, training, incident reporting, emergency procedures, workplace inspections, equipment maintenance, and consultation with employees. The arrangements show how the policy will operate day-to-day to keep people safe and promote continuous improvement.

Section 4 - Key Safety Rules for Employees

Key safety rules are essential because they provide clear expectations for how employees should behave to prevent accidents and protect themselves and others. They ensure everyone understands the basic requirements for working safely, reducing the risk of injury, illness, and damage to property. When employees follow these rules, the workplace becomes more controlled, consistent, and predictable, which helps to prevent unsafe actions and conditions.

Amendment Record

Note*:* only person named in 'Controlled By' field above is authorised to make any amendments or updates to this document.

Date Updated	Description of Change

Section	Items	Page
	Introduction	Page 2
1	Statement of Intent	Page 4
2	Responsibilities	Page 5,6,7,8
3.1	Risk Assessments	Page 8&9
3.2	Control of Substances Hazardous to Health (Coshh)	Page 10
3.3	Safe Systems of Work (SSOW)	Page 11
3.4	Training & Competence	Page 11
3.5	Accident/Incident Reporting & Investigation	Page 12,13
3.5	Emergency Procedures	Page 14
3.6	Fire Safety	Page 15
3.7	Provision of First Aid at Work	Page 16
3.8	Plant, Equipment & Machinery	Page 16,17
3.9	Personal Protective Equipment (PPE)	Page 17
3.10	Welfare Facilities	Page 17
3.11	Lone Working	Page 18
3.12	Young Persons at Work	Page 18
3.13	Pregnant Workers & New Mothers	Page 18
3.14	Noise & Vibration	Page 19
3.15	Dust Safety Management	Page 19
3.16	Asbestos Management	Page 20
3.17	Occupational Health	Page 20,21
3.18	Working at Height	Page 22
3.19	Transport & Vehicle Management	Page 22
3.20	Excavation & Underground Safety	Page 23
3.21	Overhead Power Lines	Page 24
3.22	Electrical Safety	Page 25
3.23	Mental Health & Wellbeing	Page 26
3.24	Construction (Design & Management) (CDM)	Page 27
3.25	Confined Spaces	Page 28
3.26	Monitoring & Review	Page 29
4.1, 4.2, 4.3	Key Safety Rules for Employees	Page 30,31,32
	Declaration	Page 33

Section 1 – Statement of Intent

David Smith Contractors Ltd are committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, contractors and members of the public who may be affected by our work activities. We are dedicated to maintaining the highest standards of health and safety throughout all areas of our operations and work activities.

Our aims are to:

- Prevent accidents, injuries, and work-related ill health by identifying hazards and implementing effective control measures.
- Comply with all relevant Scottish and UK health and safety legislation, codes of practice, and industry standards.
- Provide safe working environments, equipment, machinery, and systems of work across all areas of our operations.
- Ensure all employees receive suitable information, instruction, training, and supervision to conduct their roles safely.
- Consult with employees and our safety representatives on matters relating to health and safety.
- Monitor and continually improve our health and safety performance through regular inspections, reviews, and risk assessments.

We will ensure that adequate financial, material, and human resources are provided to fully implement and maintain this policy. Senior Management will lead by example and actively promote a strong and positive health and safety culture throughout all areas of our operations.

This Statement of Intent and the overall health and safety policy will be reviewed annually, or sooner if significant changes occur in legislation, work operations, or organisational structure. Any amendments will be communicated to all employees in writing.

Name:	**David Smith**
Position:	**Managing Director**
Signature:	*David Smith*
Date:	30/01/2026

Section 2 - Responsibilities

Health & Safety Commitment

The Health and Safety at Work etc. Act 1974 places the primary responsibility on the employer to ensure a safe working environment. This framework also outlines the importance of delegating responsibilities to competent individuals, but it does not absolve the employer of overall accountability.

1 ''The Employer'' David Smith Contractors Ltd:

The Managing Director retains the overarching and ultimate responsibility for health and safety and is fully committed to ensuring that this Health and Safety Policy is rigorously implemented, effectively monitored, and consistently upheld throughout all operational areas.

The Commercial Director holds responsibility for the day-to-day management and will maintain effective operational control and ensure clear and consistent communication and promote cooperation across the Senior Management team to strengthen and sustain a positive health and safety culture and will ensure that David Smith Contractors Ltd always has access to competent and qualified health and safety advice

2 Directors and Senior Management will:

- Take all reasonably practicable measures to protect the health, safety, and welfare of themselves and all individuals who may be affected by work activities and operational safety.
- Champion a positive health and safety culture by consistently demonstrating safe behaviour and adherence to established safe working practices.
- Provide visible leadership and demonstrate a clear, ongoing commitment to this policy, underpinned by continuous improvement and high standards of performance.
- Engage meaningfully with employees on health and safety matters to ensure effective communication, cooperation, and coordination across the entire workforce.
- Ensure that health and safety responsibilities are clearly defined, effectively communicated, understood, monitored, and fulfilled.
- Allocate and maintain sufficient resources to meet the requirements of all applicable health and safety legislation, regulations, and codes of practice.
- Provide and maintain a safe working environment, including safe access and egress, supported by appropriate emergency plans, procedures, and arrangements.
- Provide and maintain suitable welfare facilities and arrangements to support the health, wellbeing, and dignity of all staff.
- Ensure that all premises, plant, tools, and work equipment are properly maintained and managed to support safe systems of work and effectively control risks.
- Ensure the provision of appropriate health and safety training, including any required specialist training, to enable staff to perform their duties safely and competently.
- Provide suitable personal protective equipment (PPE) in accordance with risk/coshh assessments and ensure it is safely used, maintained, and replaced when necessary.

3 Employees

All employees play a vital role in maintaining a safe and healthy working environment. “It is essential that all employees follow this Health and Safety Policy to protect themselves and others from harm and to ensure that risks are properly controlled across our operational work areas and activities. Compliance with the policy also fulfils employees’ legal duties and supports the maintenance of a strong and positive safety culture throughout David Smith Contractors Ltd.

In performing their duties, Employees are expected to:

- Take reasonable care for their own health and safety and for the safety of others who may be affected by their acts or omissions.
- Cooperate fully with the employer to enable compliance with all legal duties, and use all equipment, systems, and safety measures provided in accordance with the training and instructions received.
- Refrain from intentionally or recklessly interfering with, misusing, or tampering with anything provided in the interests of health, safety, or welfare.
- Always work safely and follow the key safety rules and adhere to risk assessments.
- Maintain an active awareness of health and safety matters, promptly identifying and reporting unsafe conditions, unsafe behaviours, or any hazards encountered in the course of their work.
- Report all accidents, injuries, near misses, and any damage to plant, machinery, or equipment to management as soon as possible to ensure appropriate corrective action can be taken.
- Cooperate fully in the investigation of accidents, incidents, complaints, and work-related ill health, and support the implementation of any resulting corrective or preventative measures.
- Use all personal protective equipment (PPE) provided, in accordance with training and instructions, and promptly report any defects, damage, loss, or need for replacement.
- Maintain high standards of housekeeping and ensure that safe access and egress are always maintained.
- Comply with all emergency procedures, including fire safety arrangements, evacuation protocols, and first-aid provisions.
- Stop work immediately and notify the employer if any activity becomes unsafe or if unforeseen hazards or risks are identified.
- Manage, store, and dispose of waste materials in accordance with legal, environmental, and site - specific requirements.

4 Contractors

In performing their duties, Contractors are expected to:

- Complete the Contractor Competence Assessment Form.
- Provide a valid certificate of public liability insurance demonstrating a minimum cover of **£5 million**, ensuring protection against claims arising from injury to persons or damage to property caused by their business activities.
- Ensure they are competent to undertake the work for which they have been engaged and supply evidence of relevant qualifications, training, and experience upon request.
- Conduct their work in a manner that does not endanger themselves and others.
- Submit suitable and sufficient risk assessments and ensure that all plant, tools, machinery, and equipment brought to the site are safe, well maintained, and compliant with statutory requirements.
- Use appropriate personal protective equipment (PPE) in accordance with their risk assessments and comply with any additional site mandated PPE requirements.
- Report all accidents, incidents, near misses, and unsafe conditions to their designated contact immediately.
- Ensure that employees and subcontractors under their control receive appropriate health and safety instruction, supervision, and task-specific training.
- Maintain high standards of housekeeping and ensure that safe access and egress are always maintained.
- Comply with all emergency procedures, including fire safety arrangements, evacuation protocols, and first-aid provisions.
- Stop work immediately and notify the employer if any activity becomes unsafe or if unforeseen hazards or risks are identified.
- Manage, store, and dispose of waste materials in accordance with legal, environmental, and site-specific requirements.

6 Competent Person for Health and Safety

To comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, David Smith Contractors Ltd has appointed **ALG SAFETY LTD** as its Competent Person for health and safety matters. **ALG SAFETY LTD will**:

- Conduct regular health, safety and IMS audits to support management in implementing the resulting action plans, ensuring all documentation remains functional, concise, and effective.
- Provide regular updates on changes to health and safety legislation and relevant Health and Safety Executive (HSE) campaigns or guidance.
- Provide telephone advice on matters relating to workplace health, safety, and welfare.
- Conduct monthly onsite safety inspections and supply written reports outlining findings, recommendations, and any required corrective actions.
- Advise on health and safety training needs.
- Assist in the development, review, and improvement of risk assessments, COSHH assessments and associated documentation where required.

The appointment of **ALG SAFETY LTD** as the Competent Person does not remove, reduce, or replace the legal responsibilities of the Employer, or Employees. Ultimate responsibility for health and safety remains with David Smith Contractors Ltd.

ALG SAFETY LTD will conduct its services with **reasonable skill and care**. While a consultant has a duty to provide competent and accurate advice, the primary legal duty for managing workplace health and safety remains with the employer. However, where an employer acts on the advice of a competent consultant who has exercised reasonable skill and care, this will support the employer in demonstrating that they have taken reasonable steps to meet their legal obligations under the **Health and Safety at Work etc. Act 1974.**

Advice and Information:

The Health and Safety Law Poster will be displayed at the main office and on worksites.

The HSE Inspector

Building 2, International Business Park Dyce Drive

Aberdeen, AB21 0BR

Tel: 0300 003 1747

The HSE Inspector

Longman House, Industrial Estate

Inverness, IV1 1SF

Tel: 0300 003 1747

The Employment Medical Advisory Service

HSE Field Operations Division

Belford House

59 Belford Road, Edinburgh, EH4 3UE

Tel: 0300 003 1747

Section 3 – Arrangements

3.1 Risk Assessment

David Smith Contractors Ltd will manage risks through a structured and proactive risk assessment process in accordance with the Management of Health and Safety at Work Regulations 1999. Risk assessments will identify hazards, determine who may be harmed, evaluate existing controls, and establish any additional measures required to reduce risks to the lowest reasonably practicable level. The Competent Person will assist in the development, review, and improvement of risk assessments.

Identification of Hazards

The Employer and Employees must work together to identify hazards arising from:

- routine work activities
- non-routine or occasional tasks
- use of work equipment or machinery
- chemicals or hazardous substances
- environmental conditions, including weather
- lone working and remote working

Completing Risk Assessments

Each assessment will:

- describe the task or activity
- identify potential hazards
- specify who may be affected and how
- determine whether additional controls are required and actions needed to reduce them.

All assessments must be signed and dated by the assessor and approved by the onsite supervisor.

Review of Risk Assessments

Risk assessments will be reviewed:

- annually,
- when the work activity changes,
- when new equipment, substances, or processes are introduced,
- following an accident, incident, or near miss, or
- when monitoring indicates that controls may no longer be effective.

Communication and Access

Risk assessments will be:

- accessible to all Employees
- included in safety briefings, inductions, and toolbox talks
- clearly communicated in a way that people can understand & signed off by Employees

The Employer is responsible for ensuring suitable and sufficient risk assessments have been developed and controls measures are implemented.
Employees must follow the identified control measures and report any concerns.
Contractors must provide their own assessments.
The Competent Person will assist in the development, review, and improvement of risk assessments along with support and guidance where required, but responsibility remains with David Smith Contractors Ltd.

Monitoring and Compliance

Compliance with risk assessments will be monitored during routine site inspections and supervisory checks.
Where unsafe practices or non-compliance are found, corrective action will be taken promptly, and assessments revised if necessary.

3.2 Control of Substances Hazardous to Health (COSHH)

David Smith Contractors Ltd will comply with the Control of Substances Hazardous to Health Regulations (COSHH) by ensuring that all hazardous substances used, stored, handled, or generated are assessed, controlled, and monitored to prevent harm to health.

COSHH Assessments

A COSHH Assessment will be completed for hazardous substances before it is used.

Each assessment will identify:

- the hazards associated with the substance
- who may be exposed and how
- potential routes of exposure (inhalation, skin contact, ingestion, injection)
- existing control measures
- any additional controls required
- emergency actions and first aid requirements

Assessments will be reviewed:

- annually,
- when a substance changes,
- when methods or tasks change,
- following updated Safety Data Sheet information, or
- after any incident or near miss that suggests controls may be inadequate.

Control Measures

Control measures will be identified through the assessment process and will follow the hierarchy of control. Controls may include:

- substitution with a safer product
- reducing quantities used
- improving ventilation or using local exhaust ventilation
- safe handling and mixing procedures
- appropriate use of PPE where other controls cannot fully eliminate exposure

Storage and Handling

Hazardous substances must be:

- stored in clearly labelled containers
- kept in secure, well-ventilated storage areas
- segregated where incompatible
- handled only by competent personnel

Current Safety Data Sheets (SDS) must always be available and accessible.

Information, Instruction and Training

Employees who work with or may be exposed to hazardous substances will receive training covering:

- the findings of relevant COSHH assessments
- the hazards associated with the substances they use
- safe handling, storage, and disposal practices
- emergency arrangements and first aid
- correct use, care, and limitations of PPE
- training records will be maintained

Emergency Arrangements

Any spillages, leaks, or accidental exposures must be reported immediately. Suitable spill kits, eye-wash facilities, and emergency equipment will be provided where necessary. Significant COSHH-related incidents will be investigated and corrective actions implemented.

The Employer is responsible for ensuring suitable and sufficient COSHH assessments have been developed and controls measures are implemented.
Employees must follow the identified control measures and report any concerns.
Contractors must provide their own assessments.
The Competent Person will assist in the development, review, and improvement of COSHH assessments along with support and guidance where required, but responsibility remains with David Smith Contractors Ltd.

Monitoring, Health Surveillance and Compliance

Where required by COSHH or risk assessment, exposure monitoring or health surveillance will be conducted (e.g., for pesticides, respiratory sensitisers, or substances with Workplace Exposure Limits). Appropriate records will be kept in line with regulatory requirements. Compliance with COSHH assessments will be monitored during routine site inspections and supervisory checks. Where unsafe practices or non-compliance are found, corrective action will be taken promptly, and assessments revised if necessary.

3.3 Safe Systems of Work (SSOW)

Where activities involve significant risk, Safe Systems of Work and/or Safe Operating Procedures will be developed to provide clear, step-by-step instructions for completing tasks safely. All SSOWs must reflect current legislation. The Employer will ensure workers are trained in the SSOW before conducting the task and that compliance is monitored through routine supervision. SSOWs will be reviewed alongside risk assessments.

3.4 Training and Competence

David Smith Contractors Ltd will ensure that all Employees receive appropriate health and safety training relevant to their role. This includes induction training, job-specific instruction, refresher training, and any specialist qualifications required. The Employer will maintain accurate training records.

3.5 Accident/Incident Reporting and Investigation

David Smith Contractors Ltd is committed to ensuring that all accidents, near misses, dangerous occurrences, cases of work-related ill health, and damage to property or equipment are reported, recorded, and investigated promptly and effectively. A consistent and structured approach to incident reporting helps prevent recurrence, improves safety performance, and ensures compliance with relevant legislation, including RIDDOR.

Reporting Requirements

- All Employees, Contractors, and Visitors must report any incident—no matter how minor—to David Smith Contractors Ltd **immediately.**
- Incidents and near misses must be reported using the approved Incident Report Form.
- Near misses must be treated with the same urgency as actual accidents, as they provide valuable opportunities for early intervention.

- David Smith Contractors Ltd will notify the Competent Person for Health and Safety without delay in the event of:
    - Serious injuries,
    - Dangerous occurrences,
    - Any incident with the potential for high consequence,
    - Damage to critical infrastructure or equipment.

Recording Incidents & Near Missies

- All incidents & near misses will be entered into the central incident register.
- Supporting documentation—photographs, witness statements, equipment logs, training records, or risk assessments—must be collected and securely stored.
- Records will be held for a minimum of **three years**, or longer where required by legislation (e.g., occupational illness, asbestos-related records).

Investigation Process

Incident investigations will be led by David Smith Contractors Ltd and supported by the Competent Person for Health and Safety. Investigations will:

- Establish the **sequence of events** leading up to the incident.
- Identify immediate, underlying, and root causes.
- Determine whether existing control measures were adequate or properly implemented.
- Identify any breaches of procedure, training gaps, equipment issues, or environmental factors.
- Recommend practical corrective and preventive actions.

For serious incidents, including RIDDOR-reportable events, the Competent Person for Health and Safety may support or lead the investigation to ensure impartiality and competence.

RIDDOR Reporting

Accidents meeting the criteria of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** will be reported to the Health and Safety Executive (HSE) by David Smith Contractors Ltd or their nominated representative.

This includes (but is not limited to):

- Specified injuries to workers.
- Over-seven-day injuries.
- Occupational diseases.
- Dangerous occurrences.
- Injuries to non-workers requiring hospital treatment.
- Work-related fatalities.

A copy of the RIDDOR submission will be kept on file.

https://www.hse.gov.uk/riddor/key-definitions.htm

Corrective and Preventive Actions

Following an investigation:

- Identified corrective actions will be assigned to responsible persons with clear deadlines.
- David Smith Contractors Ltd must ensure actions are completed and verified.
- Control measures, risk assessments, or procedures will be updated as needed.
- Any equipment-related failures must be reported to maintenance for repair, testing, or replacement.

Communication and Learning

- Lessons learned will communicated to teams through toolbox talks, safety bulletins and will be discussed at management meetings.
- Employees are encouraged to report hazards and near misses without fear of blame or reprisal. David Smith Contractors Ltd promotes a **positive reporting culture** where safety concerns are welcomed and addressed proactively.

Monitoring and Review

- Incident trends will be monitored to identify recurring issues.
- Recommendations from investigations will be used to improve overall health and safety management and performance.

3.5 Emergency Procedures

David Smith Contractors Ltd will maintain, implement, and regularly review clear emergency procedures to ensure the safety of all Employees, Contractors, and Visitors. These procedures include fire evacuation, first aid response, lone working arrangements, and communication of emergency contacts.

General Requirements

- Emergency action plans will be developed.
- All Employees and Contractors must familiarise themselves with the local emergency arrangements before beginning work, including evacuation routes, alarm points, and assembly locations.
- Emergency drills, equipment checks, and reviews will be conducted periodically to ensure preparedness.

Fire Evacuation

In the event of a fire or fire alarm activation:

- Immediately stop work and evacuate the work area using the prescribed escape route.
- Do **not** run and **do not** return for personal belongings.
- Proceed directly to the allocated assembly point and stay there until accounted for.
- Follow the instructions of the Fire Warden or designated responsible person.

First Aid

- Adequate first aid equipment and trained first aiders will be provided across all David Smith Contractors Ltd work sites.

Lone Working Emergencies

- Lone workers must follow the David Smith Contractors Ltd lone working procedures, including check-in systems and emergency contact methods.
- Any failure to check in or unexpected loss of contact will trigger the Lone Worker Emergency Response Plan.

Communication

- Emergency contact numbers (internal and external) will be displayed prominently in workplaces, vehicles, and welfare areas.
- Visitors and Contractors will receive key emergency information as part of their induction.

Review

Emergency procedures will be reviewed following drills, after any significant incident, or after operational changes that may affect emergency readiness.

3.6 Fire Safety

David Smith Contractors Ltd is committed to preventing fire, protecting people and property, and complying with all relevant fire safety legislation. Fire precautions will be implemented across all work operations, with clear responsibilities for Employees and Contractors.

Legal Compliance

Fire safety arrangements will comply with:

- **Fire (Scotland) Act 2005**
- **Fire Safety (Scotland) Regulations 2006**
- **Management of Health and Safety at Work Regulations (MHSWR) 1999**

Fire Risk Assessments

- Fire Risk Assessments (FRAs) will be completed for work environments where a foreseeable fire risk exists.
- FRAs will be reviewed at least annually, or after significant changes, incidents, or concerns.
- Records will be stored at each property/location and on the central digital server.
- Actions arising from FRAs will be completed promptly and monitored by David Smith Contractors Ltd.

Fire Precautions and Good Practice

- Never tamper with fire-fighting equipment
- Keep fire exits clear and ensure they can be opened easily
- Report any damage, obstruction, or faults immediately to David Smith Contractors Ltd.
- Store and use materials safely, keeping ignition sources away from combustibles
- Any defects must be reported without delay
-

Training

Employees will receive appropriate information, instruction, and training on:

- Basic fire prevention awareness
- Types of fire extinguishers and when/how to use them
- Emergency actions in the event of fire
- Raising the alarm and alerting others
- Safe evacuation, including assisting vulnerable persons

Smoking

- Smoking is permitted outdoors only and in designated areas.
- Smoking materials must be disposed of safely in appropriate containers.

3.7 Provision of First Aid at Work

David Smith Contractors Ltd will ensure adequate first aid provision in accordance with the **Health and Safety (First Aid) Regulations 1981 (as amended)**.

First Aid Personnel

- Trained First Aiders and Emergency First Aiders will be appointed.
- First Aiders are responsible for providing immediate assistance, maintaining equipment, and recording treatment.
- Training will be kept up to date.

First Aid Equipment

- First aid kits are provided in work vehicles and on worksites.
- Kits will be checked and replenished regularly.
- Employees must inform David Smith Contractors Ltd whenever items are used.

Additional Equipment

Where required, additional equipment such as eye wash stations, burns kits, and AEDs will be provided and maintained.

Recording and Reporting

- All first aid treatment administered must be entered in the First Aid Record Book.
- Serious injuries must be reported to David Smith Contractors Ltd and may require incident reporting or RIDDOR submission.

Communication and Review

- First aid arrangements and First Aider details will be communicated during induction and via signage.
- First aid provision will be reviewed annually or following significant changes.

3.8 Plant, Equipment, and Machinery

David Smith Contractors Ltd is committed to ensuring that all plant, equipment, and machinery are safe, well maintained, and used competently. Effective control of work equipment reduces the risk of injury, equipment failure, and operational downtime. Only trained and competent operators will be used.

General Requirements

- All plant, machinery, and equipment must be suitable for the task and used only for the purposes for which they were designed.
- All equipment must comply with relevant legislation, including the **Provision and Use of Work Equipment Regulations (PUWER)** and **Lifting Operations and Lifting Equipment Regulations (LOLER)**, where applicable.

Maintenance and Inspection

- Planned preventative maintenance will be conducted in accordance with manufacturer recommendations and statutory requirements.

- Statutory inspections (e.g., lifting equipment, telehandlers, forklifts) must be completed by a competent person at the required frequency.
- Inspection and maintenance records will be retained and made available for audit.
- Any equipment found to be defective must be:
    - Removed from service immediately,
    - Clearly labelled as “Do Not Use,” and
    - Reported to David Smith Contractors Ltd for repair or replacement.

Operation and Competence

- Only trained, competent, and authorised personnel may operate plant, machinery, or powered equipment.
- Training records—including refresher training—must be kept up to date by David Smith Contractors Ltd.
- Operators must complete daily pre-use checks before using equipment and report any defects immediately by using visual and written record methods.
- Machinery guards, safety devices, and emergency stop mechanisms must never be removed, bypassed, or tampered with.

Safe Use

- Work equipment must be used in accordance with risk assessments, safe systems of work, and manufacturer instructions.
- Equipment must not be overloaded, misused, or operated in unsafe conditions such as poor visibility, unknown terrain, or high-risk weather.
- Where equipment is shared between teams, it must be returned clean, safe, and in good working order.

Storage and Security

- Equipment must be stored safely to prevent deterioration, unauthorised use, or environmental damage.
- Keys for vehicles and machinery must be securely controlled.

3.9 Personal Protective Equipment (PPE)

Where risks cannot be eliminated through other controls, PPE will be provided in line with risk assessments. Workers must wear the PPE supplied, use it correctly, and report any loss, damage, or defect. David Smith Contractors Ltd is responsible for ensuring PPE remains available, fit for purpose, and replaced when required with records kept of items issued.

3.10 Welfare Facilities

David Smith Contractors Ltd will provide appropriate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations. This includes drinking water, toilets, washing facilities, rest areas, and appropriate arrangements for changing and drying clothes where necessary. All facilities will be kept clean, accessible, and adequately maintained.

3.11 Lone Working

David Smith Contractors Ltd recognises that lone working can present increased risks due to the absence of direct supervision and delayed assistance in the event of an emergency. Lone working will only be permitted where it is safe to do so, and all reasonably practicable measures have been taken to reduce risks.

- Lone Working will be included in risk assessments, identifying hazards such as remote locations, machinery, weather, terrain, and communication limitations.
- Lone workers must:
    - Maintain regular contact with David Smith Contractors Ltd using an agreed check-in system (mobile, radio, GPS tracker, or digital lone-worker device).
    - Carry appropriate communication equipment and ensure it is charged before starting work.
    - Not undertake high-risk activities alone.
- Emergency procedures must be clearly understood, including escalation if contact is missed.
- Lone working must be suspended during severe weather or where risks cannot be adequately controlled.

3.12 Young Persons at Work

David Smith Contractors Ltd will take special consideration of the risks to young persons (under 18) due to their lack of experience, awareness of risks, and physical/psychological immaturity.

Arrangements:

- A **Young Person Risk Assessment** will be completed before any individual under 18 begins work or placement.
- Young persons will not be exposed to:
    - Work beyond their physical or psychological capacity.
    - Work involving extreme temperature, noise, vibration, or toxic substances.
    - Hazardous machinery.
    - Work at height, confined spaces, or lone working.
- Supervision levels will be increased, and training will be tailored to their experience.
- Parents/guardians will be informed of the risks and control measures for those in work experience placements.
- Young persons will only work during daylight hours unless otherwise authorised following a risk review.

3.13 Pregnant Workers and New Mothers

David Smith Contractors Ltd is committed to protecting the health, safety, and welfare of pregnant workers, workers who have recently given birth, and those who are breastfeeding. David Smith Contractors Ltd will ensure compliance with the Management of Health and Safety at Work Regulations 1999 and related guidance.

Pregnant Worker Risk Assessment

A risk assessment will be completed to identify hazards that may affect the pregnant worker or unborn child. This will include (where applicable):

- Physical hazards (manual handling, slips/trips, machinery).
- Biological hazards (waste).
- Chemical hazards (pesticides, fuels, adhesives, paints, COSHH substances).
- Working conditions (heat, cold, vibration, noise, long hours, lone working).
- Workstation setup and posture.

- Work at height.
- Night working or remote location work.
- Stress, fatigue, and welfare facilities.

The assessment will be reviewed:

- After each trimester,
- If working conditions change,
- If the employee reports discomfort or health concerns.

3.14 Noise & Vibration

David Smith Contractors Ltd will control exposure to hazardous noise and vibration in line with the Control of Noise at Work Regulations and Control of Vibration at Work Regulations.

Arrangements:

- Noise and vibration risk assessments will be completed for relevant tasks such as power tool operation.
- Where exposure exceeds action values:
    - Engineering controls, maintenance, and equipment selection will be prioritised.
    - Hearing protection zones will be clearly identified.
    - Ear protection will be provided and must be worn.
- Hand-arm vibration (HAV) exposure will be monitored and managed through:
    - HAV calculators or records,
    - Limiting trigger times,
    - Regular equipment maintenance,
    - Job rotation for high-vibration tasks.
- Health surveillance will be provided where required.

3.15 Dust Safety Management

David Smith Contractors Ltd recognises that silica, wood dust and other airborne dusts created during work operations can pose significant health risks. This arrangement applies to all dust-producing work including, stone/soil work, sanding/grinding, cleaning, and maintenance.

Key Commitments

- Prevent or minimise harmful dust.
- Control exposure as far as reasonably practicable.
- Comply with COSHH and Workplace Exposure Limits (WELs).
- Provide monitoring, training, and supervision.

Control Measures

- Eliminate / Substitute
- A COSHH Assessment must be completed for all dust-generating activities.
- Health surveillance required where exposure remains significant.

Engineering Controls (to be consistent with the relevant risk assessment)

- LEV on machinery and equipment.
- Vehicle cabs with filtered air.
- Water suppression for cutting stone/soil.

LEV Requirements

- Weekly user checks.
- Thorough Examination & Test every 14 months.
- Records kept for 5 years.

Administrative Controls

- Rotate tasks to reduce exposure.
- Restrict access to dusty areas and maintain good housekeeping.

PPE / RPE

- FFP3 minimum.
- RPE must be face-fit tested, checked before use, stored clean and replaced when ineffective.
- Eye protection and protective clothing as required.

Safe Working

- Follow COSHH assessments.
- Use extraction and RPE correctly.
- Report defective equipment.
- Maintain clean work areas.

Monitoring & Health Surveillance

Required for:

- Wood dust (asthma).
- Silica (silicosis).

Training (Employees will be given information during their safety induction on)

- Dust hazards relevant to their role.
- Use of LEV and RPE.
- PPE requirements.
- Housekeeping and safe cleaning.

3.16 Asbestos Management

David Smith Contractors Ltd will manage asbestos in accordance with the Control of Asbestos Regulations 2012.

Arrangements:

- **Asbestos Management Survey** and **Asbestos Registers** will be requested and reviewed before any work commences.
- No Employee or Contractor may disturb building materials without confirming asbestos status.
- Where asbestos is identified:
    - Material will be labelled or recorded as “presumed ACM.”
    - Work will only be conducted by competent and licensed contractors where required.
- Emergency procedures will be followed if ACM is accidentally disturbed, including evacuation and specialist clean-up.

- All Employees and Contractors whose work might disturb ACMs must have up to date asbestos awareness training.

3.17 Occupational Health

David Smith Contractors Ltd is committed to preventing work-related ill health and ensuring Employees remain fit and safe to perform their duties. **David Smith Contractors Ltd will:**

- Identify health risks linked to work activities.
- Provide health surveillance where required (noise, vibration, dusts, chemicals, respiratory risks, skin risks).
- Support early reporting of symptoms.
- Arrange Occupational Health referrals when fitness for work needs assessing.
- Maintain confidentiality and comply with data protection law.

Health Surveillance

Health surveillance is required for roles exposed to:

- Noise
- Vibration (HAVS)
- Dusts (silica)
- Hazardous substances (COSHH)
- Respiratory or skin irritants
- Manual handling or repetitive strain risks

Surveillance may include hearing tests, lung function tests, HAVS checks, skin checks, or fitness assessments.

Employee Duties

- Attend required health surveillance appointments.
- Report early symptoms (e.g., hearing loss, tingling, breathing issues, skin irritation).
- Use PPE and follow safe working procedures.
- Inform David Smith Contractors Ltd of any health issues affecting work.

Employer Duties

- Ensure appropriate health surveillance is arranged.
- Act on Occupational Health recommendations.
- Support Employees returning after illness or injury.

3.18 Working at Height

David Smith Contractors Ltd will conduct working at height in accordance with the working at height regulations 2005.

David Smith Contractors Ltd will:

- Avoid working at height where possible.
- Carefully plan, supervise, and risk access work at height activities.
- Ensure only competent Employee/Contractors conduct working at height duties.

- Ensure a suitable and sufficient risk assessment is in place.
- Ensure equipment is inspected and maintained.
- Ensure the correct working equipment and protection from falls are provided.
- A suitable rescue plan is in place.
- Stop work if conditions become unsafe.

Employees/Contractors will:

- Follow risk assessments and key safety rules and the training they have received.
- Report any defects or unsafe conditions immediately.
- Stop work if conditions become unsafe.

Training:

- Working at height awareness including the safe use of ladders.
- IPAF/PASMA.
- Scaffolding inspection training (if required).

3.19 Transport & Vehicle Management

Arrangements:

- Only authorised, and competent persons may operate vehicles or machinery.
- Daily pre-use checks must be performed and documented. (Visual and written records)
- Speed limits must be observed on all roads.
- Keys must never be left in unattended vehicles.
- Reversing must be minimised and banksmen used where visibility is restricted.
- Pedestrian–vehicle separation must be maintained around busy work areas.

3.20 Excavation & Underground Services Safety

To ensure all excavation works are carried out safely, preventing injury, collapse, and damage to underground services. This applies to **all employees, contractors, and subcontractors** involved in excavation or groundworks on behalf of David Smith Contractors Ltd. Site-specific Risk Assessments & Method Statements will be developed a copy of HSG47 – Avoiding Danger from Underground Services will be made available to site operatives.

BEFORE YOU DIG

- No excavation without authorisation, risk assessment, and Permit to Dig (if required)
- Obtain and review up-to-date utility plans and drawings
- Locate services using CAT & Genny
- Mark all services clearly on the ground
- Brief all workers on service locations and hazards

SAFE DIGGING RULES

- Hand dig where services are expected
- No mechanical digging within agreed exclusion zones
- Never strike, cut, or disturb utilities unless confirmed isolated or protected
- Maintain constant communication between plant operators and ground workers
- Use a banksman when required

EXCAVATION SAFETY

- Never enter an unsupported excavation
- Use shoring, trench boxes, or battered sides as per risk assessment
- Keep spoil heaps, vehicles, and plant away from edges
- Provide safe access/egress (secured ladders or steps) for trenches over 1.2m deep
- Do not work in excavations with standing water unless authorised and controlled

INSPECTIONS

- Inspect excavations:
    - Daily
    - After rain, vibration, or ground movement
- **Stop work immediately** if instability or hazards are observed

SITE CONTROLS

- Install barriers, fencing, and warning signage
- Prevent falls into excavations and contact with exposed services

PPE (MANDATORY)

- Hi-visibility clothing, Safety boots & Hard hat
- Task-specific PPE identified in the risk assessment or per onsite rules

INCIDENT REPORTING

- All service strikes, damage, or hazards must be reported immediately to David Smith Contractors Ltd.

3.21 Overhead Power Lines

To ensure all works are carried out safely, preventing injury and damage to overhead power lines. This applies to **all employees, contractors, and subcontractors** involved in groundworks on behalf of David Smith Contractors Ltd. Site-specific Risk Assessments & Method Statements will be developed a copy of GS6 – Avoiding Danger from Overhead Power Lines will be made available to site operatives. **BEFORE WORK STARTS:**

- No work near overhead power lines without authorisation and risk assessment
- Identify all overhead services using site drawings and visual inspection
- Confirm voltage level and required exclusion distances
- Establish and mark exclusion zones with barriers or goalposts
- Brief all workers and operators on hazards and controls

SAFE WORKING DISTANCES (MINIMUM)

- Up to **33kV**: **3 metres**
- Above **33kV**: **6 metres** *(Unless confirmed otherwise by the electricity provider)*

PLANT & DIGGER OPERATIONS

- Do not operate plant within exclusion zones
- Use physical height restrictors or goalposts where required
- Keep booms, buckets, and loads well clear of power lines at all times
- Never raise loads or attachments beneath overhead lines
- Maintain constant communication between operator and banksman
- A banksman is mandatory when working near overhead services

SITE CONTROLS

- Install barriers, fencing, bunting, and warning signage
- Set designated plant routes away from overhead lines where possible
- Avoid tipping or loading under power lines
- Stop work during poor visibility, high winds, or adverse weather

IF CONTACT OCCURS

- **STOP WORK IMMEDIATELY**
- Operator must remain in the cab if safe to do so
- Do NOT touch the machine or ground nearby
- Warn others to keep clear
- Call emergency services and notify David Smith Contractors Ltd immediately

PPE (MANDATORY)

- Hi-visibility clothing
- Safety boots
- Hard hat
- Task-specific PPE identified in the risk assessment

INCIDENT REPORTING

- All near misses, contact, or damage involving overhead lines must be **reported immediately** to David Smith Contractors Ltd. **No exceptions**

3.22 Electrical Safety

David Smith Contractors Ltd recognises the significant risks associated with electricity, including electric shock, burns, fire, and explosions and is committed to ensuring that all electrical systems, equipment, and installations are managed, maintained, and used safely in accordance with the Electricity at Work Regulations 1989.

Management Responsibilities

- All electrical installations and systems are designed, installed, and assessed by competent electricians.
- Only suitably trained and competent persons conduct electrical work.
- Adequate resources are provided for inspection, maintenance, repair, and testing.
- Electrical risks are identified and controlled through risk assessments and safe systems of work.
- Employees receive appropriate information, instruction, and training on electrical hazards and safe use of equipment.

Electrical Installations

- All fixed installations will be inspected and assessed at intervals recommended by a competent electrician (typically every 5 years or sooner if required).
- Any remedial works identified during inspections will be completed promptly by a competent electrical contractor.
- Unauthorised alterations or additions to electrical systems are prohibited.

Portable Electrical Equipment (PAT)

- All portable electrical equipment will undergo regular inspection and testing (PAT testing) appropriate to risk and use.
- Visual checks must be completed by Employees before use, including cables, plugs, casings, and signs of overheating.
- Defective or damaged equipment must be removed from service immediately and reported to David Smith Contractors Ltd.
- Only equipment that has passed inspection/testing and is labelled accordingly should be used.

Use of Electrical Equipment

Employees must:

- Use electrical equipment only for its intended purpose.
- Keep equipment dry and protect it from damp, mud, and adverse weather.
- Never overload sockets or extension leads.
- Avoid trailing cables that could cause trip hazards or damage.
- Ensure all equipment is switched off and unplugged when not in use (where appropriate).

Isolation & Lock-Off

Where equipment requires repair, maintenance, or inspection:

- It must be **isolated** from the electrical supply.

- A **lock-off/tag-out (LOTO)** device must be used where applicable.
- A permit to work may be required for high-risk tasks.

Electrical contractors must:

- Be competent, qualified, and part of the approved contractor framework.
- Provide evidence of insurance, training, and registration (e.g., NICEIC, SELECT, ECA).
- Follow site procedures, risk assessments, and isolation practices.
- Provide certification for works conducted.

3.23 Mental Health and Wellbeing

David Smith Contractors Ltd recognises that mental health is as important as physical health, and that good wellbeing contributes directly to safety, performance, and overall job satisfaction. David Smith Contractors Ltd are committed to fostering a supportive working environment where employees feel able to discuss mental health concerns without stigma or discrimination.

Commitment to Wellbeing

David Smith Contractors Ltd will:

- Promote a culture where mental health is openly acknowledged and discussed.
- Encourage early reporting of stress, fatigue, or wellbeing concerns.
- Support individuals experiencing mental ill health or work-related stress.
- Implement reasonable adjustments to enable employees to continue working safely and effectively.

Identifying Mental Health Risks

Potential risks to Employee mental wellbeing may include:

- Excessive workload or long hours.
- Lone working or isolation.
- Exposure to distressing events.
- Poor communication or conflict within teams.
- Personal difficulties impacting work.
- Fatigue or poor work-life balance.

Support Available

David Smith Contractors Ltd will offer appropriate support through:

- Referral to external support or professional services (e.g., GP, mental health professionals).
- Adjustments to working hours, duties, or workload where necessary.
- Regular welfare check-ins for Employees with known health concerns.
- Encouraging Employees to seek help early without fear of negative consequences.

Employee Responsibilities

All Employees are expected to:

- Treat colleagues with respect, empathy, and professionalism.
- Report concerns about their own mental health or that of colleagues where safe to do so.
- Cooperate with recommended adjustments or support measures.

- Maintain appropriate communication, especially when lone working or working remotely.

Monitoring and Review

David Smith Contractors Ltd will monitor mental health and wellbeing performance by:

- Reviewing stress-related absence trends.
- Considering wellbeing during incident investigations where relevant.
- Consulting employees on workplace pressures and morale.
- Reviewing wellbeing measures and adjusting support as needed.

3.24 Construction (Design and Management) Regulations 2015 (CDM)

David Smith Contractors Ltd will ensure all construction, refurbishment, repair, demolition, drainage, track building, and similar activities comply fully with the **Construction (Design and Management) Regulations 2015 (CDM 2015)**.

Client Duties

- Make suitable arrangements for managing construction work, ensuring projects are planned, resourced, and completed safely.
- Appoint in writing:
    - a **Principal Designer** for any project involving more than one contractor, and
    - a **Principal Contractor** for the construction phase.
- Ensure all appointed designers and contractors are competent and adequately resourced.
- Provide relevant pre-construction information to Employees and Contractors (asbestos registers, utilities, hazards, site rules, access constraints).
- Ensure welfare facilities are in place before work starts.
- Check that contractors produce:
    - Risk assessments/Method statements
    - Construction Phase Plans (CPP)
    - Relevant statutory documentation
- Not allow work to start until all necessary documentation has been reviewed and approved.
- Ensure adequate arrangements for co-operation and communication between all parties.
- Ensure that work is completed safely and without risks to the others.

Principal Designer Duties

Appointed Principal Designers will:

- Plan, manage, and monitor the pre-construction phase.
- Identify and eliminate foreseeable risks.
- Ensure safe design principles are applied.
- Co-ordinate designers and pass on relevant information to contractors.
- Prepare and update the Health & Safety File.

Principal Contractor Duties

Appointed Principal Contractors will:

- Develop, implement, and review a Construction Phase Plan.
- Control the site and ensure safe working practices.
- Provide appropriate welfare facilities.

- Manage subcontractors and supervise work.
- Maintain site security and ensure public protection.
- Conduct inductions and toolbox talks.
- Consult with David Smith Contractors Ltd and maintain daily communication.

Contractor Duties

- Provide RAMS and competency documents.
- Follow all site rules and emergency procedures.
- Work safely and stop work if conditions become unsafe.
- Report incidents immediately to David Smith Contractors Ltd.

3.24 Confined Spaces

David Smith Contractors Ltd will manage confined space risks in accordance with the **Confined Spaces Regulations 1997**. A confined space includes tanks, pits, chambers, culverts, drainage systems, and any other area with restricted access and potential for hazardous atmospheres.

No person may enter a confined space on David Smith Contractors Ltd without formal authorisation, a permit-to-work, and suitable controls in place. Before any confined space work:

- A competent person must complete a confined-space risk assessment.
- All hazards must be identified, including:
    - Oxygen deficiency
    - Gas, fume, or vapour
    - Drowning risk
    - Engulfment (soil, sand)
    - Entrapment
    - Restricted access
- Assessment outcomes must specify required controls.

Control Measures

- Permit-to-work system
- Isolation of services (electrical, hydraulic, water)
- Ventilation or atmospheric testing
- Communication systems
- Use of harnesses, tripod recovery systems, or winches
- Stand-by person outside the space
- Emergency rescue plan
- Only trained persons may enter confined spaces.

Contractor Requirements

- Provide RAMS specific to confined spaces.
- Provide proof of training and equipment inspection.
- Not begin work until authorised by David Smith Contractors Ltd.

Emergency Arrangements

- No entry may occur unless a rescue plan and emergency equipment are in place.
- Emergency services must NOT be relied upon as the primary rescue method.

3.26 Monitoring and Review

David Smith Contractors Ltd are committed to maintaining high standards of health and safety through continual monitoring, evaluation, and improvement of its management systems.

Monitoring Activities
Health and safety performance will be monitored using a combination of proactive and reactive measures, including:

- **Routine workplace inspections** conducted by David Smith Contractors Ltd and supported by the Competent Person.
- **Formal audits**, including annual audits conducted by the Competent Person.
- **Review of incident data**, including accidents, near misses, trends, and root cause analysis.
- **Safety meetings and employee consultation**, ensuring workers' feedback, observations, and concerns are considered.
- **Monitoring of training completion**, competence levels, and refresher needs.
- **Verification of risk assessments**, safe systems of work, and statutory inspection records.

The Competent Person will assist David Smith Contractors Ltd in:

- Reviewing policies, procedures, and associated documentation.
- Identifying areas for improvement and recommending corrective actions.
- Providing updates on legislative changes and relevant industry guidance.
- Supporting David Smith Contractors Ltd through audits and inspections.

Review of the Policy and Arrangements

- The Health and Safety Policy and its supporting arrangements will be **formally reviewed at least annually**.
- Additional reviews will be undertaken sooner if:
    - There are significant changes to workplace activities, staffing, equipment, or work processes.
    - Legislative or regulatory changes occur.
    - Incident investigations highlight deficiencies or opportunities for improvement.
    - The Competent Person identifies a need for revision.

Continuous Improvement
David Smith Contractors Ltd will use findings from monitoring activities to:

- Improve controls, procedures, and operational practices.
- Strengthen the safety culture across all operational work areas.
- Ensure ongoing compliance with the Health and Safety at Work etc. Act 1974 and all relevant regulations.

Section 4 - Key Safety Rules for Employees

4.1 Requirements

David Smith Contractors Ltd recognises that it is not possible to create a safety rule for every circumstance. However, all Employees are expected to act sensibly, responsibly, and in a way that protects their own safety and the safety of others.

Employees must follow all health and safety instructions issued by David Smith Contractors Ltd. and Client led instructions. Employees must report all accidents, near misses, unsafe conditions, or equipment defects immediately. If at any time conditions or equipment are believed to be unsafe, employees must **stop work immediately** and inform David Smith Contractors Ltd so that the situation can be made safe.

All Employees must:

- **Follow all health and safety procedures**
  Comply with risk and COSHH assessments, and any instructions provided by David Smith Contractors Ltd.
- **Use personal protective equipment (PPE) correctly**
  Wear the required PPE for the task and report any defects immediately.
- **Report hazards, near misses, and accidents without delay**
  Notify David Smith Contractors Ltd so risks can be managed and incidents properly recorded.
- **Maintain good housekeeping**
  Keep work areas clean, tidy, and free from unnecessary obstructions to reduce risks.
- **Operate equipment only if trained and authorised**
  Use machinery and tools safely and never remove or bypass safety guards or devices.
- **Follow safe manual handling practices**
  Use correct lifting techniques and request assistance or lifting aids when necessary.
- **Cooperate with emergency procedures**
  Know evacuation routes, alarms, and assembly points, and follow instructions during emergencies.
- **Avoid working under the influence of alcohol, drugs, or impairing medication**
  Employees must be always fit for work.
- **Drive and move around the site safely**
  Obey speed limits, signage, and pedestrian routes.
- **Take reasonable care of themselves and others**
  Cooperate with David Smith Contractors Ltd, attend required training and always act responsibly.

4.2 - Excavation & Underground Services - Key Safety Rules

- **No excavation** may begin without authorisation, a completed risk assessment, and (where required) a permit to dig.
- **Locate all underground services** before digging using up-to-date utility plans, service drawings, and cable-locating equipment (CAT & Genny).
- **Mark service routes clearly** on the ground and brief all workers before excavation starts.
- **Hand dig carefully** in areas where services are expected—no mechanical digging within agreed exclusion zones.
- **Never enter an unsupported excavation**; use shoring, or battered sides as required by the risk assessment.
- **Inspect excavations daily**, and after rain, vibration, or any ground movement. Stop work immediately if instability is observed.
- **Keep spoil heaps, vehicles, and plant** away from edges to prevent collapse and falling material.
- **Use barriers, fencing, and warning signs** to prevent falls into excavations or contact with exposed services.
- **Provide safe access and egress**, such as secured ladders or steps, in all trenches over 1.2m deep.
- **Do not work in excavations** with standing water unless properly controlled and authorised.
- **Never strike, cut, or disturb utilities** without confirmation they are isolated or protected.
- **Maintain constant communication** between plant operators and ground workers; use banksmen when needed.
- **Wear required PPE**, including hi-vis, safety boots, hard hats, and task-specific protection identified in the risk assessment.
- **Report any service strikes**, damage, or hazards immediately to David Smith Contractors Ltd—**no exceptions.**

4.3 Why Key Safety Rules for Employees are Important

Key safety rules are essential because they provide clear expectations for how Employees should behave to prevent accidents and protect themselves and others. They ensure everyone understands the basic requirements for working safely, reducing the risk of injury, illness, and damage to property. When employees follow these rules, the workplace becomes more controlled, consistent, and predictable, which helps to prevent unsafe actions and conditions.

- **To prevent accidents and injuries**
  Safety rules help stop avoidable incidents by guiding Employees to work in a safe and responsible manner.
- **To protect Employees' health and wellbeing**
  Clear rules reduce exposure to hazards and lower the risk of work-related ill health.
- **To meet legal requirements**
  Employers are legally required to provide a safe working environment. Having and enforcing safety rules helps demonstrate compliance with health and safety laws.
- **To create a consistent safety standard**
  Employees may have various levels of experience. Safety rules ensure everyone follows the same safe practices.
- **To promote a positive safety culture**
  Written rules reinforce that safety is a priority and encourage employees to take responsibility for their own actions.
- **To help prevent costly incidents**
  Injuries, equipment damage, and downtime can be expensive. Safety rules help avoid these financial consequences.
- **To provide clarity and reduce confusion**
  Rules set clear boundaries and expectations, reducing misunderstandings and unsafe decisions.

Declaration

I confirm that I have been made aware of David Smith Contractors Ltd health and safety arrangements as detailed above, and I agree to comply fully with all requirements, procedures, and responsibilities outlined within this policy.

Print Name	Signature	Date