

HEALTH & SAFETY POLICY



**MARSHALL
CONSTRUCTION**

AUGUST 2016

Latest revisions in italics

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Safety Policy

GENERAL STATEMENT OF INTENT

It is the policy of this Company to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Health and Safety is an integral part of the business and it must be managed in an efficient manner to allow the smooth running of the rest of the business. It must never be compromised. We need healthy, suitably trained people, turning up to work in the correct dress with the right tools for the job (which have been suitably inspected), with the right paperwork in place and the right attitude. Any of these aspects not in place, slows down the job and has a negative financial effect on the company and ultimately those that work within it.

If we all play our part we will be contributing not only to a safer workplace but also to a more financially sound company which will help ensure longevity of employment for us all.

The Company requests the full co-operation and support of all employees in ensuring the delivery of this policy.

The allocation of duties for safety matters and the particular arrangements are set out below.



R Marshall
Managing Director
16.08.16
(Review August 2017)

RESPONSIBILITIES

1 Overall and final responsibility for health and safety in the company is that of:

Mr R Marshall, Managing Director

2 Mr R. Cooke MBA, CMIOOSH, H.R Director is responsible for formulating and implementing this policy throughout the company. Nominating Temporary Works Coordinators.

3

Mr B Sinclair, Health and Safety Manager will ensure compliance with company safety policy and rules throughout the company.

Directors and Senior Managers

Main responsibilities are as follows:

- 1 Keep up-to-date with the requirements of regulations.
- 2 Ensure that all levels of staff receive adequate and appropriate training.
- 3 Insist on safe working methods.
- 4 Make certain that in tendering or planning stages allowance is made for adequate welfare facilities, first aid facilities and that equipment is provided to avoid injuries.
- 5 Ensure that proper accident reporting procedures are carried out and that action is taken to prevent recurrences.
- 6 Encourage the distribution of safety information to the staff.
- 7 Ensure that adequate financial and physical resources are committed to allow this policy to be carried out.
- 8 Discipline members of the staff who do not carry out their responsibilities.

Plant Manager

Main responsibilities are as follows:

- 1 Ensure that all plant sent to sites is safe and fully efficient, is guarded and equipped with safety devices and is tested in accordance with the Provision and Use of Work Equipment Regulations and the Electricity at Work Regulations.
- 2 Make certain that all plant operators are only employed on equipment for which they have been properly trained.
- 3 Check that periodic tests, inspections and maintenance are carried out.
- 4 Ensure that all repair and maintenance work carried out on site is done in a proper manner and that emergency repairs are dealt with properly as soon as possible afterwards.
- 5 Attend promptly to all plant defects notified or call the attention of site management to the need for dangerous plant to be put out of service until it can be properly repaired.
- 6 Checks that hired plant is safe and that, where appropriate, copies of current test certificates are available.
- 7 When purchasing or hiring in equipment Noise and Vibration levels must be considered and those with lowest values selected. If there is significant cost difference then Mr R Marshall should be consulted.
- 8 Inform site supervisors/managers of vibration levels of hired out equipment.
- 9 Check vehicle tachographs and report any non-compliance to Safety Officer.

Managers, Site Agents and General Foremen

Main responsibilities are as follows:

- 1 Where contract is notifiable under the Construction, Design and Management Regulations (CDM) 2015:
 - a Develop, implement and maintain the Construction Phase Plan.
 - b Display the notification of the project to Health & Safety Executive in a prominent position on site.
 - c Pass relevant information to the Principal Designer for inclusion in the Health & Safety file.

Work on these sites must not commence until the *Principal Designer* is in receipt of the Construction Phase Plan and adequate welfare facilities are on site.

For non-notifiable projects prepare Construction Phase Plan based on HSE Template. CPP should be appropriate for task.

- 2 Secure site boundaries from unauthorised personnel (with particular attention to children).
- 3 Organise sites so that work is carried out to the required standard with minimum risk to men, equipment and materials – Ensure all work is risk assessed and carried out under Method Statement. Ensure operatives sign up to Risk Assessment and Method Statement.
- 4 Locate all existing services and provide adequate signage warning of their whereabouts.
- 5 Ensure adequate Welfare Facilities available on site, which should include toilets (approx. 1 – 10) and hot and cold running water. Means of heating food and a drying room.
- 6 Know the requirements of the CDM Regs 2015 and other relevant legislation.
- 7 See that Construction Regulations and other legal requirements are observed on site, that all registers, records and reports are in order.
- 8 Give all trades foremen and gangers precise instructions on their responsibilities for correct working methods, see that they do not require or permit men (particularly apprentices) to take unnecessary risks.
- 9 Arrange delivery and stacking of materials and avoid increasing risks by double handling. Position plant effectively. Ensure that the electricity supply is installed and maintained without endangering men and equipment. Consider falls from

delivery lorries and discuss with suppliers/sub-contractors their arrangements for preventing this.

- 10 Plan and maintain a tidy site.
- 11 Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.
- 12 Check that all machinery and plant, including power and hand tools, are maintained in good condition.
- 13 Make sure that suitable protective clothing is available where appropriate and that it is used.
- 14 See that proper care is taken of casualties and know where to obtain medical help and ambulance service in the event of a serious injury.
- 15 Carry out preliminary investigations into any accident and complete company report.
- 16 Accompany H.M. Factory Inspector on site visits and act on his/her recommendations.
- 17 Co-operate with the Safety Officer, act on his recommendations.
- 18 Set a personal example.

Operative

Main responsibilities are as follows:

- 1 Use the correct tools and equipment for the job. Use safety equipment and protective clothing supplied, e.g. safety helmets, goggles etc. Operatives should only use tools and equipment that they have received training for. e.g Stihl Saw blade may only be changed by a person who holds an Abrasive Wheels certificate.
- 2 Operatives are responsible for executing the works in accordance with the RAMS and using the equipment and methodology contained therein.
- 3 Keep tools in good condition.
- 4 Report to supervisor any defects in plant or equipment. In particular check integrity of electrical equipment and cables but do not take the plug apart.
- 5 Develop a personal concern for safety - for themselves and for others, particularly newcomers and young people.
- 6 Avoid improvising which entails unnecessary risk.
- 7 Warn new men of known hazards.
- 8 Refrain from horseplay and the abuse of welfare facilities.
- 9 Suggest ways of eliminating hazards.

Health and Safety Manager

Main responsibilities are as follows:

- 1 Advise management on:
 - a Preventing injury to personnel and damage to plant and equipment.
 - b Further improvements in existing sound working methods.
 - c Legal requirements affecting safety, health and welfare.
 - d Provision and use of protective clothing and equipment.
 - e Suitability, from a safety viewpoint, of new and hired plant and equipment, and validity of all appropriate test certificates.
 - f Potential hazards on new contracts before work starts and on the site safety organisation and fire precautions required.
 - g Methods of safe working arising from new developments.
 - h Advising on changes in legislation
- 2 Carry out site surveys, in association with the Site Agent or General Foreman, to see that only safe methods of working are in operation, that all regulations are being observed e.g. that statutory notices have been posted and that mess rooms, washing facilities and other welfare amenities have been provided and are properly maintained.
- 3 Determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence.
- 4 Supervise the recording and analysis of information on injuries, damage and production loss. Assess accident trends and review overall safety performances.
- 5 Assist with safety training for all levels of employee.
- 6 Keep contact with official and professional bodies e.g. H.M. Factory Inspectorate, Local Authorities and Fire Authorities.
- 7 Take part, where possible, in site management/operative discussions on injury, damage and wastage control.
- 8 Keep up-to-date with recommended codes of practice and new safety literature; circulate information applicable to each level of employee.

- 9 Foster, within the firm, an understanding that injury prevention and damage control are an integral part of business and operational efficiency.

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health or safety problem, which they are not able to put right, they must immediately inform an appropriate person.

SECTION 3

Responsibilities on CDM Notifiable Projects

| | |
|---|--|
| <i>Health and Safety Manager</i> | Produce Construction Phase Plan Liaise with Principal Designer Carry out Safety Inspections Prepare Site Fire Plan RIDDOR Reporting Provide Site Manager with up to date training records of personnel allocated to site. |
| Contract Director | Ensure adequate manpower available Carry out Safety Inspections |
| Contract Manager | Assess Site Security requirements Prepare site Traffic Management and Fire Plan Arrange suitable welfare facilities Carry out Safety Inspections |
| Site Manager | Promulgate F10 Prepare Risk Assessments and Method Statements Site Inductions Carry out Daily Safety Walkaround Maintain Construction Phase Plan Chair Sub-Contractor Pre-Start Meetings Scaffold Inspections |
| Contract Surveyor | Sub-Contractor Assessment Confirm suitable Insurance cover |
| Plant Manager | Ensure safe Plant delivered to site with appropriate certification |
| Buyer | Advise suppliers of any particular safety issues (Access problems etc.) |
| Admin Clerk | Collate information for Safety File and forward to Principal Designer |

SECTION 4

Communication and Consultation with Employees

Employees will be consulted regarding Health and Safety issues. The format of this consultation will vary but will include:

New machinery and new working practices will be trialled with squads and their input considered.

Workshops Supervisors will be consulted on an individual basis regarding Health & Safety issues.

Safety information will be passed to employees through notice boards and memos attached to wage slips. Mobile telephone number for Safety Officer will be posted at all site canteens and he may be contacted at any time with confidentiality guaranteed if requested.

Health and Safety will be on the agenda at weekly managers meetings, quarterly site managers meetings and monthly Directors meetings.

Safety Committee will meet on a three monthly basis with minutes posted on site notice boards.

Company *Health and Safety Manager* can be contacted at any time on *07966 426612*

SECTION 5

Personal Protective Equipment

All Marshall Construction Limited sites are deemed to be Hard Hat, Hi-Vis and Safety Footwear Areas. All employees have a legal responsibility to follow this policy and Managers should actively enforce this rule.

Suitable PPE will be provided, free of charge, to each employee who may be exposed to any risk while at work. Employees are required to report any loss or defect of PPE to their superior forthwith.

Minimum standard for Dust masks on site is P2. Cutting of any silica based materials will require P3 standard. Buying Department hold stock of masks to ensure standardisation of Face Fit Tests.

SECTION 6

Accident Reporting Procedures

Listed below are the actions to be taken in the event of an accident to any company employee or other person on company sites or other premises.

- 1 All accidents, however trivial, must be entered in the accident book.
- 2 All accidents should be reported, within 24 hours, by the Supervisor/Agent to the *Health and Safety Manager* using Company Accident Report Form. Fatal/serious injury or injury to members of the public and Dangerous Occurrences must be reported to a Director immediately they occur.
- 3 Near Misses will be investigated by the *Health and Safety Manager* and report provided to the Board of Directors. Results of investigation will be promulgated on site noticeboards.
- 4 The Safety Officer will report incidents/ill health to the Health & Safety Executive as required by RIDDOR 1995 (amended 2012) using the HSE Website.
- 5 Any reportable accident must be reported to Mr R. Marshall as soon as practicable.

SECTION 7

First Aid

There will be at least one first aider at the Main Office, the Joiners Workshop and the Plant Workshop.

There will be an Appointed Person named at each temporary site

Site Managers will attend Full First Aid Course.

First Aid Boxes will be held at:

Main Office
Joiners Workshop
Plant Workshop
Each Site Office

SECTION 8

General Fire Safety

- 1 On all sites a means of warning of fire must be established.
- 2 Written Emergency Procedures must be displayed in prominent locations.
- 3 Clear access for emergency vehicles must be maintained at all times.
- 4 The Safety Officer is to ensure all personnel are trained in the use of portable fire fighting equipment.
- 5 "Fire Points" are to be maintained at all sites.
- 6 The *Health and Safety Manager* is to review adequacy of fire fighting equipment as work progresses.
- 7 At the end of each working day a fire check must be undertaken, particularly in areas where hot work has taken place.
- 8 The *Health and Safety Manager* is to initiate fire/evacuation drills on a regular basis.
- 9 Smoking prohibitions : No smoking permitted in company premises (see section 19)

SECTION 9

Local Factory Inspector - Address and telephone number

Health & Safety Executive
Belford House
59 Belford Road
EDINBURGH
EH4 3UE

Tel: 0131 247 2000
Fax: 0131 247 2121

Emergency Procedures

- 1 Site Managers will ensure that emergency procedures are included with appropriate method statements
- 2 Site Managers will inform operatives/visitors of procedures which apply to site at Induction this will include location of muster points.
- 3 See MP 009 for more details of Emergency Procedures.

Training

Mr R. Cooke is responsible for training on all matters relating to Health & Safety. He will ensure that employees receive training on any plant or equipment that they may use during their employment.

An essential part of the company's Health & Safety Policy is training for all employees so that they can recognise hazards and take appropriate precautions to prevent injury.

All new employees must attend an Induction Brief. The Brief will include emergency procedures, site safety and use of personal protective equipment.

Specific training as detailed below will be arranged as required.

| | |
|----------------------|----------------------------------|
| First Aid | Scaffold Inspection |
| Confined Space | Plant Operator |
| Banksman Duties | Asbestos Awareness |
| Safety Passport | CSCS / On Site Assessment (SVQs) |
| Abrasive Wheel | Driver Awareness |
| CITB Site Management | Manual Handling |

The *H R Director* will maintain records of all courses attended and qualifications gained.

All training certificates will be scanned and held in the Training Certificate Folder in the 'R' Drive which is accessible from all major sites.

General Rules for sub-contractors -

- 1 Contractors should hold appropriate employee and public liability insurance cover, proof of which will be required before work is offered.
- 2 Any contractor who by law requires a license to carry out his trade (e.g. Asbestos Contractor) should provide a copy of that license with tender.
- 3 Contractors will be required to supply a written method statement in advance of undertaking work. Any deviations once work has commenced must be agreed with Marshall Construction.
- 4 A list of all materials and products the contractor will use on site is to be provided together with an assessment of their dangers and the precautions to be taken to protect their employees and employees of other companies working in the vicinity.
- 5 A Risk Assessment should be provided detailing hazards produced by particular operations and the methods by which these hazards will be controlled.
- 6 A copy of the contractor's Health & Safety Policy is to be provided.
- 7 Marshall Construction sites are deemed Hard Hat, Safety Footwear and Hi-Vis Areas. Any persons not complying with this rule will be ordered off site.
- 8 Any lifting equipment brought onto site must be adequate for purpose, in date for inspection and stamped with safe working load.
- 9 Portable Electrical Equipment should be marked with test dates.
- 10 Scaffolding contractors should provide a "Scaffold Plan" with tender when requested.
- 11 Electricity supplied by Marshall Construction should not be used without permission of the Site Agent. All portable equipment should use 110V A.C.
- 12 Contractors should be aware of their duties under the Construction Design and Management Regulations 2015 in particular the requirement to co-operate with the Principal Contractor.

SECTION 13

Housekeeping

- 1 All employees have a responsibility for good housekeeping. High standards lead to a safer working environment. These general rules should help achieve those standards:
 - a Waste materials should not be allowed to accumulate.
 - b Access/Walkways should be kept clear at all times.
 - c Scaffolds should not be cluttered with materials
 - d On completion of a task the area should be left clean and tidy.
 - e Thirty minutes before the end of the working day Site Agents/Supervisors should inspect the working area and ensure any pick-up points are corrected.
- 2 Housekeeping is not just dealing with the disposal of waste materials, it is an attitude which should be instilled throughout the workforce.

SECTION 14

Audit, Management Review and Safety Inspections

- 1 Construction sites will be visited on a two weekly basis by *Health and Safety Manager* and Contracts Director/Contracts Manager. Managing Director will visit on an ad-hoc basis.
- 2 A written report of their findings will be provided to the Site Manager for action. Any identified actions must be closed out by the date specified on the report
- 3 A copy of all reports will be copied to Mr R Marshall, Managing Director.
- 4 Scores from site inspections will contribute to Company Safety KPI.
- 5 This Policy will be reviewed on an annual basis or on introduction of significant changes in health and safety legislation.

SECTION 15

Control of Substances Hazardous to Health

- 1 All substances, which are to be used by employees will be assessed to ascertain any risk to health which may be present.
- 2 If there is a risk present then an alternative substance will be sought.
- 3 If there is no alternative available then appropriate control measures will be introduced.
- 4 Employees will be informed, instructed and trained in any risk to health and the precautions to be taken.
- 5 Personal Protective Equipment is a last resort and will only be issued after all control measures have been investigated.
- 6 A file containing Generic Assessments for common hazardous substances found in the construction industry is held in the 'R'Drive.

SECTION 16

Occupational Health

- 1 An Occupational Health Nurse will carry out appropriate health monitoring of all employees.
- 2 Typical monitoring will include: HAVS, Lung Function, Skin Checks, Hearing Tests and Safety Critical Medicals

SECTION 17

Manual Handling

Frequent and heavy lifting and handling can cause back injuries but with training, lifting and handling aids the risk of injury can be reduced.

- 1 Manual Handling will be risk assessed in conjunction with task risk assessments. Use of mechanical aids must be considered. Common aids available on site include: Pallet Trucks, Kerb and Slab Lifters, Telehandlers and Excavators, sack barrows, wheel barrows, door clamps, builders hoists and plasterboard lifters.
- 2 Operatives will be trained in Kinetic Lifting Techniques.
- 3 Risk Assessment will also identify PPE to be worn
- 4 Risk Assessment will consider quantities e.g it may be better ordering materials in small bags to enable one person to lift easily or it may be better ordering large bags and use a hi-ab or other mechanical means.

SECTION 18

Plant, Equipment, Power and Hand Tools

The Plant Department must ensure that all items of plant, equipment, power and hand tools issued to sites are :

- a Suitable for purpose
- b Maintained adequately and inspected prior to issue.

Specifically:

Portable Electrical Equipment

This requires a programme of annual (minimum) testing (insulation etc.) by a competent person with results being recorded. All items should be visually checked on issue from Plant Department.

Chains, Ropes and Lifting Gear

Must be tested and examined with appropriate certificates issued. They must be marked with means of identification and their Safe Working Load (SWL).

Hired Plant

All hired plant must conform to above.

On site plant and equipment must be visually inspected before use. Plant inspection forms must be completed on a daily basis and when defects reported form should be faxed immediately to Plant Department who will arrange for uplift/repair. Defective equipment should be placed out of use and isolated.

On Site, the Site Manager must ensure that equipment is maintained in efficient working order and in good repair.

SECTION 19

Generic Risk Assessment and Method Statements (GRAMS)

Tasks within the construction industry are often similar from site to site, for this reason Marshall Construction has chosen to use Generic Risk Assessments.

GRAMS are held in Site Safety Plans and the Site Manager is responsible for placing the Generic Assessment in the context of his Site. He does this by revisiting the Risk Assessment section of the form, altering the work method as appropriate and completing the Site Specific section.

Operatives are briefed on contents of GRAMS and they are required to sign same to

signify their acceptance and understanding.

Visual Display Equipment

SECTION 20

An assessment will be made of each user's workstation. Any risks identified by the assessment will be reduced to the lowest extent reasonably practicable.

Users of this equipment are entitled to Eye Tests paid for by the company.

Noise

SECTION 21

In order to comply with the Noise at Work Regulations 2005, Marshall Construction will take all actions, which are reasonably practicable to reduce the risk of hearing damage to its lowest level. Actions include:

- a Noise assessment to be carried out where employees are likely to be exposed to noise at or above the upper exposure action value.

Action Values:

- **Lower exposure** action values- daily or weekly exposure of 80db;
Peak sound pressure of 135db.
- **Upper exposure** action values- daily or weekly exposure of 85db;
Peak sound pressure of 137 db.

Levels of noise exposure which must not be exceeded:

- **Exposure limit** values- daily or weekly exposure of 87 db;
Peak sound pressure of 140 db.

Examples: 70-78 dB(A) - Cordless Drill

78-85 dB(A) - Jig Saw

97-108 dB(A) - Wall Chaser

100-110 dB(B) – Road Drill

Employees will be informed of results.

- b Plant management are to request noise level data from suppliers when considering purchasing new equipment. Where practicable the equipment with the lowest noise levels should be chosen.
- c Site Agents should consider position of equipment and where possible isolate source of noise from workers.
- d Hearing tests will be carried out on all employees when joining the company and there after on advice from our Occupational Health Advisor.
- e Suitable hearing protection will be provided where other control measures are not adequate.

f Training and instruction on Noise at Work will be given to all employees.

Vibration

SECTION 22

There is a company procedure detailing how Vibration is managed within the company. Generally:

Managers when preparing Risk Assessments must consider potential vibration risks and identify suitable control measures.

Managers detail on method statement safe trigger time (time to reach EAL) of equipment. This can be found by using the Vibration Ready Reckoner in conjunction with vibration level of the equipment which can be found within vibration procedure or from Plant Department.

If manager considers that safe trigger times may be breached, then vibration monitor should be attached to equipment. Vibration Record sheet should be completed when monitor is used. There is a file of Vibration Exposure Record Sheets in the 'R' Drive which will help assess the likely exposure levels for common tasks.

Once over 100 (HSE) points we must be attempting to reduce the individual's exposure e.g. Rotate jobs, use a different tool/machine.

Asbestos

Marshall Construction is not licensed to remove asbestos insulation materials and this work will always be contracted out.

Clients do have a duty to inform contractors of any asbestos contained within their premises. However, we can never assume that all the information provided to us is correct and we should always be alert when working in buildings which were built pre-2000.

| Typical locations for the most common asbestos containing materials. | |
|--|---------------------------------------|
| Roof Sheets and Tiles | Spray coatings to ceilings and walls. |
| Guttering and Drainpipes | Partition Walls |
| Wall Cladding | Panels below windows. |
| Soffit Boards | Panel behind electrical equipment. |
| Lagging on boilers and pipework | Panel on or inside Fire Door |
| Soils, in particular Brownfield sites. | |

If you suspect that you have commenced work, or caused damage to an asbestos containing material:

- ◆ Stop Work Immediately.
- ◆ Prevent anyone entering the area.
- ◆ Remove any contaminated clothing.
- ◆ Report problem to Supervisor/Safety Officer.
- ◆ Safety Officer will arrange for material to be analysed.
- ◆ Employee will be informed of results.

A Demolition/Refurbishment Type Survey will be required (dependent upon age of building) before any major works commence in an existing building. Minor works may only require sight of Buildings Asbestos Register.

From April 2012 some work with asbestos cement products became notifiable. Department Manager will notify Safety Offices of any potential Asbestos cement work and together they will make an assessment of the need to notify. Once notified to HSE work may commence.

Welfare

Head Office welfare arrangements include kitchens, canteen area. Male, female and disabled toilet facilities with showers. Drinking water fountains and hot and cold drinks machine.

Site welfare facilities will include a drying room, canteen, toilet block there will be facilities to heat food and drinking fountains. Self-Contained welfare units meeting the requirements of CDM 2015 Schedule 2 will be provided on day one while full set-up is taking place.

SECTION 25

Alcohol and Drugs Policy

Marshall Construction aims to provide a safe and healthy working environment. It recognises that this can be put at risk by employees who misuse alcohol and other drugs to such an extent that it affects their health, work performance and conduct.

Marshall Construction will take all reasonable steps to ensure that employees or contractors are made aware of the contents of this statement.

Marshall Construction requires that employees arrive for work free from the effects of alcohol or drugs and forbid the consumption of alcohol or drugs during working hours. It is the employee's responsibility to be able to perform their duties and responsibilities at all times, without their performance and/or judgement being impaired by the use of alcohol or drugs.

If an employee of the Marshall Construction reports for work under the influence of alcohol or drugs the employee will be forbidden from commencing work. If an employee is suspected of being under the influence of alcohol or drugs whilst at work the employee will be **suspended with immediate effect** and a disciplinary investigation carried out which may lead to the employees **dismissal**.

Random Drug Testing will be carried out on a monthly basis. Two operatives and one member of staff will be selected via a computer programme for testing by the Occupational Health Nurse.

SECTION 26

Smoke Free Policy

It is the policy of Marshall Construction that all workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout our premises with no exceptions. Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within our work premises.

Work premises include:

Any office, workshop, canteen or building under construction.
All vans and mini busses.

Road Safety Policy

Senior Management recognises that they have a responsibility to ensure the safety of employees while they are driving vehicles on company business. The following rules/procedures will contribute greatly to the safety of all drivers and passengers:

Responsibilities

1. Mr R Marshall has overall responsibility for the company motor fleet. He will be assisted in this matter by Plant Department Manager.
2. Plant Manager will inform Mr R Marshall of any vehicles which are considered to be cost effective to replace rather than repair. They will ensure vehicles are maintained to at least manufacturer's standards and frequencies.
3. Plant Manager will record all vehicle incidents and report to insurers where appropriate. Any acts of negligence to be reported to the **HR Director** and trends are to be monitored and reported to Mr R Marshall.
4. Plant Manager will ensure each vehicle contains incident report forms, insurance details and a pencil.
5. **HR Director** will ensure driving licences are checked on an annual basis and individual insurance questionnaires are forwarded to broker.
6. All managers have a duty to consider the personality/temperament of an employee before recommending for driving duties.

Risk Assessment

| Hazard | S | L | R | Control Measure | S | L | R |
|----------------|---|---|----|--|---|---|---|
| Vehicle Defect | 4 | 3 | 12 | 1.Regular Maintenance and record keeping. 2. Driver checks (water,oil, tyres) 3. Purchasing Policy | 4 | 1 | 4 |
| Driver Error | 4 | 3 | 12 | Drivers(including spouses) will be*: 1. Over 21yrs old 2. Driving for at least 1yr. | 4 | 1 | 4 |
| Driver Fatigue | 4 | 2 | 8 | Persons employed as drivers to take regular breaks. Managers and Site workers take natural breaks due to site work. Maximum journey time 1.5 hrs. | 4 | 1 | 4 |
| Drugs/Alcohol | 4 | 2 | 8 | Persons suspected of/ or reported by police as having driven while under the influence will be subject to a | 4 | 1 | 4 |

| | | | | | | | |
|--|---|---|----|---|---|---|---|
| | | | | disciplinary hearing which may result in dismissal. Employees are questioned on prescription drugs at induction and are required to notify employer in any change in circumstance. | | | |
| Bad Weather | 4 | 2 | 8 | Drivers should contact their line manager if unsure about driving in certain conditions. | 4 | 1 | 4 |
| Poor Health/Eye Sight | 4 | 2 | 8 | Persons employed as drivers will undergo appropriate health surveillance. | 4 | 1 | 4 |
| Speeding | 4 | 3 | 12 | Vans have trackers fitted that report speeding incidents. Disciplinary action is taken against offenders. | 4 | 2 | 8 |
| Lone Working | 1 | 1 | 1 | | 1 | 1 | 1 |
| Ratings are on a 4 by 4 matrix: For Severity, 4 = Fatal/Major Injury/Illness, 3 = Injury/Illness resulting in Lost Time, 2 = Minor Injury/Illness, 1 = Negligible Injury. For Probability, 4 = More than Likely, 3 = Reasonably Likely, 2 = Unlikely, 1 = Negligible Likelihood. Acceptable can only be answered "Yes", where none of the Risks after control measures is greater than 8 | | | | | | | |

Mobile Phones

Use of hand held phones while driving is illegal and also a breach of company policy. Disciplinary investigations will take place if anyone is found in breach of this rule.

Drivers Handbook

A handbook containing general information, company rules and what to do in case of accident or breakdown, is issued to all drivers.

Relevant Legislation

| | |
|-----------|--|
| 1 | Health and Safety at Work Act 1974 |
| 2 | CDM Regulations 2015 |
| 3 | Control of Noise at Work Regulations 2006 |
| 4 | Control of Vibration at Work Regulations 2005 |
| 5 | Electricity at Work Regulations 1989 |
| 6 | Lifting Operations and Lifting Equipment Regulations 1998 |
| 7 | Control of Substances Hazardous to Health Regulations 2002 |
| 8 | Work at Height Regulations 2005 |
| 9 | Manual Handling Regulations 1994 |
| 10 | The Health and Safety (Display Screen Equipment) Regulations 1992 |
| 11 | Control of Lead at Work Regulations 2002 |
| 12 | Control of Asbestos Regulations 2012 |
| 13 | RIDDOR'95 (amended 2012) |
| 14 | Provision and Use of Work Equipment Regulations 1998 |
| 15 | Personal Protective Equipment Regulations 1992 |
| 16 | Management of Health and Safety at Work Regulations 1999 |
| 17 | Confined Space Regulations 1997 |
| 18 | Workplace (Health, Safety and Welfare) Regulations 1992 |
| 19 | The Health and Safety (First Aid) Regulations 1981 |
| 20 | REACH 2007 |
| 21 | Fire (Scotland) Act 2005 |

H R Director will update this section in line with legal compliance audits required within the scope of the IMS System.