



OCCUPATIONAL HEALTH AND
SAFETY POLICY
PROCEDURES
AND
ARRANGEMENTS
MANUAL

OHSAS 18001:1999

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Occupational health and safety management system

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1.00 OH&S - HEALTH AND SAFETY GENERAL POLICY STATEMENT

The Senior Management of OJM Insulations Ltd recognise and accept their duties and responsibilities under the Health and Safety at Work etc., Act 1974, for the health, safety and welfare of our employees, our subcontractors and others who may be affected by our business activities. The Company will take all reasonable and practicable measures to ensure the health, safety and welfare of its employees and others at work, as required by HSAWA'74 and our industry Approved Code of Practice's.

The declared Policy of the Company, and senior staff is to achieve and maintain a safe and healthy working environment, " a Safe Place of Work "with safe access to and egress from workplaces for all employees and others, who may be affected by the Company's operations.

The Company has requested the full co-operation and support of its employees and contractors to enable it to comply with the requirements of Health and Safety at Work legislation, through its Company and Project Safety Induction programme.

The Company's aims and objectives are to take all reasonable measures to ensure that the health, safety and welfare of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting others who may be affected by our works. The Company will ensure that it has made adequate provision of resources and financial provisions for the implementation of health and safety legislation.

The Company will supply and provide safe plant and equipment that is suitable for the task and is properly maintained, and without risk to health. Employees will receive appropriate information, instruction, training and supervision as necessary to enable them to avoid risks and hazards.

Where our work involves the use of chemicals and substances that may be harmful, appropriate COSHH and PPE assessments together with instruction on their safe handling, transportation, use and storage will be provided.

All employees have access to the Health and Safety policy of OJM Insulations Ltd at the Company's Head Office. The Company will annually review the Policy with its staff and advisors, to incorporate any new legislation or policy and procedural amendments. Also appropriate Codes of Practice will be incorporated into the Company's own Health and Safety practices.

The company training programmes and tool box talks will advise employees of statutory and company revisions to Health and Safety arrangements. Safety training issues and new safety information will be notified and displayed by the Company to inform the employees.

The Company will ensure that suitable welfare and first aid facilities are available. Where such facilities may be shared with contractors or host clients, the Company will ensure adequate facilities and arrangements for the employee's welfare at work are provided.

The Company undertakes to regularly liaise and consult with its staff on all issues relating, health, safety and welfare at work and encourage their participation in the consultation process. The Company safety audits and monitoring of safety performance will also assist in the Consultation with employees.

The Managing Director Mr. Oliver Miall has overall responsibility for Health, Safety and Welfare and is supported in this role by the Company's Competent Person / Health and Safety advisors.

Oliver Miall
Managing Director

Date :

2.00 Planning

Risk assessments are carried out for all contracts as part of our Company contract control procedure. This contract safety analysis forms part of our contract review and mobilisation requirements. Non contract areas - such as offices and depots, will be reviewed on an annual basis or if there is a change of operation. Task analysis and risk assessments will only be carried out by trained personnel.

All risk assessments shall be rated to take into account the probability that harm will occur and the degree of injury or damage. This will assist in the prioritising the risk and determining suitable methods of control.

The main objective of any risk will be to eliminate or substitute it with a permanent solution. If this is not possible, then reduction controls (engineering or administrative) must be used to reduce the risk. The selection and issue of personal protective equipment, although vital, should only be considered as a last resort to the risk solution. (see Section 11.01 Hazard identification)

3.00 Legal and other requirements.

The following statutory and regulatory documents are available to the Company:

- a) Health and Safety at Work etc. Act 1974
- b) Environmental Protection Act 1995
- c) Construction (Design and Management) Regulations 1994, 2000.
- d) Construction (Head Protection) Regulations 1989
- e) Construction (Health, Safety and Welfare) Regulations 1996
- f) Control of Substances Hazardous to Health Regulations 1999
- g) Electricity at Work Regulations 1989
- h) Employer's Liability (Compulsory Insurance) General Regulations 1999
- i) Health and Safety (Consultation with Employees) Regulations 1996
- j) Health and Safety (Display Screen Equipment) Regulations 1992
- k) Health and Safety (First Aid) Regulations 1981
- l) Health and Safety Information for Employees Regulations 1989

- m) Health and Safety (Safety Signs and Signals) Regulations 1996
- n) Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972
- o) Lifting Operations and Lifting Equipment Regulations 1998
- p) Management of Health and Safety at Work Regulations 1999
- q) Manual Handling Regulations 1992
- r) Noise at Work Regulations 1989
- s) Personal Protective Equipment at Work Regulations 1992
- t) Provision and Use of Work Equipment Regulations 1998
- u) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- v) Safety Representatives and Safety Committees Regulations 1977
- w) Control of Asbestos at Work (amendment) Regulations 1998
- x) Fire Precautions Act 1997 and amendments
- y) OHSAS 18001: 1999 Occupational Health and Safety Management Systems - Specification

These documents are controlled, thus ensuring that up to date revision status is maintained at all times.

In house training is undertaken by Company staff and outside consultants to ensure that affected Company staff fully understand the requirements of such documentation.

4.00 Objectives

Every year the Company produce a list of safety objectives and targets, detailing safety improvements to be undertaken.

Objectives are set for each level of management within the Company. Targets are agreed with the managers responsible for achieving the objectives.

Resources are made available by the Company to undertake such activities.

5.00 OH&S management programme

Once objectives have been set and agreed. Managers will produce individual management programmes to suit each “objective project”.

Each programme will include, as a minimum:

- a) the designated responsibility and authority for achievement of the objectives at relevant functions and levels of the organisation.
- b) the means and time-scale by which objectives are to be achieved.

All management programmes will be reviewed at regular and planned intervals, to suit the complexity of activities undertaken. When required management programmes will be modified to address any changes to the activities, products, services or operating conditions of the organisation.

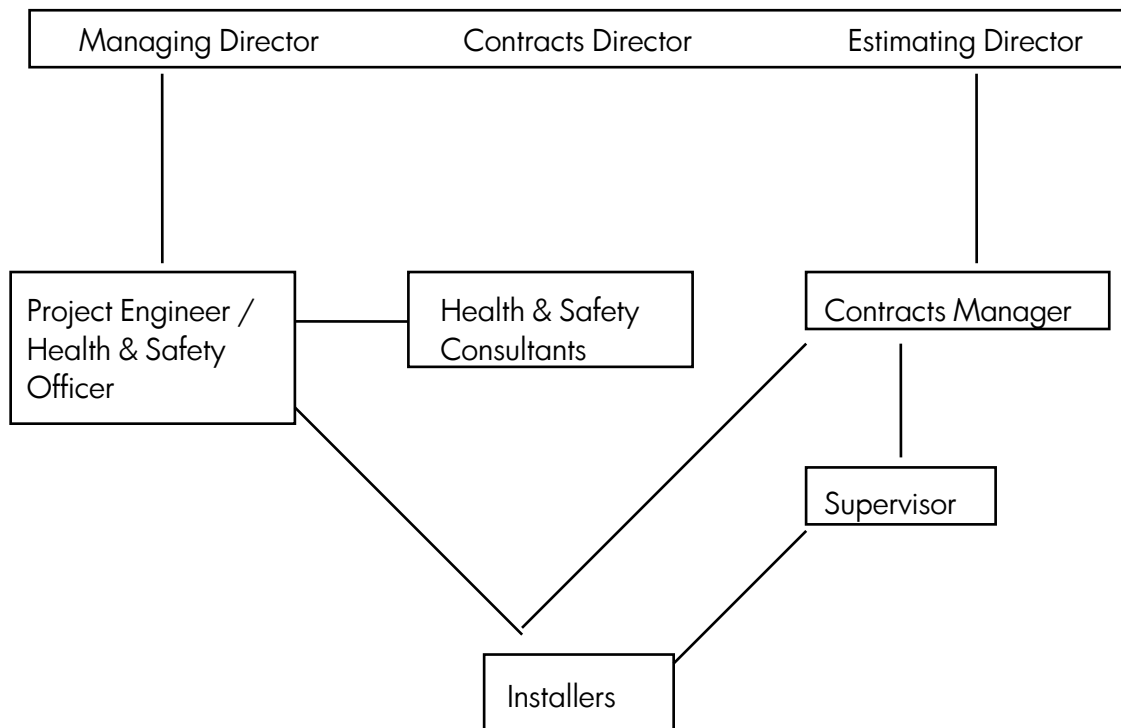
ORGANISATION

6.00 Implementation and operation

The roles and responsibilities of all staff, relating to health & safety, follows.

Ultimate responsibility for occupational health & safety rests initially with The Managing Director and our senior management and then ultimately with each employee.

Safety Management Structure.



NOMINATED PERSONNEL WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES.

Person for overall responsibility for Health and Safety:

Oliver Miall

Managing Director

6.01 Managing Director

The overall responsibility for Health and Safety rests with the Managing Director. Under his guidance effective accident prevention and safety training programmes are developed and procedures introduced to bring about a safe and healthy working environment. He also ensures that as appropriate, management are trained in these policies and play their part in promoting health and safety. All new employees will be trained in the company health and safety requirements. Training received by all employees/subcontractors will be entered in their personal training record file and will be reviewed during Company and Safety Performance Review Meetings.

The Managing Director is responsible for the overall effectiveness of the company's health and safety policy, and is required to:-

1. Ensure that the Company has sufficient financial resources to provide and maintain an effective Health and Safety Management system with all the required plant, materials and safety equipment.
2. Ensure that the Company has available all the necessary technical resources and personnel to provide and maintain a safe working environment.
3. Ensure that the company has trained and experienced personnel and specialists / subcontractors who are competent for the full range of tasks will undertake.
4. Arrange for the detailed allocation of Health and Safety staff and Consultants responsibilities, duties, so that the company policy is effectively applied to all company departments and activities ; a) reporting accidents, b) investigating accidents, c) emergency procedures, d) first aid, e) welfare, f) safety inspections, g) training h) induction. and CDM requirements.
5. Ensure that specific health and safety arrangements are made including the provision of an effective monitoring and communication system in order to promote a continuing awareness among all employees.
6. Ensure that all the Company hazardous activities have been formally assessed and an appropriate Risk Assessment has been prepared and published.
7. Arrange that the Company undertakes Consultations with the workforce on health and safety and where necessary it's clients, suppliers and contractors to improve and develop health and safety.
8. Review all Health and Safety disciplinary issues and enforce the Company's disciplinary procedure.
9. Annually review the company Health and Safety Policy and ensure that all employees are informed of any significant changes.
10. Co-ordinate and implement the company health and safety policy.
11. Periodically appraise the effectiveness of the policy and ensure that the necessary changes are made and published to the staff..
12. Review all relevant documentation and correspondence from enforcement agencies, training summaries, Health and Safety Advisory Services, reports etc., in order to co-ordinate corrective and preventive action.

6.02 Health and Safety Officer

A responsible and competent person delegated by the Company.

The responsibility of the Health and Safety Officer is to monitor, revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation .

The Health and Safety Officer, or his nominee (Safety Consultants and Safety Advisors will be used, as required) shall investigate accidents and complete the departmental accident report form in conjunction with the supervisor on all aspects of safe working and their individual responsibilities.

Should the necessity arise, the Health and Safety Officer or his nominee, is empowered to stop machinery or processes which he considers presents hazards to the operators or to other personnel.

The HSO reports directly to the Managing Director and will provide a health and safety service throughout the company and will ensure that regular reports are made to the Managing Director on the company's safety performance and is required to:-

1. Review the company health and safety policy to ensure compliance with corporate and statutory requirements and update the documents annually.
2. Keep abreast of developments in legal, technical and medical aspects of environmental health and safety management assisted by the Safety Consultant.
3. Provide safety induction and training information and documentation for the Company assisted by the Safety Consultant.
4. Monitor health and safety activities and develop means by which safe and healthy working practices are adopted within the business as a way of life.
5. Undertake regular safety inspections of the sites and report any non compliances to the Company for corrective and preventive actions.
6. Monitor the staff competency to comply with safety policy and procedures and report and action any weaknesses.
7. Manage the process of Risk Assessments for generic and specific tasks. Work with the Contracts Manager, Supervisors and Engineers to ensure that the Risk Assessment and the resulting safe working method statement are complied with.
8. Liaise with Senior Management on issues raised during Joint Consultation with the workforce and others and implement approved items.
9. Monitor accidents and incidents for the purpose of assessing trends.
10. Investigate all RIDDOR accidents involving death, major injury or dangerous occurrences and ensure the documentation and reports are prepared in the required time scale to the HSE and other interested parties (client, main contractor etc.)
11. Work with the Managing Director, the Contracts Manager and Safety Advisor to ensure that the Company's financial and technical resources are available and effective to the needs of the contract and the workforce.
12. Ensure that each workplace which we are in control of have in place suitable provisions for first aid, fire and maintenance arrangements, ensuring first aid personnel are advised of any employee with a pre-existing medical condition.
13. Ensure that each workplace has published emergency procedures and good access and egress for fire and emergency requirements.
14. Co-ordinate all safety disciplinary issues and provide supporting information and any documentation for disciplinary enforcement.

15. Ensure that suitable welfare arrangements are in place so that all employees, subcontractors and visitors receive an induction to the location they are working in/visiting.
16. Assist with the assessment of Subcontractors before appointment to review their health and safety documentation.
 1. With Contracts operating under CDM regulations review the client / principal contractor information and then prepare CDM format documentation and ensure that all Health and Safety Plan information is available to the client / Principal Contractor and our staff.
 2. Production of regular reports on the company's safety performance as part of the Company commitment to planning, regular review and development of the safety policy.

6.03 Company Competent Person / Consultants / Advisors.

The Company will engage appropriate Health and Safety Consultants and Advisors to assist the Company on all aspects of its activities when it needs support on Health and Safety. They will advise the Company on new legislation, specific risk assessments, safe working practices and contracts requiring CDM documentation.

The Company's use of external advisors will be dependent on the various issues that occur during its activities. The main points will involve the following :

1. Information and advice on new Health and Safety legislation.
2. Assist with the annual review of the effectiveness of the current Safety Manual and Procedures.
3. Suggest and provide training to improve the overall performance of safety management.
4. Review the results of any joint consultations between the Company, Employees, Subcontractors and others and provide an opinion on the items raised.
5. Participate in the investigating and reporting of RIDDOR accidents and incidents.
6. Review the annual safety statistics for trends and suggest areas of improvement.
7. Undertake sample safety inspections during the year and on specific contracts where any new safety issues arise.
8. Participate in the Company preparation of CDM documentation and review Clients and Main Contractor Health and Safety Plans and supporting documentation.
9. Participate in the company's review of safety performance as part of the Company commitment to planning, regular review and development of the safety policy.

6.04 Contracts Manager

The Contracts Manager is required to implement the Company safety policy for the areas under his control. This includes ensuring safe and healthy working conditions are maintained, that supervisors and engineers are made aware of their responsibilities, that they are trained to carry them out, that any hazards which may arise are swiftly and adequately dealt with and that consultations are held with supervisors, specialists and others on matters which might arise concerning health and safety.

1. Co-ordinate information for the joint consultation process on all health and safety matters within the Company and arrange appropriate meetings at a regular interval to discuss the issues raised.
2. Control the company resources allocated for financial and technical support of it's activities to ensure they are available for each project in a timely manner.
3. Work with the Managing Director, the Health and Safety Officer and Safety Advisor to ensure that the Company's Health and Safety Policy and Procedures comply with current legislation.
4. Monitor health and safety activities for each site and consult with the employees.
5. Review the Company Risk Assessments to ensure that all the safety provisions are in place and are appropriate for the specific site. Ensure that Employees understand the contents of the risk assessments.
6. When employing a sub-contractor ensure that all the OJM Insulation requirements have been met before they commence on site.
7. Provide detailed information on any disciplinary issues. Also advise employees on the disciplinary procedure.
8. Collate accident reports and maintain the Company Accident Book.
9. Undertake any preliminary investigation of accidents and incidents and assist the Health and Safety Officer their any investigation.
10. Ensure that all employees have access to and understand the specific site emergency procedures.
11. Ensure that the Company has provided adequate first aid equipment and information to the employees and each site.
12. Ensure that adequate Welfare facilities are available at each site or that alternative arrangements can be made.
13. Assist the Health and Safety Officer and Safety Advisor with safety inspections.
14. Assist in the provision of employee safety induction and continuous safety training and employee occupational training.
15. Monitor the competency of personnel and discuss performance with the Managing Director.
16. With Contracts operating under CDM regulations ensure that all Health and Safety Plan information is available to the Client / Principal Contractor and to OJM Insulations staff.
17. Production of regular reports on the company's safety performance and accident record as part of the Company commitment to planning, regular review and development of the safety policy.
18. Collate items raised in Joint Consultation with the workforce and others during or post contract in preparation for discussion with senior management to see if an improvement in health and safety can be achieved.

6.05 Site Management

All Site Managers are required to implement the Company's safety policy for the areas under their control. This includes ensuring safe and healthy working conditions are maintained, that employees and contractors are made aware of their responsibilities and trained to carry them out, that any hazards which may arise are swiftly and adequately dealt with and that consultations are held with managers, specialists and others on matters which might arise concerning health and safety.

Responsible to the Managing Director for ensuring that the company's health and safety policy is observed within their scope of activities and that all the requirements necessary for effective compliance with the policy are fulfilled, and are required to:-

1. Understand their responsibilities under the Health and Safety at Work etc. Act 1974 and the company health and safety policy as it applies to them and ensure that the provisions laid down are complied with.
2. Ensure that subordinates are briefed so that they fully understand their responsibilities in establishing working practices and conditions that comply with the procedures laid down in the company's Health and Safety Policy.
3. Ensure that all activities are carried out in a controlled and safe manner in accordance with company procedures and that persons appointed to carry out the work have received suitable and sufficient training to carry out the task safely without risk to themselves or others.
4. Ensure that subcontractors and their employees understand and accept their responsibilities under the Health and Safety at Work etc., Act 1974, their company's safety policy and regulations and that all documentation required from them is provided prior to the commencement of the work activity.
5. Ensure that suitable welfare facilities are available and that where applicable Shared Welfare Certificates are obtained, displayed and copied to our subcontractors.
6. Provide suitable protective clothing and equipment for the use of personnel and ensure their proper use at the appropriate time and that arrangements are in place for its storage, maintenance and replacement.
7. Identify training needs and make recommendations on any improvements identified during the normal work process or during staff consultations.

6.04 Employees

It is the duty of employees to act responsibly in relation to all matters which may affect the health and safety of themselves and other persons while on the Company's premises, and to abide by the Company's safety regulations at all times. Conditions equipment or practices thought to be unsafe should be reported to the supervisor as soon as possible. Where personal protective clothing or equipment has been provided, it should be used.

Responsible to their Supervisor / Manager and are required to:-

1. Be familiar with the requirements of the company Health and Safety Policy and their responsibilities under the Health and Safety at Work etc., Act 1974, in particular Section 7 which states:

"It shall be the duty of every employee while at work:-

- a) to take reasonable care for their health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

- b) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.
2. Work to the agreed methods of working and procedures with regards to their work activities and report any shortcomings or defects to their superior.
 3. Be fully conversant with the correct method of using the appropriate tools and/or equipment for the task at hand, and ensure that it is in good working order and report immediately any defect with it.
 4. Always use the appropriate safety equipment and protective clothing, pay attention to and carry out all instructions given either verbally on Warning Notices or in method statements/risk assessments.
 5. Report immediately any defects in tools, plant or equipment to their superior immediately.
 6. Report immediately all accidents, dangerous occurrences or unsafe condition to their superior and ensure that a report is entered in the appropriate register (if applicable).

AT NO TIME SHALL ANY MEMBER OF STAFF PUT THEMSELVES AT RISK WHEN ATTEMPTING TO COMPLY WITH THE ABOVE DUTIES.

6.05 First Aiders/Appointed Persons

Responsible to the Managing Director for the application of first aid arrangements detailed within this policy and are required to:-

1. Ensure that the first aid provisions are adequate for the premises they are working in and that any equipment is kept on display in an easily accessible position for all staff, visitors and subcontractors.
2. Regularly inspect the first aid provisions to make sure that the contents are intact and that any out of date equipment is replenished.
3. On request provide first aid assistance to persons requiring treatment.
4. Liaise with the Health and Safety Manager with regard to any employee working within the premises who has a pre-existing medical condition which they may be requested to provide assistance to.
5. Record all instances when they have provided first aid assistance in the Accident/Dangerous Occurrence/Near Miss Report Book.

6.10 Subcontractors

It is the duty of subcontractors to act responsibly in relation to all matters which may affect the health and safety of themselves and other persons while on the Company's premises, and to abide by the Company's safety regulations at all times. Conditions equipment or practices thought to be unsafe should be reported to the supervisor as soon as possible. Where personal protective clothing or equipment has been provided, it should be used.

The following guidance has been provided by OJM Insulations Ltd to give subcontractors some indication of the training that their employees should have received. Whenever possible, contractors should use recognised courses run by appropriate training bodies.

Training carried out on an in-house basis is acceptable providing course details content, course presenter etc. are all recorded and the training can be verified when audited.

Details of Modules;

1. Basic Safety Induction.
2. COSHH.- Safe handling, transportation, use and storage
3. Working in the restricted or hazardous area zones.
4. Working under a permit to work system
5. Confined spaces and permit to work.
6. Working at Height.
7. Working with Electrical equipment

Each employee of a subcontractor shall at all times:-

1. Comply with the requirements of the Health and Safety at Work etc., Act 1974, Health and Safety Policy, working methods and procedures and observe and comply with all reasonable instructions given by the Company.
2. Maintain uniform safe working methods and procedures by using the equipment designated by the Company.
3. Notify the Company Representative of any accident, dangerous occurrence or incident involving the subcontractors' personnel and ensure that the accident/incident is correctly recorded.
4. Ensure that any items of plant and equipment supplied by the subcontractor comply with any statutory requirements, that any defects are reported immediately and the plant and equipment is regularly inspected, maintained and certificated.
5. Provide and maintain a safe working relationship with the management of the Company.
6. Provide an up to date copy of their health and safety policy and Employers Liability Insurance Certificate to the Company before the commencement of the work activity.

6.11. Control of Visitors to Site

Our policy regarding the control of visitors on our premises and when visiting our operations is firstly we must be aware that the visitor is on site, then we must ensure that they are directed to a safe area to be inducted to our Visitors Rules and be given all relevant information for their health and safety.

It is then the duty of the delegated supervisor to ensure that prior to their entry into a working area that they are made aware of the Site Health and Safety Rules and of any possible dangers of the area they will be visiting. If they are to move away from the safe reception area, they will be advised on fire arrangements, accidents, authorised areas and that they should be escorted in any potentially hazardous areas. Visitors must wear the appropriate PPE that has been provided for their safety.

The Visitors remain in the care of are the responsibility of the OJM Insulations Ltd representative until the time of their departure. Therefore during any fire and emergency procedures the OJM Insulations representative will advise the visitor to follow the correct instructions and ensure that they are accounted at the emergency assembly point and that they do not enter the building until it has been declared safe.

7.00 Training, awareness and competence

All training needs are identified. All employees will have an individual annual training plan produced.

Training needs will be identified from a variety of sources, including task-hazard inventory, accident data, supervisor questionnaires, employee questionnaires and previous training course assessments.

Suitable training facilities will be provided by ourselves. During both in-house training courses and ones presented by outside bodies, appropriate training notes will be given to all attendees.

Training will be provided, as a minimum for:

- a) Operational standards, safety rules etc.
- b) Safety practices and procedures.
- c) Hazardous chemical and occupational health hazards.

- The above may also be presented on site in the form of tool-box talks.

All employees will be given refresher training annually.

Training will involve reference to procedures, work instructions, safety rules, work permits, task analyses and data in relation to accidents, as appropriate. Where it is considered necessary, attendees will be tested with the preference being given to written tests.

When outside training organisations are used, a lesson plan outlining the course content will be provided and evaluated beforehand.

Records will be kept for all training received. During company management review meetings will be reviewed, evaluated and its effectiveness assessed and documented.

7.01 Training for managers

All senior and front-line managers will be trained to enable them to carry out their duties regarding health & safety. Refresher training will also be given as appropriate. Typically, training requirements will be:

Middle/senior manager	Accident causation theory
Supervisory staff	People management skills, safety inspection techniques, accident investigation and reporting

7.02 Specialised training

A sufficient number of persons trained in first aid will be on site and at company premises during working periods.

7.03 General

Personnel will be adequately trained and supervised. Appropriate procedures and practices will facilitate the co-operation of all personnel in assuring safety. Employees need to be aware of exposure to possible harm in their work environment including physical, chemical, biological and psychological hazards. Employees will have an understanding of these hazards and their controls as they relate to their work environment, so that they are able to recognise and take action to avoid work practices/activities likely to lead to incidents.

All persons affected by work or entry permits will be given appropriate training.

7.04 Testing and licensing

Specific tasks, which require particular safety training, will be identified, and only employees instructed in relevant specialised safety rules will be required to perform such tasks.

Licences will be issued where the work is particularly hazardous, and only on successful completion of training, and testing. Licences will only be renewed on satisfactory performances over a defined period.

Recently trained employees will be checked for safe task performance at appropriate intervals immediately after training.

7.05 Induction

All new employees will undergo an induction programme.

All office based members of staff will receive induction training within 1 month of commencing employment. Site based staff will receive induction training prior to commencing on site.

This programme shall include :-

- General safety rules.
- Specialised department rules.
- Safety hazards, particularly health hazards to which they might be immediately exposed.
- Action to be taken by them in case of emergency.

7.06 Quality of training (effectiveness)

Training will be evaluated for effectiveness. Participants will be requested to fill out an internal evaluation form and return it for the review. In case of major courses a responsible manager observing part of the course shall evaluate these. Where appropriate site checks will be carried out subsequently to verify that the trainee is complying with the training.

7.07 Competence

Where competence of personnel is a determining factor in ensuring the effectiveness of the programme we will only employ such competent people either directly or on a consultancy basis. Competence will be demonstrated on a basis of academic qualification and/or relevant experience, depending on the circumstances.

7.08 Disciplinary Measures - Procedure.

When there are issues of non-compliance of health and safety regulations the Company will investigate them. The Site / Office representative will collate written information, this will then be reviewed by the Company (Contracts Manager and Health & Safety Officer) and the appropriate corrective action taken to ensure that there is compliance and that the employees are made aware of the situations which are causing concern. If subsequently , the problems persists then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not compiling with the Health and Safety Regulations.

All employees have a legal duty to co-operate in the compliance with health and safety law. If an individual ignores the Company's Health and Safety policy and associated Company procedures, or deliberately act in an irresponsible or dangerous manner a disciplinary enquiry will take place and appropriate disciplinary action taken.

Disciplinary action will take place when an employee : (This list is not exhaustive).

- uses machinery, plant or equipment that they are not authorised or trained to use.
- wilfully damages or misuses any item provided for health, safety or welfare at work..
- misuses chemicals, or other hazardous materials that require safe working practices.
- make false statements or deliberately inferring with evidence following an accident or dangerous occurrence.
- is under the influence of alcohol or drugs when reporting for or whilst at work.
- is in breach of Health and Safety Regulations.

Failure to observe safety rules or procedures will become a reason for disciplinary action. Records will be kept of discipline procedures.

8.00 Consultation and communication

OJM Insulations Ltd will prepare and issue a written statement of its general policy on the Health and Safety at Work of its current activities and bring the statement and any revisions to the notice of all the staff. The staff will be encouraged to assist in the development of the Company's Health and Safety manual and procedures. Employee's knowledge, experience and understanding of their working environment will be used in assessing any risks in the processes. This information can assist in developing measures to improve health and safety at work and improve the work forces' involvement and co-operation in health and safety.

Appropriate Office or Site Safety Committees will be convened to further encourage involvement and co-operation, where safety issues can be discussed and recommendations can be put forward to the Company's management committee.

The Company will ensure that all employees are involved in creating and maintaining an effective Health and Safety culture within the Company's operations. The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect employees and their working practices. Consultation will also occur with the introduction of new statutory information, any training programmes and implementing emergency procedures. The company will keep records of the consultations and any actions arising from them.

8.01 Safety Representative

Employees have the opportunity to select safety representative(s), in accordance with the relevant regulations, which require consultation. The position of the said representatives is confirmed with a written brief outlining the rights and duties of the position.

8.02 Consultation - safety committees and safety teams

We have established an executive safety committee, which meet according to a planned schedule. The arrangements for this committee indicate :-

- Who should attend.
- The frequency of the meetings.
- The purpose and scope.

The Managing Director will act as Chairman with the Health and Safety Manager and representation from each department of the company, including site representation.

The work of the committee comprises:

1. An annual review of the health and safety system and subordinate documents.
2. Recommending safety training and co-ordinating the requests of members of staff with regard to any specific form of training.
3. Discussing the implications of new laws and regulations.
4. Reviewing emergency procedures and arrangements.

5. Reviewing site reports.
6. Discussing visits made by enforcing authorities etc.
7. Reviewing accident/dangerous occurrence/near miss reports to identify trends and/or deficiencies within company procedures.

The principal committee meetings will generally be held at bi-monthly intervals at office and site based locations and will be supplemented with the safety system management review meeting.

We will set up teams of competent personnel to investigate and advise on safety issues, where appropriate.

8.03 Commendation

Positive recognition is given for exemplary observance of safety rules and procedures, and other effort or success on the part of individuals and groups of employees.

The commendation will be on the basis of written criteria as far as possible. Managers will receive written guidelines on commendation procedures.

8.04 Management meetings

The agenda of general management meetings will include safety as the first agenda item. When safety is discussed minutes of such meetings will be kept as part of our safety records. The agenda will include a review of accident investigations, inspection reports, hazard reports, and corrective action reports since the previous meeting. These meetings will be held quarterly.

It will also address the progress to date in building the safety system, and maintenance of the existing system, including compliance with initiatives already introduced. An effective procedure will ensure that adequate corrective action is taken arising out of such meetings.

8.05 Knowledge of safety rules

We will ensure that all employees have an adequate knowledge of the safety rules. We have a documented policy in relation to the promotion of safety awareness. Procedures should address the communication of safety information to all personnel. Team talks (toolbox talks) will be given regularly by front-line managers on safety topics of current interest.

If appropriate, handouts will be given to participants. The front-line manager will follow up any matters arising from these talks. In addition front-line managers will engage in one to one training/awareness sessions with their team members.

Safety talks or presentations will be given at appropriate intervals to all personnel.

Safety Alerts will be used to promote safety awareness. Use will also be made of notice boards, which will be under the control of a nominated person. A safety Poster programme will be in place, under the control of a nominated person. Posters will be replaced frequently.

8.06 Method statements

Method statements will be prepared from identified critical tasks, and will describe the safety procedures to be carried out and precautions to be observed, in appropriate detail. All method statements will be available as required, and will be distributed and communicated effectively. They will make reference to any other relevant safety documentation. Method statements will be available for every safety-significant operation. Ideally safety aspects will be incorporated within process work instructions. Work instructions, safety signs and notices will be in language which can be easily understood by persons using them.

8.07 Safety rules

General safety rules are to be observed by all persons on site, whether employees or visitors. This will be undertaken via site induction and/or toolbox talks and will be documented and communicated by posting up at suitable locations. Specialised safety rules will be identified from critical tasks. These rules will be distributed and communicated effectively to all relevant persons.

Adequate controls will be in place to ensure compliance with safety rules. Failure to comply with safety rules will be considered a disciplinary offence. These rules will be reviewed for adequacy according to a schedule. Employees will have input into formulation of safety rules.

9.00 Documentation

Documentation/information may be in paper or electronic form. A system of documented procedures is set out in the company covering all sections of the safety management system to control safety hazards and minimise the risk of accidents. The safety system documentation includes this document, supported by our procedures. Procedures may be written or schematic, such as flow-charts etc.

9.01 Reference documentation

Copies of relevant legislation and any relevant statutory obligations or codes of practice will be available from the Managing Director, when applicable. All documentation will be, where practicable, consistent in approach and content. This information will be readily available to all relevant personnel. Management with responsibilities in relation to safety will have an adequate knowledge of the requirements of these regulations/obligations. Reference documentation will be available and kept up to date. In particular information specific to hazardous activities and materials will be readily available to personnel (COSHH etc.). All personnel will be aware of the location of this material.

10.00 Document and data control

Our quality assurance document control procedures define the controls for the approval, issue and removal of safety documentation.

10.01 Document identification and issue

All documents containing information critical to safety (“safety documents”) will be controlled. A master list of these documents will be maintained, and should itself be a controlled document. The document control procedure indicates how to identify the current valid safety documents.

Every safety document will have a unique title, document number and issue date. It will be approved and signed by an authorised person. The person responsible for the content of each document will be clearly identified. This person will approve the document, and will be responsible for ensuring its adequacy. Where appropriate, safety documents will be marked with an expiry date, and should be reviewed at specified intervals. A specific individual will be nominated to control the issue of all safety documentation.

10.02 Changes to documentation

The process of changing controlled documents shall include :-

- A clear statement of the reason for the request for change.
- The review of the proposed change by competent and authorised individual.
- The re-issuing of the modified document, duly approved by the person who approved it initially.
- The removal and destruction of obsolete documents.
- The clear identification of obsolete documents retained for reference.

10.03 Records

Records will be kept which demonstrate that the safety system operates effectively, and that the process is carried out under safe conditions. Safety records will be fully filled out, legible and adequately identified. A front-line or more senior manager will sign off completed records. Retention times for safety records will be defined. Records will be stored in a safe place, readily retrievable and protected from deterioration. Critical safety records will be protected from possible fire and other damage as appropriate or as required by law.(records include: training/personnel files, safety inspections, audit reports, consultations, accident reports, follow-up reports, safety meeting minutes, medical tests, health surveillance, PPE issue, drills, reviews, risk assessments, procedures etc.).

11.00 Operational control

11.01 Hazard identification / Risk Assessment.

Under Management of Health and Safety at Work Regs. 1999 (MHSWR) the company are required to assess, record and re-assess requirements for *all* risks to employees at work and for *all* risks to others who can be affected by the conduct of any business operation.

The assessment is of

- 1) What could go wrong ?
- 2) What is needed to prevent it going wrong.?

The major categories of hazards encountered are Mechanical, Electrical, Chemical, Physical, Environmental and Behavioural.

The major categories for prevention are Planning and precautions, Use of Safety Equipment, Training, Supervision and use of safe systems of work.

Consideration has been given to several parameters, all of which play a significant role in assessing the overall risk of a particular operation.

To assist in producing a manageable solution OJM Insulations Ltd produced the following risk category matrix with

- 1) No significant Risk
- 2) Slight Risk
- 3) Medium Risk
- 4) High Risk
- 5) Extreme Risk

Management will ensure that there is a systematic evaluation of all hazards, as required by the Management Regulations, by referencing the following sources of information :

- a. Legislation/approved codes of practice which provide guidance and minimum requirements.
- b. Guidance produced by relevant enforcing authorities.
- c. International guidance.
- d. Relevant national/international standards.
- e. Industry/trade association guidance.
- f. Personal knowledge and experience.
- g. Accident, ill health, incident and near miss data.
- h. Expert advice from competent personnel.

The following are the principal hazards that are created by our work activities:

1. Persons or objects falling from a height.
2. Slips, trips and falls.

3. Use of plant and equipment including mobile elevated work platforms, cranes, lifting equipment etc.
4. Exposure to hazardous substances.
5. Testing and commissioning.
6. Contact with electricity.
7. Manual handling.
8. Lone working.
9. Confined spaces.

The company recognises its statutory duty to assess the major risks to the health and safety of its employees and others affected by its operations. In order to fulfil this duty, management are charged with the responsibility for carrying out the formal assessments of risks in the workplace and to determine the necessary preventive and protective measures required.

All risk assessments are continuously reviewed and where circumstances have changed to such an extent as to render the original assessment invalid a new assessment shall be carried out.

11.02 Safe working procedures/method statements

During the preparation of designs, safety plans and the carrying out of risk assessments, certain activities will be identified for which detailed, written safe systems of work are required to ensure that the activity is properly controlled and carried out safely and without risks to health.

Where such operations are to be carried out by or under the immediate control of the company, a detailed, written safe working procedure or method statement will be prepared by a member of management who is responsible for the work.

All written safe working procedures and method statements must be job specific and will clearly identify the sequence of operations, foreseeable hazards, precautionary and protective measures needed to be observed and will be easily understood by the personnel who have to carry out the work. There will also be a review date on the front of each document.

If during the course of the operations it becomes evident that the system of work requires re-assessment, then the written safe working procedure or method statement will be revised accordingly. Any such revision will be formally documented.

11.03 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2000.

GENERAL : On projects where OJM Insulations Ltd, are the Principal Contractor or a Contractor we will be aware of the CDM regulations and deal with the provision of minimum health and safety standards at temporary or mobile construction sites.

OJM Insulations Ltd will work with the other main duty holders throughout the project with the interchange of information as well as the provision of adequate resources to ensure that Health and Safety requirements are met and develop a Health and Safety Plan.

PRINCIPAL CONTRACTOR : DUTIES AND POWERS.

For the construction stage, the development of the health and safety plan is taken over from the planning supervisor, by OJM Insulations Ltd. Information contained will be of importance to contractors when tendering for work and will need to be made available to them for inclusion in their work plan, (method statements). The duties require that all work activities are co-ordinated so that different contractors are not carrying out tasks which could place others in the vicinity at risk.

Under the Management of Health and Safety at work Regulations 1999

(MHSWR), Reasonable steps must be taken to ensure that contractors co-operate in these shared workplaces and the health and safety plan must ensure that contractor's risk and method statements are correctly evaluated.

Only authorized persons are allowed into any area where construction work has started and not been completed. Failure to take reasonable steps to control this has civil liability implications for the principal contractor.

OJM Insulations Ltd will ensure, so far as is reasonably practicable, that every contractor, and every employee at work in connection with the project complies with any rules contained in the health and safety plan, and the company's own site rules.

OJM INSULATIONS LTD HEALTH AND SAFETY PLAN.

At the tender stage OJM Insulations Ltd will have produced an outline plan giving details of the foreseeable hazards, this will be expanded upon to produce a detailed Health and safety Plan as follows :

Management of the Project.

- a) The OJM Insulations Ltd Project team and the site supervision personnel will be listed.
- b) How they will be monitored and controlled, their responsibilities.
- c) Name of the person with ultimate responsibility for the contract.
- d) Communications and co-operation for all personnel involved with the project
How health and safety will be managed by OJM Insulations Ltd and how information and instructions will be passed to contractors and how their activities will be co-ordinated.
- e) OJM Insulations Ltd will check via selection procedures contractors risk assessments, method statements, materials information and machinery and other plant to ensure all identified risks and hazards have been addressed and appropriate safe working practices are to be adhered to.
- f) OJM Insulations Ltd will ensure that effective monitoring arrangements are in place to check for compliance with health and safety law.
- g) OJM Insulations Ltd will make arrangements for passing the required information for the preparation of a project Health and safety file, for the Client for future use in maintenance, cleaning or construction work.

Safety plan.

As part of the company's policy to comply with the CDM Regulations, a safety plan is developed at the pre-contract stage or during the design stage of each project, when applicable. This document will follow the format for such a Plan outlined in the Regulations and Approved Code of practice.

The plan takes into account all the relevant information provided and attempts to identify each work activity to be undertaken, all significant risks and potential hazards involved and specifies the precautions and controls that will be necessary to ensure that the work proceeds in a safe manner and without risk to health.

An integral part of the safety plan is the identification of the activities for which it is considered necessary to develop written safe working procedures or method statements.

11.04 Identification and traceability - hazardous materials

All hazardous materials will be adequately identified and labelled according to law. An inventory will be maintained of all hazardous materials used, indicating the identity of the material involved its location and any other relevant information.

11.05 Safety equipment

Where applicable, safety equipment will have unique identification to facilitate servicing and maintenance. Critical items of equipment, required in an emergency, will clearly be identified, e.g. fire extinguishers etc.

11.06 Product traceability

An analysis of processes will be carried out to establish the degree of product traceability required. Products should be identified to the extent necessary to facilitate traceability, appropriate records will be maintained to facilitate this. As a minimum, the material or item will be readily identifiable, where this information is necessary for its safe use. The estimating phase will identify any safety critical areas from the beginning of project involvement. This information will be passed through to the projects team upon contract award. Only equipment, goods and services which comply with safety requirements will be purchased, as far as reasonably practicable. Suppliers and contractors will be selected on that basis.

A list of approved suppliers of materials, equipment and services and contractors is maintained as part of our quality assurance system. Approved suppliers will be reviewed at an adequate frequency to ensure continuing receipt of safe goods and services. Safety compliance will be demanded of contractors at the point of bidding for significant contracts. For major and safety-critical projects, approval will include a review of the contractor's safety programme safety performance, and insurance arrangements, as appropriate.

Materials, equipment, and services with which a safety hazard is associated will be listed. The hazards will be evaluated and, where appropriate, a formal specification detailing safety requirements will be documented. Our quality assurance purchasing procedure describes the purchase of these items.

Safety requirements will be specified or referenced on the purchase order, or other equivalent documentation. Where a national or international standard or legal requirement is involved this should be quoted on the purchase order.

Purchase orders will be reviewed for adequacy prior to issue. The purchasing procedure requires that material safety sheets, in standard format, are obtained for all bought-in substances.

We shall ensure that adequate records are maintained of all purchases, which have a safety requirement.

11.07 Designers

Not applicable to OJM Insulations Ltd.

11.08 Safety of contractors' equipment

Where a contractor supplies equipment for use on site, whether it belongs to the contractor or not, adequate control will be maintained over its use, as far as is reasonably practicable. Any equipment coming to site will be checked prior to use, including any statutory tests.

11.09 WORKING ENVIRONMENT

11.09.01 SAFE WORKING IN COMPANY OFFICES

The Company's principal duty is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees and anyone else who may be affected by their business activities.

This area of Health and Safety is wide ranging and is supported by various Approved Codes of Practice. OJM Insulations Ltd outline the major headings for providing a safe working environment in offices. Each heading requires a review and assessment by the Company at periodic intervals.

Temperature and heating, Lighting of tasks and emergency

Disabled employees access.

Cleaning and Cleaners, waste disposal, housekeeping

Glass, doors and barriers

Access and Egress into and out of building, internal routes around the work place, emergency exits.

Facilities, sanitation and washing, rest and eating, food hygiene.

Noise in the Work Place, Work Equipment, Lifts and escalators

11.09.02 SITE ACCOMMODATION AND TEMPORARY SUPPLIES.

Any site accommodation and temporary buildings will be agreed with the Principal Engineer before being placed on site. The units will be of a style and be positioned so as to minimise fire risk. If subcontractors require connection to any of the location's utilities or services, this must be agreed, in writing with OJM Insulations Ltd.

Welfare arrangements will be provided as agreed in the contract document, or as an absolute minimum, as required by the Construction (Health & Welfare) Regulations 1996. Facilities will include the provision of shelter, toilets and washing facilities. Fire extinguishers of an agreed type (i.e. AFF multi purpose spray, dry powder or carbon dioxide) will be provided and maintained. They will be positioned in an appropriate position and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone).

Site Access and Egress. There should be safe access onto and around the site for people and vehicles. OJM Insulations Ltd will plan or assist others to plan how vehicles will be kept clear of pedestrians, especially at site entrances, vehicle loading and unloading, parking and manoeuvring places and where drivers' vision may be obstructed.

Once on site everyone must be able to reach their place of work safely. The doors and passageways should be clear. The access routes should be adequately lit and free from obstructions. All guard rails and appropriate protection should be in place to protect the workforce. Staircases and access ladders must be in good condition to allow safe passage around the site and in case of any emergency.

11.09.03 WORKING IN OCCUPIED PREMISES.

Where the Company is involved with work in occupied premises care must be taken for the Health and Safety of the Occupier whilst the work is in progress. OJM Insulations Ltd will operate within the conditions of the Client's Contract following a Code of Practice and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Any additional works found during the process may affect the works, these will be discussed with the Client and Occupier. OJM Insulations Operatives will wear any security / ID card required by the Client

The Operatives will be competent to undertake the tasks required in an occupied property.

During the work the Operatives should not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken when carrying out dusty operations. Any noisy operations will be carried out with care and consideration. The operatives will ensure that the property is left tidy and the waste materials are cleared regularly during the works, to reduce the risks of injury to the occupier and the general public.

11.09.04 WORKING IN VOID PROPERTIES

Where the Company has carry out work in Void Properties they require authorization from the Client and proper access to the property provided by the Client. The history of the property should be ascertained and any appropriate safety precautions taken before entering the property. An inspection should be undertaken by OJM Insulations Ltd before any work is commenced. Any Health Hazards or suspicious items must be properly identified and removed safely.

At the end of each working the day the void property should be properly secured against illegal occupation and the risk of a member of the public injuring themselves in the property where work is in progress.

11.09.05 LONE WORKING

Lone workers work by themselves without close or direct supervision, in a wide range of situations.

The standard general duties of employers and employees apply and lone working requires that the risks are assessed and appropriate safety measures are provided to and undertaken by the Operative. The Company should also provide safety and product information to the Operative.

Certain types of work are discouraged or prohibited by law from being undertaken by a lone worker.

These include :

- Work on or near any exposed live electrical conductor

- Work on an unsecured ladder over 3 metres long

- Entry into a confined space, e.g. a tank or chamber.

- Young persons working with certain types of machinery.

The Operatives must be competent and trained in safe working procedures. There are to be clear lines of communication and instructions on how to summon help in an emergency.

A basic First Aid Kit should be available to the Operative with some basic training in how to cope with emergencies.

The Lone worker must always ensure that a supervisor knows where they are , what they are doing and when they will be back at their base.

11.09.06 House Keeping / Site Tidiness.

Site tidiness must be considered at all stages of the work and good co-operation is expected between OJM Insulations Ltd and Subcontractors. Waste material, especially combustible material, must be controlled and either deposited in an agreed area, or removed from site. Spillages of oil, diesel and other substances must be dealt with immediately.

The site needs to be kept tidy, in particular walkways and stairs. there should be no tripping hazards such as trailing wires and loose materials. This is especially important for emergency routes.

During any demolition works loose timbers with nails in must be properly stored and promptly removed from site, to minimise the risk foot and other injuries.

Paper and timber offcuts and other flammable materials must be properly stored and promptly removed from site to reduce fire risks.

OJM Insulations Solution site supervisor and project management will inspect and audits sites to monitor that the requirements for site tidiness are being met and that sufficient storage bins and skips are available to keep the waste materials under control ready for removal from site.

11.09.07 DISPOSAL OF WASTE

STANDARDS

Environmental Protection Acts, Controlled Waste Regulations, COSHH Regulations and Manual Handling Regulations.

The Company will plan for the regular removal of rubbish, debris and surplus materials for its sites to an authorised collection point. All non hazardous material will be disposed of at an approved site or collected by an approved contractor.

Hazardous materials will be removed by competent persons in their proper containers and to the method recommended by the manufacturer / supplier in the COSHH data sheets and to the requirements of the Waste Regulation Authority.

The Company will retain copies of the waste transfer documentation.
Company personnel will be briefed on the requirements for waste disposal. Site Management will monitor the waste materials and their disposal.

11.10 Permit to work

A survey of the entire site operation will be undertaken to identify those areas where particular operations can only be carried out safely under entry or work permit.

Managers are responsible for identifying areas of work requiring a permit system. Only authorised persons are allowed to issue permits.

Examples of such permits including entry (to confined space) permits, hot works permits etc.

The permit system(s) will be documented. They will be reviewed regularly, and should be included in the internal safety audits. Activities covered by permit system should be permitted only when controlled by permit.

11.11 RESTRICTED AREAS and CONFINED SPACES

On operational sites, the following restrictions apply:

- No matches, lighters, naked flames or any other apparatus capable of igniting petroleum products, or gases and vapours shall be taken into the restricted area without authorisation from OJM Insulations Ltd or the Location Manager.
- No portable appliances or apparatus containing batteries shall be taken into the restricted area without authorisation from OJM Insulations Ltd or the Location Manager, unless of an intrinsically safe type.
 - Suitable fire extinguishers will be available and ready for use within close proximity of the work area.
 - All personnel will have received adequate training regarding the hazards and precautions to be taken whilst working in restricted areas and confined spaces.

11.12 ENTRY INTO CONFINED SPACES

Confined spaces are any work area where there may be a lack of oxygen being depleted or replaced by another substance. Training of relevant employees will be undertaken in accordance with the guidance given for the type of confined space the employees are to enter

General Guidance

- Green category - chambers less than 750mm deep.
- Amber category - chambers having a depth of between 750mm and 1250mm.
- Red category - chambers having a depth of greater than 1250mm.

In green category (i.e. under 750mm deep) - providing there is good air movement and no petroleum residue lying in the chamber, single working is permitted with no special precautions required. The employees must have had sufficient training and experience to enable him to properly assess this work.

In amber category chambers (i.e. between 750mm and 1250mm) - In all cases a second person must be present whilst work is taking place in the chamber. Following removal of the cover, the chamber must be inspected for petroleum residues. The chamber must be tested for oxygen and flammability and if either the flammable or oxygen test equipment goes into an alarm condition the chamber must not be entered. If necessary forced ventilation should be used to clear the chamber. Only when consistently satisfactory readings have been obtained may the chamber be entered.

In red category chambers (i.e. over 1250mm deep) - two person working is mandatory. A rescue hoist line, and harness are required for the person to entering the chamber together with escape breathing apparatus which should be available at job site. The chamber must be tested for oxygen and flammability and if either the flammable or oxygen test equipment goes into alarm condition the chamber must not be entered. If necessary, forced entry should be used to clear the chamber. Only when consistently satisfactory readings have been obtained, may the chamber be entered. Continuous monitoring of the chamber must take place throughout the work period. The second person must remain outside this chamber and be ready to operate the rescue winch should the need arise.

If we are in doubt the location manager or Client Engineer will be contacted and further guidance obtained.

11.13 ASBESTOS. Regulations 1987 amended 1998.

All work involving asbestos in any form will be carried out in accordance with The Asbestos at Work Regulations 1987, amended 1998. Any materials used which contain asbestos must comply with The Asbestos (Prohibition) Regulations 1982.

Work involving the removal of asbestos materials covered by the Asbestos (Licensing) Regulations 1983 will be carried out by Licensed Contractors in accordance with the

current Approved Code of Practice for work with Asbestos Insulation and Asbestos Coatings (COP 3 - Health and safety Executive)

The following Health & Safety Executive Guidance Notes contain information and advice on various aspects of dealing with asbestos and will be referred to as required.

- EH 10 Asbestos Hygiene Standards and Measurement of Airborne dust concentrations.
- EH 35 Probable Asbestos Dust concentration at construction processes.
- EH 36 Work with Asbestos Insulation Board.
- EH 41 Respiratory Protective Equipment for use with Asbestos.

Other information is available from the Control & Safety Guidelines published by the Asbestosis Research Council.

Copies of applicable regulations will be kept at Head Office and all major sites.

PLANNING PROCEDURES. - ASBESTOS

All work will be tendered for, or negotiated in accordance with the above standards together with The Management of Health & Safety Regs. 1999.

The Contracts Manager will ascertain at any early stage whether asbestos in any form, is likely to be present or used on the site. If details provided by the client are inconclusive, then the Safety Consultants will be asked to take and analyse samples. Method statements will be prepared by the Contracts Manager in conjunction with Consultants and where necessary a Licensed Asbestos Removal Contractor will be selected to carry out the work.

The Contracts Manager will ensure that any requirement to give notice of the work to the Health & Safety Executive is complied with.

Where work involving asbestos materials not subject to the licensing regulations is to be carried out by employees, the working methods, precautions, safety equipment, protective clothing, special tools etc. will be arranged by the Contracts Manager.

The Supplier of any material for use at work containing asbestos will be asked to confirm that the material complies with The Asbestos (Prohibition) Regs. 1992.

SUPERVISION. - ASBESTOS

All information on working methods and precautions agreed will be issued to site supervisor before work starts by the Contracts Manager.

The site supervisor will ensure that the Licensed Contractor selected to carry out the removal work has set up operations in accordance with the agreed Method Statement and that the precautions required are fully maintained throughout the operation so that others not involved are not exposed to risk.

Where necessary, monitoring of airborne asbestos dust concentrations will be carried out outside the removal enclosure.

The site supervisor will ensure that no unauthorised person enters the working area until clearance samples have been taken by the site supervisor, and confirmation received that the results are satisfactory.

Where employees are required to use or handle materials containing asbestos not subject to the licensing regulations, the site supervisor will ensure that the appropriate safety equipment and protective clothing provided and that the agreed safe working procedures are understood by the employees and complied with.

All warning labels will be left in place on any asbestos materials used on site.

SAFE SYSTEM OF WORK.- ASBESTOS

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry e.g.:

- lagging of pipes.
- fire protection.
- insulating boards.
- ceiling tiles.
- brake linings.
- stipple coatings (e.g. artex).
- roof and cladding sheets.
- drainage goods etc.

In some of the above cases, products now supplied are asbestos free.

If the materials are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. Some people exposed to this risk, and in particular those who also smoked cigarettes, have developed asbestosis and/or certain types of cancer.

Copies of the pocket card 'Asbestos Alert for the Construction Worker' and the poster prepared by the Health & Safety Executive is available direct from the Health & Safety Executive and will be issued to employees who may come into contact with asbestos in any form e.g. maintenance or refurbishment workers, demolition operatives etc.

Where any work involving asbestos is being carried out then the leaflet 'Asbestos and You' pocket cards and posters listing the 'Asbestos Code' will be issued to site.

These items are published by the Health & Safety Executive and are available direct from the Health & Safety Executive.

The supply for use at work of materials containing amosite, crocidolite asbestos is now prohibited. Any materials containing asbestos must be marked with a warning transfer or label.

11.14 ASBESTOS - DEALING WITH UN-IDENTIFIED ASBESTOS

The owners of building have a duty to investigate and make safe any areas where the presence of Asbestos is known or suspected. However the presence of Asbestos is not always obvious. The H.S.E. have advised that it is sensible to assume that any building constructed or refurbished before the 1980s will contain asbestos materials. i.e. insulation boards, corrugated roof sheets, cement guttering and boilers and associated pipework and lagging.

No work should be carried out which is likely to expose employees to asbestos unless an adequate assessment of exposure has been made.

If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the building is discovered, STOP WORK, OJM Insulations Ltd staff are not permitted to handle asbestos products without prior training and the appropriate PPE.

The Client / Principal Contractor must be informed and they must protect the area from any further damage and release of fibres. Then they must call in a competent person / specialist analyst to assess the material to confirm if it is asbestos.

If asbestos is confirmed then a Licensed Contractor must be employed to protect and remove the asbestos to a specified tip that is licensed by the local waste disposal authority.

Once the asbestos has been made safe or removed other contractors will be advised and clearance certificates will be available and work can continue with caution, in case any further un-identified asbestos is found.

11.15 WORK EQUIPMENT

PLANT ON SITE. Provision and Use of Work Equipment 1998

STANDARDS REQUIRED.

The following regulations contain requirements to be complied with in the provision, inspection, maintenance, operation and use of plant on site: Provision and Use of Work Equipment 1998 and Lifting Operations and lifting Equipment Regulations 1998

Health and Safety Guidance Notes contain a number of specific recommendations in the Plant and Machinery Series. These will be referred to where applicable.

Other Guidance Notes also contain certain recommendations which affect the use of plant on site. These and all other British Standards will be referred to and complied with whenever relevant.

Codes of Practices have also been prepared by interested bodies. Will be kept at Head Office and on each major site.

PLANNING PROCEDURES.

All work will be tendered for or negotiated in accordance with the above standards and the requirements of the Management of Health and Safety Reg. 1999.

The Contracts Manager will take all aspects of the work into account to ensure that sufficient information is provided to Hire Company to enable correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banksmen are provided or that where necessary full training and instruction is arranged.

The Contracts Manager will determine whether any preparatory work is required for the installation or use of plant on site and ensure that any requirements are planned.

SUPERVISION.

The site supervisor will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported to the Hire company immediately.

The site supervisor will ensure that only authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the site supervisor will report to the Contracts Manager or Hire company immediately.

No young person, under 18 years of age is permitted to operate any item of plant or act as banksman unless being trained under the direct supervision of a competent person.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and THOROUGH EXAMINATION CERTIFICATES will be requested and checked by the site supervisor and all items of plant requiring weekly inspections by operator or other competent person will have the inspection recorded in the site register regardless of any register kept by the operator of Plant Hire company.

The supervisor will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried with specific requirements.

The site supervisor will ensure that any defect notified by Plant Operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

The site supervisor will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

SAFE SYSTEM AT WORK.

Hazards with the use of plant arise out of:

- Unskilled operation;
- Incorrect use.
- Poor maintenance;
- Reversing unsupervised.
- Defect in machine unchecked.
- Noise. (see separate section).

All banksmen, supervisory staff and operatives required to enter earth moving areas will be provided with high visibility waistcoat or belts.

Plant Operators must not drink alcohol during working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. Cranes, excavators, piling frames etc.) will be provided with safety helmets and will be required to wear them as directed by the site supervisor.

Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

11.16 ELECTRICAL POWER TOOLS.

STANDARDS REQUIRED.

The following regulations apply to the use of electrical power tools on site or other workplaces.

- The Electricity at Work Regulations 1989.
- The Personal Protective Equipment at Work Regulations 1992.

Guidance on the safe use of electricity on construction sites is found in the following publications.

- The I.E.E. Regulations for the electrical equipment of Buildings, Section H.
- The British Standard 4363 1991 - Distribution units for electricity supplies for construction and building sites.
- British Standard 4363, 1991 - Industrial plugs, sockets, outlets etc.

Various other British Standards apply to the type of cabling and power tools. The following Health and Safety Executive Guidance Notes will be complied with where applicable;
Copies of the relevant regulations will be kept at Head Office for reference.

PLANNING PROCEDURES.

At tender or negotiation stage the above standards will be taken into account together with the requirements of The Management of Health and Safety Work Regs. 1999. All electrical equipment on the company sites or other workplaces will be supplied, installed, maintained and used in accordance with the above standards.

The Contracts Manager in conjunction with the site supervisor will plan the temporary electricity supply and distribution on site in accordance with the above standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations.

The Contracts Manager or the site supervisor, will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards. The site supervisor will ensure that all power tools are in accordance with the relevant British Standard. No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on sites unless special arrangements made. Lower voltage tools, lighting etc. may be required in damp or confined situations.

All sub-contractors must be informed of the company policy on the use of electricity on site and will be expected to comply with these regulations.

SUPERVISION.,

The site supervisor will ensure that the temporary electrical supply is installed and tested as planned.

The site supervisor will ensure that all sub-contractors equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site.

Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
The site supervisor will ensure that all power cables are installed clear of access ways and preferably above head height.

Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed it must not be of screw on pin type, only properly constructed sets with moulded on fittings will be used.
The supervisor will ensure that any portable generator or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition. Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to supervisor so that immediate steps can be taken to have defects remedied by site electrician or hire company.

SAFE SYSTEM OF WORK.

All cable connections must be properly made, under no circumstances is insulation tape to be used for any repair or joint in extension cables.
On festoon lighting all bulb sockets are live, steps are therefore, to be taken to protect open sockets when a bulb is not fitted, as well the fragments of glass broken bulbs being a hazard it must be remembered that the protruding filament wires would still be live.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.
Regular inspections of all electrical equipment on site will be carried out by a competent electrician and maintenance records kept.

11.17 MAINTENANCE OF PLANT AND EQUIPMENT

OJM Insulations Ltd will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log this log is to be kept up to date.

The Company has a statutory duty to maintain it's plant and equipment and avoid risks to health and safety.

The Company will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required, these will need to take into account the operational needs as well as health and safety considerations and the possible impact on the environment. Also allowances must be made for the aptitude and skill of the operator.

OJM Insulations Ltd may use :

- Unscheduled or breakdown maintenance
- Scheduled or routine maintenance
- Planned preventive maintenance
- Predictive maintenance
- Improvement maintenance.

The Company will provide adequate supervision that provides information and training to ensure that there is compliance with safety procedures.

The Company will develop safe systems of work which identify risks hazards and then eliminates or controls the risks to a minimum.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and must not misuse the equipment. Operatives must report all faults, damage, defects or malfunctions to their Supervisor. They must not use defective equipment. Defective equipment must be immobilised and identified as awaiting repair.

Preventative maintenance

Where practicable a programme of routine preventative maintenance shall operate. The programme should be documented in adequate detail, and records kept of work carried out under the programme. Unscheduled downtime and “non-casualty” repair costs should be used to identify preventive maintenance needs.

11.18 Safety equipment and personal protective equipment

-We maintain a policy on personal protective equipment - explaining the need for it, and the importance of following procedures in relation to proper fitting, use, and care of such equipment.

The need for safety equipment, including personal protective equipment will be identified using the task-hazard inventory input from employees. Where appropriate this will be documented in the form of a task- PPE requirements matrix. PPE will be supplied free of charge where the equipment is necessary for the job. An inventory will be maintained of all such items.

Safety equipment will be available at, or close to, those locations where it is needed. Personnel will receive adequate instructions in its use, fitting, adjustment and replacement.

Records will be kept of the issue and use of protective equipment. In particular, records should be kept of cleaning and replacing parts of respiratory protective equipment and other safety-critical equipment, as appropriate. These records will be analysed by a nominated person to identify any trends or patterns, where appropriate.

Managers shall enforce the use/wearing of such equipment and monitor compliance. When required this should be qualified using the task PPE requirements matrix. Training must be given to the use of PPE.

OJM Insulations Ltd and it's Subcontractors will:

- Comply with the Personal Protective Equipment at Work Regs. 1992.
- Provide and maintain PPE of an acceptable standard as identified in their risk assessment.
- Make provision for the proper storage and cleaning of PPE
- Renew old or worn out equipment as required.

For all maintenance operations in a designated restricted area, it is mandatory that employees shall wear a safety helmet and safety boots or safety shoes at all times.

Other PPE may be required according to the contractor's policy and risk assessment. With regards to work inside the sales building, or inside other buildings, contractors should abide by their own policies with regards to PPE

When construction activities are being carried out, safety helmets and safety boots will be worn at all times, or in accordance with the site rules issued by OJM Insulations Ltd.

PERSONAL PROTECTIVE EQUIPMENT - VISITORS TO SITE

Official visitors to sites (e.g. surveyors, engineers, inspectors etc.) will be required to wear a safety helmet. Other PPE such as safety boots and high visibility clothing should be considered and used when required. Visiting managers, engineers or supervisors or contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

11.19 Noise

Managers are required to continually review the situation and where necessary conduct a noise assessment in association with the Health and Safety Manager.

Where noise is perceived or deemed to be excessive, suitable steps shall be taken by management to eliminate or reduce the noise at source. If it is not possible, hearing protection shall be provided.

Hearing protection is to be seen as the last resort. If management require advice - this can be obtained from the Managing Director.

NOISE AT WORK REGULATIONS. 1989 STANDARDS REQUIRED.

- Noise which affects the health of workers i.e. the Health & Safety at Work etc. Act 1974.
- Noise at Work Regulations 1989.

The department of Employment have published a Code of Practice for reducing the exposure of employed persons to noise, giving practical advice on the precautions required. Health & Safety at Work booklet no 25 'Noise and the Worker' also gives advice.

Consultations have taken place on proposed regulations, Approved Code of Practice and Guidance Note for the Protection of Hearing. This company will apply the general principles outlined in the Consultative Document.

- The Management of Health & Safety at Work Regulations 1999.
- Noise which is a nuisance to the general public around the site.

The Control of Pollution Act 1974 - requires contractors to use the best practical means of controlling construction and demolition noise.

British Standard Code of Practice BS 5228 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on

construction sites and also contains advice on the protection of workers from the health risk of noise.

The Department of the Environment Property Services Agency leaflet No 72 'Noise Control on Building Sites' also gives advice on this subject.

Copies of the relevant regulations will be kept at Head Office and all major sites.

PLANNING PROCEDURES.

At tender or negotiating stage the above standards will be taken into account. The Contracts Manager will ensure that information on the noise level of any plant which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

The Company will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

GUIDELINE : Can the person using the equipment talk to someone 2 meters away without having to shout to be understood. If they have to shout, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered.

If there is any doubt, employ competent people and equipment to assess the noise levels.

ACTION LEVELS :

First Level 85 decibels - inform employees and offer ear protection on request.

Second Level 90 decibels - set up protection zones and enforce wearing of protection

Peak Level 140 decibels - for intermittent high impact noise, limit exposure time, reduce the noise levels to the lowest levels, wear personal ear protection.

Use Company Health and Safety form 04, latest issue Noise assessment form to record and assess the impact of noise on the Company's activities.

The Contracts Manager will ensure that any static plant to be installed on site or in the workshop is planned to be in a position which takes accounts of effects of noise on the workers or the public.

Where personnel will be required to work in situations where high levels of noise are likely to be encountered the Contracts Manager will ensure that full information is obtained before work commences on the levels and frequencies of noise.

Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Regular monitoring of noise levels and frequencies will be planned as required.

Audiometric tests for new employees engaged for work in noisy situations will be arranged and regular testing of all personnel will be carried out, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises or with plant which is likely to result in exposure to high noise levels.

SUPERVISION. -NOISE

The site supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors etc. are used. Supplies of ear defenders or other hearing protection will be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when operative is exposed to noise.

The site supervisor will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the Hire Company immediately.

SAFE SYSTEM OF WORK. - NOISE

The Safety Consultants can provide the following services:

- Carry out a noise survey to establish levels and frequencies of noise.
- Regularly monitor noise levels and frequencies.
- Give advice on noise control measures.
- Arrange for Audiometric testing of operatives.
- Arrange for individual monitoring of exposure.
- Provide training and instruction for personnel.
- Requests should be made via the Safety Director.

11.20 Display screen equipment.

The use of display screen equipment is not generally a high risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eye strain, fatigue and stress.

OJM Insulations Ltd will undertake assessments to check that the DSE is properly installed in an acceptable environment

DSE users are to co-operate with OJM Insulations Ltd on the assessment and efficient use of their workstation and report any difficulties or defects which could potentially contribute to a health hazard.

Employees who are required to use DSE for substantial work will receive training so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced.

Where tests show that eyesight correction is needed to carry out work on DSE corrective spectacles required solely for DSE will be obtained for the user.

Each workstation will be reviewed prior to being put into use in order to ensure compliance with the regulations and as soon as practicable after being put into use a formal assessment of the workstation will be undertaken.

These arrangements will then be reviewed on a periodic basis or after any significant changes to the hardware or software associated with the workstation.

All employees using a workstation for at least 1 ½ hours/day will be given a free eyesight test upon their request. If corrective lenses are required, following the eyesight tests, an allowance will be provided.

11.21 Health hazards/industrial hygiene

Following information provided by the client, a systematic analysis of the entire operation will be carried out to identify all potential causes of occupational illness. This should be done using a task-hazard inventory and technical and non-technical survey, as appropriate. The results of this analysis should be made known to persons likely to be affected by the particular conditions. Where practicable health hazards should be eliminated. Where this is possible controls will be introduced to reduce the risk to personnel to acceptable levels as required by law. Such controls should include engineering controls, work practice controls, exposure time controls, administrative controls, PPE controls and training in occupational health hazards.

Employees will be adequately informed on the risk posed by the workplace or the process. Risks should be minimised by the most effective means, as required by law. Where necessary, special first aid facilities for health risks will be provided. First aid reports will be analysed with a view to identifying improvements in health-related first aid facilities. Risks involved will be highlighted in the contract safety plan.

11.22 Process changes

Process changes, including the introduction of new equipment or changes to the mode of operation of existing equipment will be introduced according to written procedures. These procedures shall identify safety as one of the parameters to be assessed. The manager responsible for approving such changes should be clearly identified at the contract opening meeting.

11.23 Control of contractors

Contractors will be controlled. At appropriate points before the job, meetings should be held to agree safety needs and rules. Safety shall be monitored during the contract.

The contractor should be required to submit reports of accidents, planned inspections and corrective action. Procedures should be established and maintained for controlling all aspects of the contractors work, including :-

- a) Risk assessments/method statements.
- b) Pre-planning. For medium/long-term contracts this would involve carrying out full OH&S pre-qualification. For short term contracts OH&S aspects should be suitably checked via questionnaires/interview/review.
- c) Communication. Communication links between appropriate levels in the organisation and the contractor shall be established, prior to and throughout the contract.
- d) Provision of safety rules.
- e) Provision of OH&S training and past certification of the contractor(s) personnel, where necessary, before commencement of work.
- f) Arrangements for monitoring/reviewing aspects of the contractors work activities on site.

g) Procedures for communicating accidents and incidents involving the contractors personnel (RIDDOR).

11.24 Safety signs

Adequate safety signs will be displayed prominently, in accordance with legal and other requirements. Requirements should be determined by a systematic survey. All safety signs must conform to current legislation.

11.25 Colour coding

Where appropriate colour coding of the piped and other services should be used to facilitate identification. The need for such coding should be determined by a systematic survey, to comply with the British Standard.

11.26 Materials handling - manual handling

Heavy or awkward items should be lifted or moved at all times in a safe manner, according to written procedures or method statements - but in all cases will comply with the Manual Handling Regulations. All Personnel will be trained in relevant manual handling techniques. All manual handling assessments are continuously reviewed and where circumstances have changed to such an extent as to render the original assessment invalid, a new assessment shall be carried out.

Goods should be lifted mechanically rather than manually where feasible. Equipment used for mechanical handling should conform to relevant legislation. It should be operated, maintained and inspected according to written procedures or rules.

MANUAL HANDLING & LIFTING.

STANDARDS REQUIRED.

The following regulations apply to the manual handling or lifting of materials:

- The Manual Handling Operations Regs. 1992.
- Construction (General Provisions) Regs 1961 - Regulation No 55 Lifting Excessive Weights.
- Factories Act 1961 - Section 72 - Lifting Excessive Weights.
- The Offices, Shops and Railway Premises Act 1963 Section 23 - Prohibition of heavy work.

These regulations state "A PERSON SHALL NOT BE EMPLOYED TO LIFT CARRY OR MOVE ANY LOAD SO HEAVY AS TO BE LIKELY TO CAUSE INJURY TO HIM".

Guidance on the recommendations regarding handling and lifting are contained in Health & Safety at Work series booklet No 1 - Lifting & Carrying.

Copies of the relevant regulations will be kept at Head Office and all major sites.

PLANNING.

All work will be tendered for or negotiated taking into account the above standards.

The Contracts Manager will ensure that materials are handled as far as possible by machine. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads. All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

SUPERVISION.

Supervisory staff will instruct any operative in the correct handling and lifting of loads as required.

Supervisory staff will ensure that a supply of suitable gloves are available for issue as required for the handling of materials which cause injury to hands.

The company will encourage the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.

The supervisor will not require any operative, particular a young persons to lift without assistance, a load which is likely to cause injury.

SAFE SYSTEM AT WORK.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc;
- Hernias.
- Lacerations, crushing hands or fingers.
- Tenosynovitis, Inflammation of Tendons.
- Bruised, or broken toes or feet,
- Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

11.27 Control of Substances Hazardous to Health (COSHH)

STANDARDS REQUIRED

- 1) A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health e.g.
 - The Control of Substances Hazardous to Health Regulations 1999
 - The Control of Asbestos at Work Regulations 1987 & 1998
 - The Control of Lead at Work Regulations 1998
 - The Carcinogenic Substances Regulations 1967

- The Construction (Health & Welfare) Regulations 1996 - Requirements for ensuring hygiene measures are provided on site.
- 2) A wide range of guidance notes and advisory literature is available on the precautions required with various substances and all recommendations will be applied as required.
- 3) The General Guidelines to applied are covered in Health and Safety Executive Guidance Notes:
- EH 16 Toxic Substances, a precautionary policy.
 - EH 26 Occupational Skin Diseases Health and Safety Precautions.
 - EH 40 Occupational Exposure Limits.
 - EH 42 Monitoring Strategies for Toxic Substances.
 - EH 44 Dust in the Workplace: General principles of protection.
- 4) Information on the requirements of the regulations and advice on precautions required to handle use or dispose of any hazardous substance is available from the Safety Consultants on request.

PLANNING PROCEDURES.

1. All work is tendered for or negotiated taking into account the above standards together with The Management of Health and Safety at Work Regulations 1999.
2. The Contracts Manager will ensure that before work starts on site, information is obtained on any materials or substance to be used or likely to be encountered which could be a hazard to the health of operatives.
3. If possible, arrangements will be made for an alternative, less hazardous material. Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities medical examinations etc. must be planned before work commences.
4. All operatives engaged in any process involving the use or handling of any hazardous substance will be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc. as required.

SUPERVISION.

1. The Contracts Manager and Site Supervisor will ensure that all procedures planned to handle or use any hazardous substance are carried out fully and that any protective clothing equipment or hygiene measures are provided and maintained as required.
2. Any necessary air sampling, medical examinations, testing etc. will be carried out as required and records will be kept on site during the operations.
3. All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

SAFE SYSTEM AT WORK

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis, etc. cement, acids, epoxy resins etc.
 - Inhalation - gases, fumes, dusts, vapours.
 - Ingestion, swallowing.
1. The Safety Consultants will be asked to provide advice on precautions required with substances where any risk to health is known or suspected and can carry out any sampling, analysis, monitoring etc. as required at the request of the Safety Manager.
 2. The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given on the attached tables or separate policy sections.
 3. Almost all chemical materials are potentially dangerous. Although they may find their way into day to day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:-
 4. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied, always observe good industrial hygiene practice.
 5. Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
 6. Inhalation of chemical vapours or dust should be avoided, adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
 7. Facilities for the washing and cleansing of the skin must be made available, with the necessary cleansers and barrier creams.
 8. Store all products in ventilated areas away from extreme of temperature and environment.
 9. Clean all spillage instantly and dispose of waste and used containers properly.
 10. Except for transport in closed packages, materials must be handled only by authorised personnel.
 11. Ensure the correct equipment for handling the products is available.
 12. If any person handling the materials shows any symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
 13. Read the data sheet, container labels and detailed health and safety information before using any products.

Storage of hazardous materials.

Procedures for the operation of storage areas, should be documented particularly with regard to hazardous goods.

Hazardous substances and preparations, as defined by law should be handled and disposed of in a safe manner. Written handling procedures should cover rules, storage requirements, inspection and housekeeping. These materials should at all times be

handled and stored in accordance with the relevant Material Safety Data Sheet, an up-to-date version of which should be kept readily available, nearby.

11.28 Working at heights

The company recognises that falls from height (where it is possible to fall two metres (2m) or more.) are one of the major causes of serious injury within our working environment. Therefore, careful consideration is given to the provision of safe access and working platforms whenever personnel are required to work aloft (in all cases the company requires a risk assessment and/or method statement to be produced). Scaffolds and mobile towers shall only be erected by trained competent persons who hold the relevant certification and cannot be used until a SCAFFTAG labelling system is in place.

Due to the inherent dangers, aluminium step ladders cannot always be used, so each site needs to be checked to ensure that is all right to use aluminium steps.

Wooden steps to BS 1129 Class 1 or 2, fibreglass or polycarbonated steps should be used in preference.

WORK AT HEIGHT. Step Ladders, Ladders and Scaffolding

In construction, 50% of all serious accident occur because a person falls. A further 20% occur because materials fall on to someone. Therefore any work at height (above 2 metres) is to be restricted to those employees who have been trained properly and are experienced in such work.

STEP LADDERS.

Step ladders provide a free standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Avoid over reaching. The top step is not a working platform, it is not designed for this purpose. The step ladder must be fit for the purpose, the correct working height and in good condition. If it is not it must not be used.

LADDERS.

If ladders are to be used make sure that the work can be reached without stretching and that a good handhold is available. Ladders may only be used as a means of access or for carrying out light duties of short duration subject to the following:

- They must be sound and free from danger (i.e. inspect the ladder before use).
- They should be secured near to the upper end or firmly 'footed' at the base by a second person.
- They should never be left unsecured in a vertical position nor used during periods of high winds.
- They should be manufactured to: BS 1129 for timber ladders. BS 2038 for aluminium ladders.

SCAFFOLDING AND MOBILE TOWERS.

Only personnel who are properly trained and competent shall be allowed to erect, alter or dismantle scaffolding. All scaffolding and mobile towers must conform to the Construction Regulations.

Powered access platforms are often used instead of scaffolding, especially for short duration maintenance tasks. When using such equipment OJM Insulations Ltd will ensure:

- Operatives are trained and certificated.
- Copies of any statutory test and thorough examination certificates for the equipment are available on site.
- When not in use, the unit is left in an agreed position and is immobilised.

Tasks requiring operatives to work at heights over two metres will be planned by the Company to provide a safe working environment.

- Check there is a safe method of getting to and from the work area
- Decide what particular equipment will be suitable for the job and the conditions on site.
- Make sure work platforms and any edges from which people are likely to fall have guard rails and toe boards or other barriers.
- Make sure that the equipment needed is delivered to site in good time and that the site has been prepared for it,
- Check that the equipment is in good condition and make sure that whoever puts the equipment together is trained and knows what they are doing.
- Make sure those who use the equipment are supervised so that they use it properly. The more specialised the equipment, the greater degree of training and supervision required to ensure safety.
- Check any equipment provided by others is safe on site before using it.
- Ensure that any defects are promptly notified and remedied by a competent person.

11.29 Road Transport

The Company will provide road transport, vans and cars that are suitable for the task and comply with Road Traffic legislation.

Vehicle Safety for Operatives.

Always check that your vehicle is in good condition and suitable for the task before commencing loading or your journey. Report any possible issues to your Supervisor. Use and regularly complete the Company's Vehicle Check List document.

If a fire should break out within your vehicle, (possible engine fires etc.), place the vehicle in the safest possible place off the highway, retreat from the vehicle to a safe distance to assess the situation. If possible use the fire extinguisher but do not endanger yourself. Call for assistance from the emergency services and report the incident to Head Office. Remain near the vehicle until the emergency services arrive and give them advice on the vehicle and it's contents.

Tools and Equipment on the vehicles.

The vehicle has the standard issue of tools. Company policy is if you are competent to undertake a task safely, first check that the tools are in good condition then assess the task to ensure that you have the resources to complete the task. Where any doubt or safety issue is involved, report the issue to the Office and then call out the AA. / or Breakdown Service.

Drivers Personal Protection

You must wear, when appropriate or directed by your Supervisor.

Safety Boots, to protect feet from drops of materials.

Gloves when handling sharp or uneven surfaces. Also help with secure grip.

Always load and drive your vehicle safely. Do not attempt to unload heavy goods where assistance is required and the customer has been informed that help is required.

Road transport vehicles should be operated, maintained and inspected according to written procedures. No mobile phones are to be used when driving (including hands-free). All vehicles carrying gas will be clearly identified and will have internal driver protection (Ventilation, cages etc.).

If working late (after 8.00pm), do not travel further than 2 hours before seeking accommodation.

11.30 Healthcare

Monitoring of employees' health with respect to known health hazards, is undertaken as part of a healthcare surveillance programme. Employee health records should be kept confidential, and retained for a period of at least 20 years or as required by law.

Health Surveillance will be considered where :

- it is required under specific legislation
- there is an adverse health condition or an identifiable disease related to the work and to which the employee is exposed.
- there is a reasonable likelihood that the health condition or the disease may occur in the conditions of work to which the employee is exposed.
- valid techniques are available to detect indications of the condition or disease
- the surveillance is likely to provide further protection of the health of the employees covered.

Common Occupational Health Hazards.

- Repetitive tasks (RSI)
- Hazardous substances (COSHH)
- Noisy operations
- Risk to eyes
- Manual Handling

The Company monitor it's activities and prepare risk assessments for tasks where there is a possibility of occupational health hazards and undertake appropriate health

surveillance and monitoring. It will also ensure that preventative and protective measures are taken in line with it's risk assessments and any specific legislation.

OCCUPATIONAL HEALTH

This part of the Company's health and safety policy is controlled by the Health and Safety Officer assisted by the Company's Safety Advisor / Consultant. They will advise management on the occupational and industrial health matters and with the Company managers will be responsible for implementing the Company's policy in this field.

Where statutory regulations or codes of practice relating to materials or processes which may under certain conditions present at risk to health are known to exist, they are duly complied with. Where no controlling legislation is available the Company endeavours to ensure a healthy and safe working environment.

OJM Insulations Ltd aim to achieve a positive occupational and industrial health culture by developing a high level of competence in the company through recruitment, training and advisory support. Ensuring that work is controlled by allocating responsibilities and securing commitment. Encouraging co-operation between individuals and groups by accurate verbal, written and visual communications.

11.31 Drugs

The taking of non prescribed drugs, controlled drugs or other practices involving abuse of substances is strictly prohibited at all locations occupied by the company's staff.

Any person found in possession or under the influence of such substances (or reasonably believed to be in possession or under the influence of such substances) will be refused access to or removed from any location that the company is in control of or working on and will be reported to the Managing Director for disciplinary action.

11.32 Alcohol

Any person found in possession or under the influence of alcohol (or reasonably believed to be in possession or under the excessive influence of alcohol) will be refused access to or removed from any location that the company is in control of or working on and will be reported to the Managing Director for disciplinary action.

11.33 Smoking

With regards to the health of employees it has been decided, after prior consultation with employees, that smoking will not be permitted within any location under the control of the company.

If an employee has been identified as an habitual smoker, the company will give every assistance to encourage them to give up smoking.

12.00 Emergency preparedness and response

12.01 Planning for emergencies

A nominated custodian, appointed in writing should draw up an emergency plan.

12.02 Emergency plan

The emergency plan will be drawn up from actual emergencies experienced or desktop simulation exercises, with input from the public emergency services. The plan should outline the actions to be taken when specified emergency situations arise, and should include :-

- Phone numbers of all personnel involved.
- Identification of all potential emergencies considered reasonably probable.
- Identification of the Emergency Co-ordinator, who will take charge during the emergency (i.e. the Main Controller).
- General duties of all personnel during the emergency (i.e. apart from the following).
- Responsibility, authority, and duties of teams set up for the emergency, including Main Control and Forward Control.
- Responsibility, authority and duties of personnel with other specific duties in an emergency.
- Evacuation procedures.
- Identification and location of hazardous materials, and emergency action required.
- Interface with external emergency services.
- Communication with statutory bodies.
- Communication with neighbours and the general public.
- Protection of vital records, equipment, samples, and models.

The involvement of external agencies in emergency planning will be clearly documented. If appropriate, a mutual aid agreement should be set up with neighbours, with a view to sharing resources in an emergency in either location.

12.03 Communication in emergency

Telephone numbers necessary or useful in an emergency should be posted at appropriate locations, and kept up to date. Adequate alternative means of communication within the site should be available in case the normal means fail. The details should be documented.

12.04 Emergency equipment

Emergency equipment needs under the following headings should be identified:-

- Alarm systems.
- Emergency lighting and power.
- Means of escape.
- Rescue equipment.
- Critical valves, switches and cut-outs.
- Fire-fighting equipment.
- First aid equipment.
- Communication facilities.

Adequate equipment for use in emergencies should be provided. All such equipment should be tested at specified intervals for continuing operability.

12.05 Drills and practices

Emergency drills and practices should be carried out according to a written schedule. These should be carried out in such a way as to give maximum information about our preparedness.

12.06 Business protection

Management will prepare a contingency plan outlining the strategy for:-

- Securing those records necessary to protect the organisation's business, or to minimise the effect of the emergency.
- Supplying customers by alternative means until the process is operational again.
- Repair of damage, including identification of suppliers and contractors with the necessary capability.

13.00 Performance measurement and monitoring

13.01 Monitoring of Safety Policy Procedures.

The Company will regularly monitor the effectiveness of the health and safety systems and its safety performance. There will be an annual review overseen by Senior Management and their external advisors.

The Company's internal monitoring is by formal inspections and audits, supported by the actions required in the day to day management of the Company's activities. Staff are also encouraged through Joint Consultation and job reviews to comment on the formation of the policy procedures and if there are any changes required.

Monitoring of Policy Procedures is undertaken by the Company in the following format :

1. Daily review of completed jobs and issues raised by Staff to Contracts Manager
2. Weekly / Monthly in Contracts Manager overview of completed jobs.
3. Surveys of new contracts and new environments.
4. Site visits to discuss issues with clients
5. Management safety audits
6. External safety audits
7. Management meetings
8. Annual review of past activities and preparation for known activities.

Health and Safety matters to be monitored by the Company :

First Aid	Accidents, Emergencies, First Aid Box
Welfare	Clean and Satisfactory
Fire Precautions	Equipment and Instructions
Housekeeping	Access and Egress to and from, materials properly stored
General hazards	Created by bad practices, design, material or substances.
Documentation	Relevant health and safety notices and information.
Safety Equipment	Tools and Personal Protective Equipment
Access Equipment	Scaffolding, Ladders, Steps
Plant and Machinery	Suitable and safe, also well maintained
Training	Suitably trained staff and supervision for the task.

The aim of the monitoring is to provide a planned approach to building in compliance and targeting issues when problems they occur.

The Company's Policy Procedures are to be appropriate and relevant to OJM Insulations Ltd and where they are found not to be suitable or practical they will be reviewed and developed to ensure they are beneficial for the Company and in compliance with the current legislation.

13.02 Safety inspection - incoming materials

Specified incoming goods should be inspected for safety according to our goods in quality assurance procedures. We shall identify on a project specific basis what

inspections are to be carried out, the frequency, who is responsible for the inspections and what action is to be taken on non-compliance.

13.03 Inspection prior to use

A list of vehicles and mobile materials handling equipment will be prepared. Physical conditions standards should be set for each type of mechanical handling equipment. Significant vehicles and mechanical equipment should be inspected prior to use.

13.04 Routine safety monitoring

Routine safety monitoring of the process, workplace and practices will be carried out according to a documented monitoring scheme by the Health and Safety Manager. All front-line supervisory personnel shall undertake spot checks of critical tasks in order to assure compliance with safety rules.

13.05 Technical inspection of equipment

An inventory will be drawn up of all equipment subject to statutory or technical examination by outside bodies. Such equipment should be inspected as required, and should be included in the inspection schemes.

13.06 Physical conditions inspection

A set of physical conditions standards should be prepared, specifying how work-place conditions should be. At specified intervals front-line managers should undertake an inspection against these standards. A checklist giving details of the standards and all items to be inspected should be used for this purpose. Sub-standard conditions should be recorded and assessed as to risk.

The Health and Safety Manager should carry out back-up inspections, but these should not absolve the front-line manager from carrying out regular inspections, or from identifying hazards.

13.07 Inspection of products - consumer safety

Final inspection of product for safety will be carried out, when appropriate. A written procedure should require that product is not despatched until it shown to comply with specified requirements.

13.08 Inspection records - reviews and follow-up

A record should be kept of every safety inspection carried out. The records should show clearly that the documented safety procedures were complied with. Records of safety inspections, tours, surveys and audits should be sampled to identify underlying causes of non-compliance and repetitive hazards. Any necessary preventive action should be taken.

13.09 Use of measuring equipment

Measuring equipment, which is used to assess safety conditions, should be listed, identified uniquely and controlled. The accuracy of this equipment should be known. Where necessary, written procedures should be available describing how safety measurements are performed. Equipment used for safety measurement should be

maintained and stored in a proper manner, and should be capable of giving measurements of the accuracy and discrimination required.

13.10 Calibration

As part of our quality assurance procedures, a calibration scheme will be documented for the above measuring equipment. This scheme should include :

- The frequency of calibration.
- Reference to test methods, where applicable.
- Identity of the equipment to be used for the calibration.
- Action to be taken when the specified measuring equipment is found to be out of calibration.

Standards and equipment used for calibration are traceable to national standards, where such standards exist. Otherwise the basis for the standards used will be documented. Records should be kept of all calibrations. Records should give details of the measurements before and after adjustment. The calibration status of measuring equipment should be clearly identified to the users. Safety measuring equipment whose calibration status is unknown, or which is known to be out of calibration should not be used. Measurements and calibrations should be carried out under appropriate conditions. Measuring equipment used by contractors shall be subject to the same controls as in-house equipment. Contractors should be required to give assurances that their equipment conforms to these requirements.

13.11 Safety status

Any item found to be unsafe should, in addition to being removed from use, be clearly labelled, tagged, or otherwise marked, so that it may not be inadvertently used, or cause an accident. Such marking will be in accordance with our quality assurance procedures. The procedures should include the status identification of product.

13.12 Statistical techniques

Any statistical or other theoretical analytical techniques used to assess the safety of a situation, to investigate safety failure or to assist in decision making in relation to safety should be based on sound scientific principles. Where appropriate, guidelines for their use, should be documented, along with the circumstances in which they are appropriate.

13.13 Environmental Monitoring.

OJM Insulations Ltd are aware of the Environmental requirements of ISO 14000 Environmental Management Systems 1996. The scope of the company is Managing and Servicing Water Treatment facilities and the associated works and maintenance involved. The requirements on OJM Insulations Ltd and it's clients is to minimise the adverse environmental effects of it's activities through planning and operational controls, undertaken on each project as they take place. OJM Insulations Ltd will fully co-operate with the stated environmental policies of it's clients, where it affects the work undertaken by OJM Insulations Ltd and it's sub-contractors. The Management of OJM Insulations Ltd is committed to support the continual improvement of environmental objectives where it is relevant to OJM Insulations Ltd' activities, products and services.

Our Environmental monitoring will be part of our Health and Safety Inspection and Auditing. We also include the Manufacturers and suppliers data sheets for COSHH items in our management of items likely to affect the Environment.

We monitor that we are following our procedures for the safe storage, transportation, handling, use and correct disposal hazardous products.

We also work closely with our clients and our suppliers to ensure waste product is correctly disposed of and if possible recycled.

We also monitor the market place to keep up to date with any new products that are more environmentally safe than the product we or our client is currently using.

OJM Insulations Ltd is involved with the development of control systems that are more environmentally aware by adopting our industry's Approved Code of Practice .

The Company will use Consultants / Advisors experienced with Environmentally monitoring to ensure that the Company is achieving its stated environmental targets and is compliant to current Environmental legislation.

14.00 Accidents, incidents, non-conformances and corrective and preventive action.

ACCIDENT REPORTING

Every accident which is considered to be sufficiently serious is to be the subject of a departmental accident report initiated and completed by the injured person's manager or supervisor and the Health and Safety Manager or his nominee. An investigation is to be held immediately to determine the cause of the accident and where necessary remedial action is to be taken without delay. Dangerous incidents which do not result in injury are reported on the appropriate form to the Health and Safety Manager or his nominee and likewise investigated.

Injuries, industrial diseases and dangerous occurrences as described in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are reported to the Health and Safety Executive. (RIDDOR Regulations)

Regular inspections and maintenance on certain equipment are statutory requirements. Records of inspections and maintenance are kept in registers which are available for examination for internal audits and any external requirements

Order of reporting:- Office.
Client
Health and Safety Executive.

ACCIDENT PREVENTION POLICY

The Company has publicly stated it's commitment to Health, Safety and Welfare. We must perform our duties safely and with consideration to others. Our activities will be carried out having due regard to current legislation and statutory requirements with appropriate safeguards against exposing employees and others to risks to their health and safety.

These aims will be achieved within the framework of the Company's organisation and arrangements for the promotion of Safety, Health and Welfare.

Where reasonably practicable all steps should be taken to achieve safe system of work;

1. The Company will take all reasonable measures to ensure the health, safety and welfare at work of all it's employees in fulfilment of it's moral, legal and economic responsibilities. These measures will also be aimed at protecting others, who may be affected by our work.
- 3) Your management recognises it's responsibilities to create the right circumstances and conditions which work may be carried out safely. All employees also have a legal duty not only to work safely but also to co-operate in efforts made to create and maintain safe working conditions. Failure to do so, may under the Health and Safety at Work Act, be regarded as a criminal offence and lead to prosecution.

- 4) Oliver Miall has overall responsibility for health, safety and welfare throughout the Company. Staff are responsible to him for carrying out the safety policy of the company within their area of responsibility and for making all their staff aware of their particular responsibility in regard to the health, safety and welfare of themselves and employees under their control. The procedure for reporting accidents and risk will be outlined to all employees. All accidents will be investigated by the Company Safety Officer.
- 5) At the estimating and planning stage of all work, the company will take account of all requirements necessary to ensure the health, safety and welfare of employees.
 1. The Company will ensure that there is adequate communication with other contractors on matters affecting the health, safety and welfare of employees.
 2. The Company will provide all the necessary instructions and information about the specific hazards to all concerned and will, where necessary provide for training to bring this about.
 3. The Company will provide and keep in good repair the necessary tools, plant equipment and protective clothing to ensure the health, safety and welfare of employees. In cases where employees provide their own tools; it is their responsibility to maintain them in good repair and proper order and if, requested to do so, replace or repair any tools which fail to comply with safety regulations. All employees must safeguard the Company's tools, plant, equipment and protective clothing and have a duty to report any defects to their immediate superior.

Employees must also take special care when using scaffolding, lifting gear and other equipment provided by another contractor. Where such equipment does not comply with the regulations or with the Company's safety policy.

ACCIDENT INVESTIGATION & RIDDOR NOTIFICATION

Under the RIDDOR Regulations OJM Insulations Ltd are obliged to keep records of all notifiable injuries, dangerous occurrences and diseases, this information must be available for review and investigation.

After a reportable OJM Insulations Ltd will attempt to record the event by taking photographs, sketches and measurements of the scene. Any witness statements will be taken and a detailed investigation will be undertaken.

The investigation is to include the working environment, the training and job experience of the victim, the job supervision and equipment maintenance, was the correct PPE issued and being worn, were any legal standards being breached.

OJM Insulations Ltd Management will finalise the report and submit any relevant RIDDOR information on HSE Forms F2508 and F2508A to the local HSE office responsible for the area where the incident took place and OJM Insulations Ltd will maintain a record of the incident in the Company's accident book and files.

14.01 Reporting of hazards and accidents

All accidents and hazards be reported. This requirement applies to all personnel.

Each location where our employees are based shall have on display at a centrally accessible point an Accident/Dangerous Occurrence/Near Miss Book, which will be completed as and when required to record all accidents and/or incidents no matter how minor.

The top copy of individual reports contained within the book shall be forwarded as soon as practicable following an accident to the Managing Director to be received no later than 48 hours from the time of the incident.

For incidents that are of a reportable nature, excluding fatalities, the senior member of staff will contact the Health and Safety by telephone and fax the report immediately.

For fatal accidents the senior member of staff shall ensure that the area surrounding the incident is immediately vacated. They shall then contact the police and then the Managing Director who will inform the enforcing authority and follow the divisional reporting procedures.

Where witnesses are detailed on a report, a witness statement from each of the individuals named must accompany the report.

Each incident that involves a fatality, major injury, dangerous occurrence, near miss or serious “3 day accident” will be investigated by the Managing Director in association with the senior company representative responsible for the location.

14.02 Assessment and control of safety failure

Items or materials found to be, or suspected of being unsafe will be removed from use as soon as practicable, or otherwise controlled in an effective manner, according to written procedures. The degree of risk involved should be established and immediate action taken commensurate with the risk. It should be specifically stipulated that a seriously unsafe situation must be corrected or neutralised immediately.

14.03 First aid and medical assistance

At each location where the company’s employees are based, the management shall ensure that suitable first aid equipment is available for everyone’s use.

Each location shall then be assessed by the company’s management on the need and provision of suitably trained personnel to administer first aid.

Subject to contractual arrangements the following will be used as a baseline guide as to the minimum acceptable levels of trained personnel:

- 1) 1 First-Aider and 1 Appointed Person within the company’s premises.
- 2) 1 Appointed Person for sites employing more than 5 but less than 50 staff, including subcontractors.
- 3) 1 First-Aider and 1 Appointed Person for sites employing more than 50 staff, including subcontractors.

14.04 Accidental damage

Due attention should be given to accidents involving accidental damage. Records of such “casualty” repairs should be examined to establish instances of damage caused by accident, and this analysis should be reported to managers.

14.05 Follow-up

Corrective or preventive action should be as permanent and effective as practicable. Written reports should be made on the evaluation of the effectiveness of corrective/preventive action taken. Outstanding/overdue actions should be reported in writing to senior management at the earliest opportunity.

15.00 Records and records management.

All OH&S records will be handled in line with our quality assurance document control and records requirements.

Records shall be legible, identifiable and traceable to the activities involved. The records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and recorded.

16.00 Audit

Planned audits of the safety system will be carried out by internal personnel, to establish the degree of compliance with the documented safety procedures, and whether the system is effective in meeting the safety objectives of the organisation. The annual safety plan should include a schedule for carrying out internal safety audits. The safety audit should cover the entire operation and assess compliance with OHSAS 18001.

Audits should be carried out accordance with our written procedure, and only by competent, trained personnel. The results of the audits will be recorded and reported to management. A review should be carried out by management, and effective corrective action taken, where necessary.

17.00 Management Review

The management of the organisation will review the safety system to ensure that it is being fully implemented, and that it remains capable of achieving the stated objectives. The review should be carried out by senior management, and should involve a majority of managers.

This full review will be carried out at least annually. The agenda for the review will include a report from the Health and Safety Manager on the overall performance of the system, including a précis of all safety committee and branch safety meetings. The report will address accident statistics, the results of internal and external system audits, corrective action carried out to the system since the previous review, the effectiveness of the safety inspection system, recorded instances of procedures not being effective, the

adequacy of emergency procedures, and possible action to generate continual improvement.

END