

COMPANY HEALTH
AND SAFETY POLICY

C.R. REYNOLDS LIMITED.

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North Ferriby

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C R Reynolds.



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C R Reynolds
Managing Director:

Date: 15.03.2016

Company Health and Safety Policy
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1. Policy, Organisation, Responsibilities and Management

Company Health and Safety Policy

Foreword

The aim of this document is to bring to your attention the importance of Company Safety, Health & Environmental Procedures being adopted to ensure an adequate Safety, Health and Environmental organisation and is based on Safety, Health and Environmental legislation applicable within the United Kingdom and the European Community.

C R Reynolds Limited operate accredited a Quality Management System to ISO 9001:2008; an Environmental Management System to ISO 14001:2004; and a Health and Safety System to OHSAS 18001: 2007.

C R Reynolds Limited operate an Integrated Management System (IMS) on our sites based around the production of site specific Health and Safety, Quality and Environmental Plan Documents by the Site Manager. The implementation of our policies and procedures is ensured by a comprehensive inspection, testing and audit regime.

The Integrated Management System (IMS) has been prepared to demonstrate the Company's will, commitment and capability to work safely on its Contracts taking into account safety, quality and environmental requirements through the application of a standard set of policies and procedures. The management system is regularly reviewed by Senior Management to ensure compliance and effectiveness and to update as necessary. The IMS is designed to support this Policy and the OHSAS 18001: 2007 Manual.

Management and Supervision personnel, at every level, are responsible for the safety and well being of all persons committed to their charge. They are therefore required to ensure that all conditions and methods of work are as safe as practicably possible and that regular audits are undertaken to ensure that standards are being maintained and to identify areas in which improvements to our systems and procedures can be introduced.

It is for these reasons that you must familiarise yourself with the contents of this document and keep it readily available for reference.

Apply your knowledge methodically and thoroughly and pass it on to those in your charge, so that there will emerge within our organisation an even higher degree of safe working than that, which exists today. Communication of information, instruction and training should form an integral part of the Management & Supervisory function.

The end point in accident prevention is reached only when a "No Accident" state is attained and maintained. This is not impossible; it can be achieved by assessing the potential risks associated with our activities and producing safe systems of work and procedures, which will minimise the risk of injury.

Should you require any assistance or advice on the interpretation or implementation of these procedures do not hesitate to contact the Contracts Director.

Company Health and Safety Policy

1.1 C.R. Reynolds Limited Health and Safety Policy Statement

In accordance with this Policy and as formatted within the IMS C R Reynolds Limited prepare a Company Health and Safety Policy Statement in accordance with European Community (EC) Directives and National Legislation and reviewed at least annually. The format is posted below:

HEALTH AND SAFETY POLICY STATEMENT

It is the Policy of the Company to conform to the highest safety, health and environment standards in the interest of our employees, other persons and the environment.

The Company will therefore establish and maintain a Management System containing standards and procedures to ensure compliance with this Policy. The Policy and Statement will be continually improved by auditing, reviewing and where necessary revising on an annual basis.

Directors, Managers, Supervision and employees must appreciate the contribution that they personally must make to minimise the risk of injury, ill health and property and environmental damage. All Directors, Managers and Supervision must actively ensure that this Policy is implemented and that safety is never compromised by their actions.

The Company recognises the responsibilities placed on it by Health and Safety legislation and accepts that the safety and health of its employees and those affected by their work must be given priority and that the activities of the Company must not damage the environment. The Company recognises that statutory and legal obligations are minimum requirements only. Our legal and moral responsibilities to ourselves and others dictate that everyone must know and comply with the Health Rules and Regulations pertaining to their work. The will include compliance with relevant current Railway Group and Network Rail Company Standards on all works carried out on railway infrastructure.

The Company will take all reasonable and practical steps to ensure that proper systems of work are devised and implemented by all personnel and that all works, structures, plant and equipment are properly constructed maintained and managed.

The Company ensures provision of occupational health surveillance where identified from task based risk assessment.

The Company recognises the need to enhance overall safety by adopting a model for reviewing Behavioural Based Safety and initiating and putting into place a range of controls and initiatives identified by the model to improve the Behavioural Based Safety performance of staff. The model adopted for this process the Network Rail Developed Dimensions of Safety Model.

The Company will provide sufficient resources of time, personnel and finance, in order to meet the stated objectives of this Policy. The Company will provide sufficient information, training and supervision to its employees in pursuance of these objectives and will do everything that is reasonable and practical to ensure its sub-contractors provide similar arrangements.

It is the duty of all personnel, including sub-contractors, suppliers and visitors to take all reasonable precautions and actions to comply with this Policy to ensure that that safety is never compromised by their actions.

The contents of this document must be brought to the attention of all employees, sub-contractors, suppliers, visitors and self-employed personnel and it must be permanently displayed at all work locations.

This Company Health and Safety Policy Statement is prepared in accordance with European Community (EC) Directives and National Legislation and is reviewed at least annually.

Managing Director: Chris Reynolds

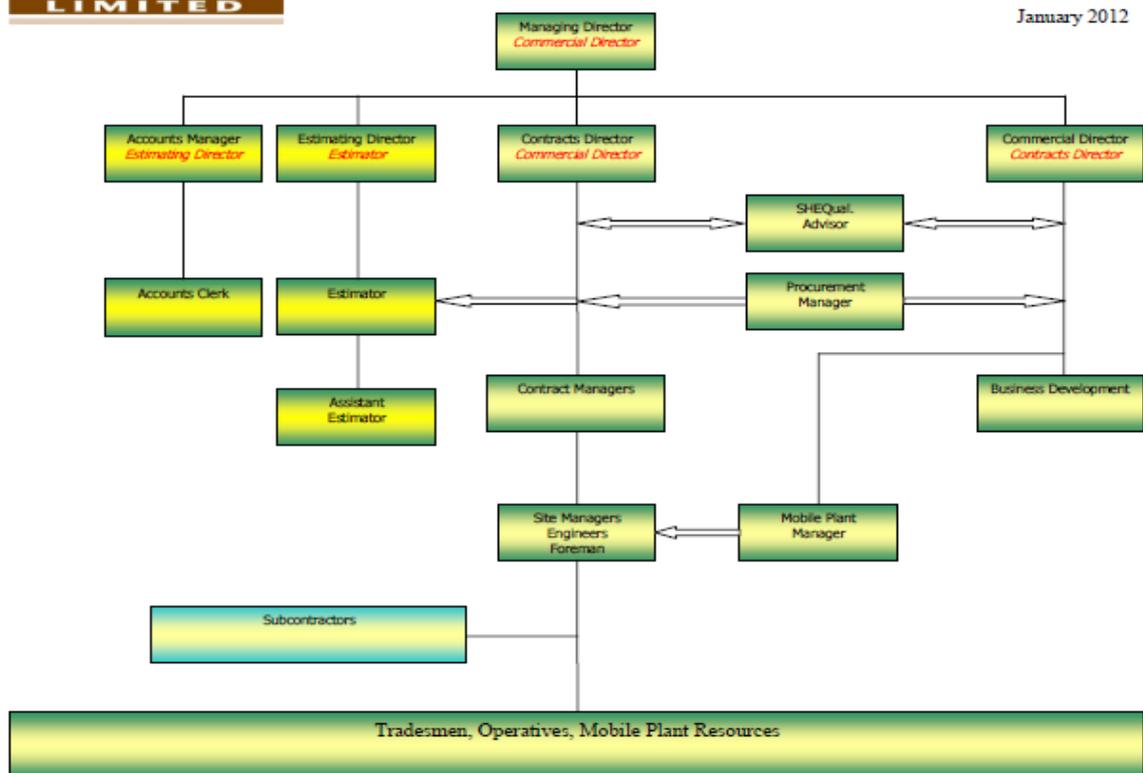
Company Health and Safety Policy

1.2 Organisation

The Company recognises that all of its employees can make a contribution to the total effort to reduce accidents and ill health and that effort is an integral part of the construction process.

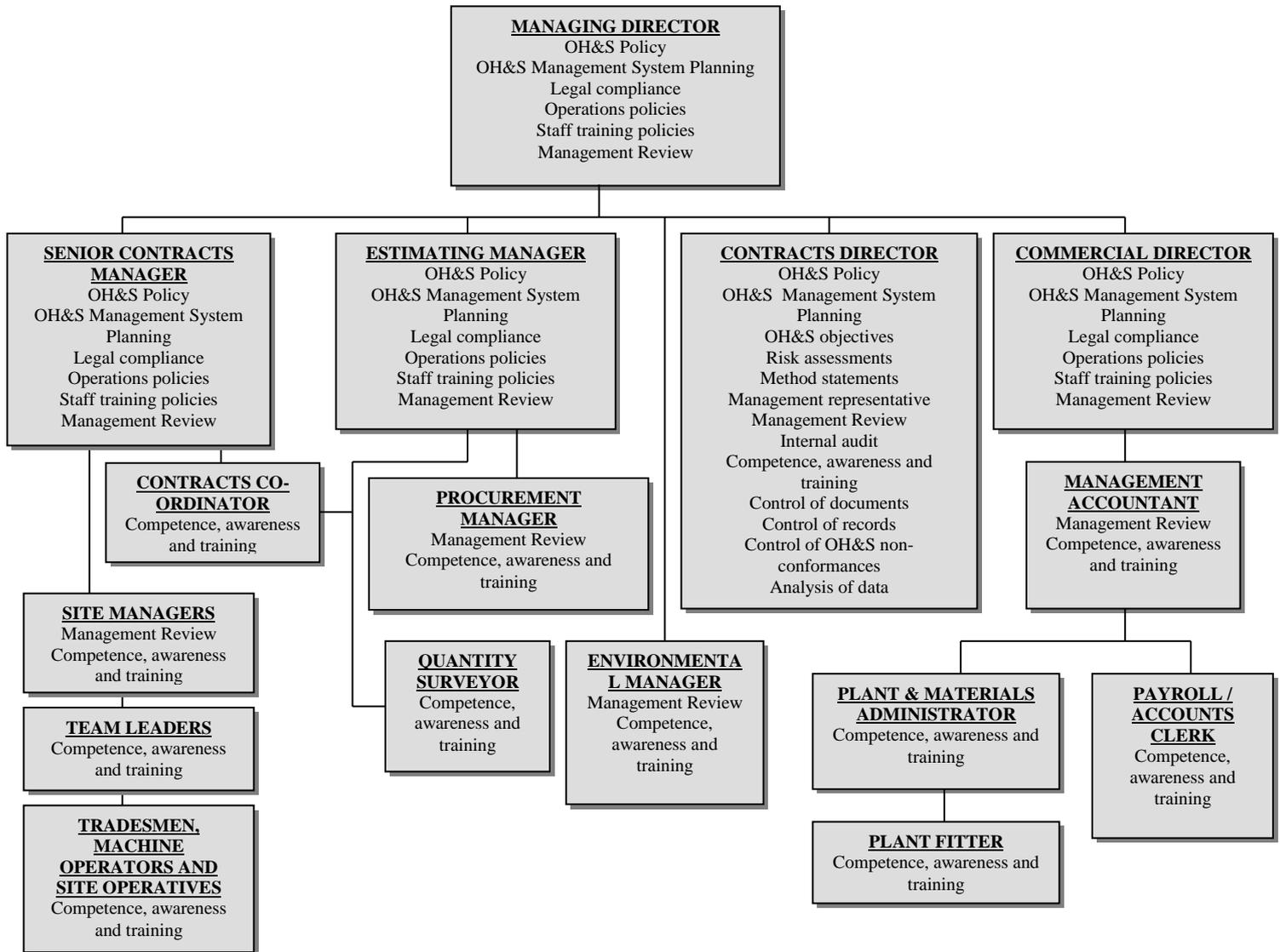
The Company therefore states that the management of health and safety is a function of the line management and that manager's at all levels have responsibilities for the well being of those under their control and for others to whom the Company owes a duty of care. Specific responsibilities for a number of key roles are set down in Section 1.6 and defined within each post holders Job Description Statement within the IMS. These roles, responsibilities and Job Descriptions are briefed to the post holder on appointment, promotion or change of role and signed off and accepted by the post holder at that time.

Line management, although subject to periodic change, will at all times be accurately defined by specified chains of command from Managing Director, through to Site Manager and then, to those working on site as described within the IMS (see below):



Deputising Functions shown in red italic type face.

The management structure relating to OH&S matters and not necessarily to other management functions and responsibilities is further defined within the Company OHSAS 18001: 2007 Manual (see below)



1.3 Arrangements

The Company IMS describes in detail the system of policies and procedures through which our services are delivered in line with the arrangements described below.

1.3.1 Advisory and Support Services

The Contracts Director directs and assists the construction management in the discharge of its responsibilities for Safety, Health and the Environment within the company. A specialist Health and Safety Consultant (QUENCH advisor) is retained by the Company.

Medical Services: Where a need is identified independent medical services (e.g. health surveillance) may be used and their subsequent recommendations acted upon and recorded.

1.3.2 Formal Reporting Structure

To ensure a continuous programme of action on Safety, Health and the Environment the Company IMS formalises our safety reporting structure so that such matters are included as an integral part of the management process (see 1.2 Organisation)

The flow of information through this structure must be in both directions. Typical information required, and that which should be on standard agendas will include the following:

- (a) Recent accident history and consequent action
- (b) Recent new or revised legislation or authoritative guidance and consequent action
- (c) Review of the effectiveness of the Safety, Health & Environment Policy and the way in which it is implemented
- (d) Resources to be allocated
- (e) Targeted Safety Training
- (f) Any proposed additions or alterations to the Safety Health and Environment Policy or to the Company's organisation or arrangements for implementing the policy.

1.3.3 Information

Within the construction and support service industries there is a considerable amount of safety literature in the form of Legislation, Approved Codes of Practice, H.S.E. Guidance Notes together with other H.S.E Publications, British/European/International Standards and guidance produced by other recognised organisations. The Commercial Director will obtain, maintain and distribute such publications for access and reference to by relevant personnel. The Company retains an external consultant (QUENCH Advisor) to advise and assist in this and other matters.

This S. H. & E. Policy Document has been designed to set out the Company's ideological statement on S. H. & E. Management and the arrangements to implement it.

Site and Departmental Managers will ensure that all employees are fully instructed and informed in the safety aspects of their days work by the use of induction, safety awareness training, briefing and other appropriate instruction sessions and by wide distribution of site rules and safety checklists, assisted by the Commercial and Contracts Directors.

1.3.4 Safety, Health & Environment Training

The Company recognises that Safety, Health & Environment training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonable foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. Supervisory staff must be able to give safety training for jobs under their control and it will be incumbent upon them to ensure that induction and 'on-the-job' training is given to new employees or those new to a job. Where the Risk Profile of an operation identifies the need for specialist skills or training then the senior line manager (usually the Site Manager) must ensure that such training is accessed and given to the appropriate personnel.

All employees will receive safety training, which is appropriate to the needs of their job or location.

Managerial Training

The Company recognises, as fundamental to the success of its Safety Policy, that all sectors of management should have received the training necessary to control effectively the areas for which they are responsible. These requirements are defined within the appropriate Job Specifications.

1.3.5 Safety Review

The Company recognises that each of its places of business is unique in terms of the nature of what is done, the materials and plant in use, and the people carrying out the work, whether they are Company employees or others. The detailed action necessary at each place must therefore be specific to that place.

In addition Senior Managers will ensure that after acceptance of a tender and prior to commencement, on sites, a safety appraisal is prepared in consultation with the Contracts Director and other specialists as appropriate. This appraisal will highlight those parts of the work, which involve identifiable hazards to Safety Health & Environment. Courses of action must be devised and implemented to minimise and if possible avoid these hazards.

1.3.6 Risk Assessments

In addition, to comply with the requirements of the Management of Health and Safety at Work Regulations 1999, C.R. Reynolds Limited have introduced a formal risk assessment procedure in respect of our principle activities specific to each of our areas of work.

Any changes in the work or the environment will result in a revision of the risk assessment.

Information from risk assessments is relayed to the operatives directly concerned by the supervision controlling that work, via a team briefings relating to the specific hazards and risks identified, of the control measures in place and of the particular personnel protective equipment to be worn.

1.3.7. Inspection / Monitoring

The Contracts Director will regularly visit all places of work to ensure that the Safety, Health & Environment Systems and Procedures are being implemented, that all relevant statutory Regulations are being complied with and that management receive the necessary advice and assistance to fulfil their obligations with regard to Safety, Health & Environment.

All Managers and Supervisors are required regularly to monitor their areas of responsibility in accordance with the principles of the Company Safety, Health and Environmental Policy.

Detailed Inspection and Auditing procedures are defined within the Company IMS and any site specific SHEQual. Plans.

1.3.8 Vehicles / Plant

The Directors will ensure that all vehicle / plant provided from Company resources is safe when used. They will arrange for all necessary information concerning the safe use of their plant and transport to be provided to site managers. They will arrange for all statutory testing of lifting appliances and lifting gear to be carried out by competent engineers. This service will establish standards within their scope which the company will apply to vehicle / plant and services whether supplied directly or obtained from external sources. Such standards will relate particularly to temporary electrical installations and portable electric equipment.

If vehicle / plant is obtained from external sources the site manager must take on the responsibility for ensuring that it is safe, is accompanied by the relevant information and documentation, is properly used and maintained and is examined and tested as necessary.

All drivers must hold valid driving licences, for Company vehicles driven on site or off, they must drive with care and consideration for other people and for the vehicle. The minimum age limit for site driving is 21 years.

No operatives will operate any teleporter, crane, forklift, cherry picker or similar item of plant unless they hold an appropriate driving licence, have had formal training and can produce the necessary documentation in the form of a certificate in respect of that specific item of plant.

In cases where a vehicle needs to reverse on or around site a risk assessment should be made and appropriate measures put into place such as barrier protection and a look-out banksmen. Wherever practicable an audible reversing alarm must be fitted to reversing vehicles and flashing beacons fitted as standard.

1.3.9 Fire Prevention/Emergency ProcedureGeneral Fire Protection and Maintenance

It is of paramount importance to ensure that no person is at risk due to fire or explosion. The company has a substantial capital investment in its equipment, stock and constructed product; it is a major requirement to protect this investment against losses due to fire. Suitable fire fighting equipment must be provided as adequate protection against these hazards and this equipment, together with a fire alarm system and the means of escape in case of fire, must be fully maintained.

Training in Fire Prevention

The most important facet of our fire policy is fire prevention. To this end we require all levels of management and employees to become thoroughly familiar with the minimum

requirements of fire prevention and fire fighting and to have an understanding of the causes and nature of fire.

All operatives will receive instruction on the purpose and identification of fire extinguishers during induction as well as safety procedures and muster points in the event of an incident..

Fire Drills

There is a statutory requirement for fire drills in most work establishments. Advice on the frequency of these drills should be included in all work site induction.

FIRE: Notices are displayed detailing action: -

- i) If fire breaks out
- ii) On hearing fire alarm
- iii) Location of assembly points

1.3.10 Personal Protection/Welfare

Personal Protective Equipment

Each employee is provided free of charge with personal protective equipment as considered necessary by the responsible Manager or as required by specific conditions on a contract.

First Aid

Trained first aiders will be provided at contract sites as required by the Health and Safety (First Aid) Regulations and suitable first aid kits will also be provided.

FIRST AID: Notices are displayed detailing action if first aid treatment is required and the location of first aid facility.

Welfare Facilities

Suitable facilities, as required by all relevant Acts, Regulations and Codes of Practice, will be provided at all contract sites or arrangements made for these to be shared with the main contractor or another contractor on site.

1.3.11 Visitors, the General Public and Authorised Persons

Visitors

It is our duty to ensure the safety of visitors to the premises. They should not be allowed to enter work areas unaccompanied and they should not be allowed to enter areas where danger might exist. Protective clothing must be provided where necessary and relevant induction briefing given.

Protecting the Public

The Company is aware of the need to conduct work in such a way as to ensure that persons not employed by the Company, but who may be affected thereby, are not exposed to risks to their safety and health and will take every precaution in this respect.

Authorised Persons

The Company recognises the responsibility to define specific parts of sites where entry is restricted to authorised persons. All reasonable steps will be taken to exclude those persons who are not connected with the work.

1.3.12 Consultation

The Company operates an “open door policy” in respect of H & S issues. Every opportunity and encouragement is given to employees to discuss and bring to the attention safety matters with their managers and the visiting safety staff. When requested, the employees will recognise and co-operate with correctly appointed Safety Representatives.

1.3.13 Sub-Contractors

All sub-contractors are required to satisfy the Company's requirement in regard to being able to provide adequate resources and to comply with the C.R. Reynolds Limited's sub-contractor conditions and Supply Chain approval prior to them being allowed to commence work on any project. This will include the requirement to complete a Sub-Contractors Safety, Health & Environment Questionnaire which ensures equivalent SHEQual accreditation to C R Reynolds Limited or a commitment to work to our accredited policies, procedures and standards.

Site Managers will liaise with sub-contractors to establish the safety aspects of their work and to make arrangements for them to work safely having due regard for all other work which may be ongoing around them. They will be subject to the same supervision, method of works approval, inspection, audit and test regime as our own workforce and operations.

Sub-contractors are required under the terms of their contracts to comply with all relevant Legislation, Approved Codes of Practice, H.S.E. Guidance Notes, and the C.R. Reynolds Limited's safety requirements. They are also required to supply C.R. Reynolds Limited with a written statement of their Safety Health & Environment Policy and, when requested, detailed job specific Safety Health & Environment Plans and Risk Assessments and Method Statements of how they intend to carry out their work for approval.

Site Managers must request all such information from sub-contractors and must not allow any work to be carried out until their risk assessment and method statement has been approved.

1.3.14 Supervisors

In addition to the general duties outlined later in this document it is the responsibility of all appropriate site staff to ensure that the arrangements made by the Site Manager are properly carried out on the section of work on which they are engaged. This applies to work carried out by both our own employees and by sub-contractors.

1.3.15 Contract Safety, Health & Environment Plans

From information supplied by the Client the Site Manager appointed to the site and the Contracts Director will develop Safety, Health & Environment Plans in respect of each specific project appropriate to our appointment.

e.g. Principal Designer
Principal Contractor
Contractor

All in accordance with the requirements of the Construction (Design & Management) Regulations 2015.

1.3.16 Accident/Incident Reporting

The Company will actively encourage the reporting of all accidents and incidents (no matter how minor) by ensuring and promoting a blame free culture. All reported accidents/incidents will be categorised as either personal or operational. To ensure normalisation of data specific responsibilities and processes are laid down in our Accident/Incident procedure details are gathered by the use of our Standard Accident/Incident Reporting Form.

Personal accidents will be categorised according to Reporting of Illnesses, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and reported to the appropriate authority.

Operational accidents will be categorised similarly managed in accordance with the CDM Plan and this procedure.

All accidents and incidents reported at local level are in turn to be reported to the Company Statutory Reporting Point (SRP) in accordance with the Accident and Incident Investigation and Reporting Procedure.

All accidents should be reported by an involved person or by a witness or colleague if that person is incapacitated as the result of the accident, to his immediate Site Supervisor. The local accident book is completed with the relevant detail and the injured person given a Personal Injury Form to complete. The person's Site Supervisor then completes an initial accident/incident report which is sent to the Contracts Manager. After investigation a final report is completed. Reporting of Safety Related Information should include:-

1. Personal Accidents, Assault and Occupational ill Health reporting
2. Accident management and investigation
3. Reporting of Safety Related Information

1.3.17 Accident/Incident Investigation

The Company will investigate accidents and incidents to identify basic and immediate causes so that remedial action may be determined and implemented. Major and high potential accidents and high potential incidents will be subject to additional investigation. Under certain circumstances a local inquiry will be held. Should a formal inquiry be required by other authorities or companies, The Company will provide information and will co-operate with those responsible for the inquiry.

Accident and incident investigation is normally carried out by the Nominated Manager of the person or persons involved. Under certain circumstances the investigation may be carried out by a member of the Company HQ staff, with assistance if required.

The Company has established a single Statutory Reporting Point (SRP) for all accidents and incidents as being the Contracts Director. The SRP will collate reports, provide advice on the investigation process and notify the relevant body accordingly (HSE, Client or the Local Authority).

Detail Procedures are outlined within the Company IMS.

1.3.18 Potential Hazards and Occupational Health

It is the Company's policy to reduce the risks to the health of its employees to a level that is as low as reasonably practicable. For Occupational Health issues it is the Company's

policy to reduce these risks to industry recognised safe working levels. Health Surveillance will be provided for the appropriate employees where task risk assessments cannot reduce exposure levels to safe levels (only in exceptional circumstances and after liaison with the Contracts Director) or where an individual presents with symptoms.

Company Management is responsible for ensuring that health risk assessments are carried out, in liaison with specialist safety advisor/s for guidance and assistance. Such hazards may include physical and psychological issues. Examples of such are noise, vibration, dust, hazardous substances, radiation (sun exposure), or hours of duty and stress. All such risks will be subject to task assessment and reduced as low as practicable.

Risk Assessments recognise that safe levels are based upon the aggregate exposure of the individual over a time period. Company Management will be responsible for ensuring that an individual's aggregate exposure over time is limited to safe levels as they move from task to task.

The Site Manager in liaison with the Contracts Director will monitor or arrange for the monitoring of areas affected by noise, gases, fumes, dusts, etc. and record his findings in writing in accordance with the procedures in the Company IMS.

1.3.19 Control of Hazardous Substances

All potential substances will be notified to the Contracts Director who will undertake detailed assessments and advise Site Managers of the safety precautions and control measures required in respect of the identified hazard. Subsequent COSHH risk assessments, training requirements and Instruction forms are identified within the IMS to enable them to inform and direct the operatives under their control to minimise any identified risks.

1.3.20 Disciplinary Procedures

Employees failing to perform their Safety, Health & Environment duties and responsibilities to the satisfaction of their immediate superior may be subject to disciplinary procedure.

A formal disciplinary policy and procedure is in operation for breaches of the statutory and site regulations on sites. This is briefed at site induction and along our grievance policy and procedure which is available to all individuals on request.

1.3.21 Environmental Protection

The Board of Directors recognise their duties with regard to the Environmental Protection Legislation. WE are committed to a policy of "Reduce, Reuse and Recycle". We will, where appropriate and feasible, improve upon the requirements of all legislation in accordance with our Environmental Policies and Procedures, our commitment to Sustainability issues and our drive for continual improvement in all our endeavours.

We are committed to maintaining the quality of life of the local community in which we are based and in which we conduct our repair, maintenance, fabrication and construction activities.

Environmental issues are a matter of ongoing review with particular reference to noise, harmful emissions to the atmosphere, and contamination of water supplies from fuel or any other harmful substance, hazardous substance/waste disposal, compliance with local authority requirements with regard to the preservation of a healthy environment, reducing traffic, noise and dust levels etc.

Management Involvement

Managers at all levels throughout the company must take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when tendering, purchasing and controlling work.

Workforce Involvement

All employees will be made aware of their individual responsibilities for acting in accordance with the company environmental policy.

1.3.22 Drug and Alcohol Abuse

The Company is committed to providing a safe and healthy working environment. In relation to this, it recognises that the misuse of alcohol or drugs may affect the health, performance, conduct and relationships at work of employees. The Company therefore aims to:

- (a) Promote the health and well-being of employees and to minimise all problems at work arising from the effects of alcohol or drug abuse.
- (b) Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
- (c) Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.
- (d) Where required, to co-operate with Clients in the implementation of their site specific Alcohol and Drug Abuse Policy and to undertake random testing.
- (e) To communicate the policy to all employees.

1.4 Appointment of Safety, Health and Environment Representatives

- Safety, Health and Environment Representatives will be selected by the employees.
- The company will enter into a contractual agreement with a recognised occupational health service for medical examinations, exposure monitoring, and investigation of hygiene at work where appropriate

1.5 Annual Safety, Health & Environmental Performance review and Action Plan

An annual review of the safety, health and environment performance of the Company will be carried out by the Managing Director. Actions identified from this review will inform and drive a Plan of Actions will be implemented throughout the company as necessary. The action review plan should typically address the following safety, health and environment issues:

- Company safety, health and environment organisation.
- Adequacy of existing Policies, Plans and Procedures.
- Annual targets.
- Strategy to achieve targets.

- Audit and inspection programme.
- Meeting and developing the annual training course matrix/schedule.
- Specific concerns or priorities.

The Commercial Director will be responsible for ensuring all of the Actions identified as necessary are allocated to the appropriate member of staff for delivery and are closed out within the identified period of time.

1.6 Schedule of Individuals Responsibilities for Safety, Health & Environment

In accordance with Section 1.3 of the Company's Organisational statement, guidance on individual's specific responsibilities for Safety, Health & Environment is given in this section.

It must be remembered however that the number of supervisor and management levels, and the titles used to describe them, may vary from contract to contract. Therefore, the responsibilities listed for site based staff may need to be distributed amongst a larger or smaller number of people according to the size of the site team.

1.6.1 Duties and responsibilities of All Employees

In accepting fully its obligation to provide places of work that are as reasonable safe and as healthy as possible, the Company recognises that a high safety performance requires the active co-operation of all employees; it provides appropriate training and instruction in relevant matters and expects every employee to:

- Be aware of the contents of this Policy Document
- Be aware YOU have a clear LEGAL duty to take reasonable care of your own safety and the safety of other who may be affected by your acts or omissions.
- If you see anything that you consider to be unsafe then you should IMMEDIATELY STOP WORK and seek guidance from a C R Reynolds Site Staff Member.
- If you are unsure of the way in which any task should be carried out, of the safety precautions to be taken, or if a PERMIT TO WORK is required then you must IMMEDIATELY STOP WORK and seek guidance from a C R Reynolds Site Staff Member.
- Take responsible care for the health and safety of themselves or other persons who may be affected by their acts or omission
- Use the correct tools and equipment for the job
- Wear safety equipment and protective clothing wherever this is require, this may include but, is not restricted to safety helmets, high visibility clothing and safety footwear
- Keep tools in good condition
- Report to immediate Site Supervisor, defects in plant, or equipment, or any obvious health risks
- Develop a personal concern for safety and health - for themselves and for others
- Avoid improvising which entails unnecessary risk
- Warn new staff of known hazards
- Refrain from horseplay and the abuse of welfare facilities
- Suggest ways of eliminating hazards
- Notify immediately and directly (by telephone) to the Contract/Site Manager any hazard, accident or dangerous occurrence which has or might have, caused injury or damage
- Co-operate in the investigation of any accident or dangerous occurrence
- Avoid consumption of alcohol or non-prescribed drugs which may adversely affect the safe and efficient performance of their duties. (Note that such consumption may be grounds for summary dismissal under the Company's conditions of employment).

1.6.2 Safety and Environmental Responsibilities of the Managing Director

- Ensuring Auditing of Company Safety and Environmental Systems
- Ensuring provision of financing to allow Safety and Environmental requirements to be met
- Ensuring Safety and Environmental Consultation with contract staff
- Ensuring Continual Improvement of Contract Activities in Quality to comply with ISO9001:2008 requirements
- Attendance of regular Management Review Meetings
- Investigation of Accidents, Incidents, Near Misses and close calls
- Assisting the carrying out Division Company Disciplinary Processes where applicable

1.6.3 Safety and Environmental Responsibilities of the Contracts and Commercial Directors

Being ultimately responsible for jointly running of Contract Operations their major safety and environmental role is to arrange the allocation of funds and resources to safety and environmental matters and to ensure their effective use. They encourage consultation and involvement in safety and environmental issues by all employees. They also provide expert advice to other members of staff, ensure audit and compliance and maintain and update the IMS system, Policies and Procedures. They will also collate and record identified training needs (from Site Managers, Section Managers and personal assessments) and direct the production of the Company Training Matrix.

1.6.4 Safety and Environmental Responsibilities of the Accounts Manager

- Business and financial strategy and planning
- Reporting and accounting as per regulatory requirements
- Financial staff management. motivation, training, recruitment and selection
- Financial reporting
- Managing Purchasing

- Ensuring application of the Supplier/Sub-contractor approval process
- Assisting in the pricing and negotiation of contracts taking into account health, safety and environmental implications
- Cost saving budgeting and targeting
- Ensuring compliance with health, safety and Environment requirements

1.6.5 Safety and Environmental Responsibilities of the Contracts Manager

The Contracts Manager is accountable to the Contracts Director and is responsible for ensuring that

- Plant, materials and equipment provided for carrying our work are maintained in a safe condition
- Relevant training needs are assessed and authorised, including environmental considerations
- An atmosphere of co-operation is established by effective Safety and Environmental Communication
- The safety and environmental rules are followed by auditing/monitoring activities
- Risk assessments are carried out where necessary and Method Statements/Work Package Plans are produced
- Review of Standards relative to Operations, is carried out
- Emergency cover is provide for repair requirements on site, where necessary for plant to be operated
- Effective and Safe transportation of Materials & Equipment to site is provided
- Safe disposal of waste is carried out as required by the Environmental Protection Act
- Interface with the Client on QUENSH Issues

- Comply withal CDM requirements

1.6.6 Safety and Environmental Responsibilities of the Site Manager

- Directing Site Supervisors in the immediate control of day to day site activities
- Ensuring that those working for him know and understand the requirements for Safety and Environmental Policies together with Safety Rules, Standards and Procedures relevant to their Work
- Ensuring approval and arrangement of all necessary training to perform duties efficiently and safely.
- Liaison with Plant Manager to ensure Plant used on site is fit for purpose
- Assisting in & Investigation accidents, incidents and near misses
- Ensure a high standard of housekeeping and cleanliness
- Initiate corrective action for any unsafe conditions that become known to him
- Where work warrants it, arrange for suitable protective clothing and equipment to be available and check it is properly used and maintained
- Generate by personal example and through encouragement and awareness of, and concern for, safe working practices in those who report to him
- Invoke disciplinary procedures for blatant and deliberate breaches of agreed safety rules
- Ensure provision of approved method statements prior to commencement of work
- Comply with all CDM requirements, producing SHEQual Plans and Safe Systems of work.

1.6.7 Safety and Environmental Responsibilities of the Plant Manager

The Plant Manager is directly accountable to the Commercial Director and must:-

- Maintain Plant Yard in a structured and tidy state
- Ensure Compliance with PUWER Regulations and the LOLER Regulations for Lifting Equipment
- Ensure loading of transport with materials as requested by Contract/Site Manager/Site Supervisor
- Maintain Inventory of all plant & equipment in Plant Yard and the service schedule and records
- Ensure quarantine of defective equipment until repaired or scrapped.
- Ensure yard security.

1.6.8 Safety and Environmental Responsibilities of the QUENSH Advisor

The QUENSH Advisor is a retained Health and Safety Consultant who reports through the Commercial Director and advises the Company on Health, Safety and Environmental Issues including:-

- Auditing of Company Quality, Safety and Environmental Systems
- Detailing the financial implications to allow Quality, Safety and Environmental requirements to be met
- Ensuring Quality, Safety and Environmental Consultation with staff
- Ensuring Continual Improvement in Quality to comply with ISO 9001:2008
- Preparation and regular review of all Company documentation/Procedures requirements relative to Health Safety and the Environment

- Ensuring regular Management Review Meetings are held with discussions on Health, Safety and Environmental Issues
- Ensuring investigation of Accidents, Incidents and Near Misses and necessary reporting
- Review of Industry Standards and Legislation and providing Updates to Staff
- Carrying out Site Safety Audits
- Managing Corrective Actions to Closeout
- Trend Analysis of Accidents / Incidents

1.6.9 Safety and Environmental Responsibilities of Site Supervisor

Having immediate control of the day to day activities of employees on the site they are responsible for the allocation of work and for ensuring that such work is expeditiously and safely carried out.

For the staff at each work site under his control he has particular safety responsibilities to:

- ensure that those working for him know of and understand the requirements of the safety and environmental policies together with the safety rules, standards and procedures relevant to their work;
- arrange that all staff receive the training necessary to enable them to perform their duties efficiently and safely, including Specific Safety Training;
- inform those under his control of any special hazards associated with the work they are undertaking and ensure that they are trained in the correct working methods for avoiding them;
- procure a high standard of housekeeping and cleanliness;
- initiate corrective action for any unsafe conditions that become known to him;
- where work warrants it, arrange for suitable protective clothing and equipment to be available and check it is properly used and maintained;
- ensure that accidents and potentially dangerous incidents are recorded in the Accident Record Book;
- ensure that all injuries are treated, the causes investigated and action taken to prevent recurrence
- contact the Contract/Site Manager as soon as he is made aware of an accident causing, or likely to cause, serious injury to ensure he is aware of it and thus able to take the necessary action
- generate by personal example and through encouragement and awareness of and concern for safe working practices in those who report to him;
- consult with subordinate staff on matters that affect their safety at work, with a view to developing suitable safe practices and procedures
- invoke disciplinary procedures for blatant and deliberate breaches of agreed safety rules
- ensure provision of approved method statements prior to commencement of site work
- comply with all CDM requirements

1.6.10 Safety and Environmental Responsibilities of Suppliers, Self - Employed and Sub-Contractors

Suppliers, self-employed and sub-contractors are controlled by the same safety, health and environment legislation, and are legally and morally obliged to safeguard the safety, health and environment of themselves and of others affected by their activities.

All suppliers, self-employed and sub-contractors whether providing materials and labour or labour only, are considered to be self-employed and have the legal and moral responsibilities as stated in this section to:

- Take all precautions, so far as reasonably practicable, to avoid any risk to themselves or anyone else who may be affected by their acts or omissions.

- Provide full and clear information to those who may be affected by their work activities so as to minimise their exposure to risk.
- Advise and warn any public persons (third party) who may be exposed to a dangerous situation or potential hazard to the environment resulting from their activities.
- Provide their own safety, health and environment policy and statement, familiarise and comply with the client's requirements and co-operate on all safety, health and environment matters. There are a number of specific responsibilities that may be borne by the main-contractor or by the sub-contractor that will be clarified at tender, so that a clear demarcation of responsibilities exists.
- Establish if facilities, such as, scaffolding, welfare facilities, storage facilities, fire precautions are shared and where not, ensure these comply with the regulations.
- Ensure that all statutory notices are provided either by the Principal-contractor or by the sub-contractor and provide adequate personal protective equipment.
- Establish a working relationship with the Principal-contractor's Group Safety Manager and ensure that the policy and statement are understood and implemented.
- Ensure that all his employees receive safety, health and environment induction before they commence on the project and provide evidence to that effect to the Project Manager.
- Accept responsibility for his own employee's acts or omissions, provide them with sufficient information and training to work safely and instruct, control, organise and employ them in the same way as an employer.
- Ensure that all waste, rubbish, etc., is removed from the work area and that it is cleared up on a daily basis and kept tidy at all times.
- Where working with plant as its installer, user or hirer, ensure that all relevant regulations and codes of practice are obeyed.

1.6.11 Safety and Environmental Responsibilities of Those Employing Young People.

Those responsible for the Employment of Young Persons under 18 years of age will be required to undertake specific Risk Assessments for each person appointed taking into account: -

- The inexperience, lack of awareness of risks and immaturity of young persons.
- The fitting and layout of workplace and workstation.
- The nature, degree and duration of exposure to physical biological and chemical agents.
- The form, range and use of work equipment.
- The organisation of processes and activities.
- The health and safety training provided, and
- Risks from agents, processes and work listed in the Annex to the Young Persons Directive.

Young persons who are employed and doing work as part of their training must be under the supervision of a competent person. Each department head who wishes to employ young persons has to acknowledge responsibility for their health and safety whilst at work and to ensure that such young persons are not allowed to work unsupervised or left to their own devices.

The Managing Director must be notified of **ALL** persons under the age of 18 who are to be employed.

