

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Pro Steel Engineering Limited (PSE) to comply with –

- the Health and Safety at Work Act 1974
- applicable Network Rail Company and Railway Group Standards
- National Highway Sector Schemes (Scheme 20) standards and documents, and
- any other legislation relevant to the activities of the company.

It is the desire of the company to ensure that the highest standards in Health, Safety and Welfare for all interested parties are achieved, as far as reasonably practicable.

This policy is fully supported by the management team to ensure that:

- Health and safety is an integral part of the management of PSE.
- Employees are involved in creating and maintaining a safe working environment for themselves, and all interested parties affected by the activities of the company.
- It is a condition of employment that every employee accepts responsibility for working safely, and to cooperate with PSE to successfully achieve our health and safety goals.
- Communication and consultation takes place with all employees regarding health, safety and welfare issues, and safe working practices are actively promoted.
- Staff meetings / briefings will be held on a regular basis and staff will be welcomed and encouraged to contribute suggestions on ways to improve safety.
- Staff refusing to work on the grounds of health and safety, are fully supported. If work cannot be performed safely it will be stopped until a safe system of work has been established.
- All tasks are reviewed to identify hazards, assess risks and implement effective control measures to ensure that a safe system of work is always used.
- Incidents of personal injury and occupation illness are minimised.
- Accidents and incidents will be investigated to establish cause, underlying factors, and measures will be taken to prevent recurrence.
- Adequate and sufficient information, instruction, training, supervision, assessment and mentoring are provided to all staff.
- Resources, are made available to ensure health, safety and welfare provision are adequately delivered.
- Health and Safety targets and objectives are regularly monitored, measured and reviewed through regular inspections and audits to ensure continual improvement.
- Any neglect of safety or infringement of the law will be treated as a disciplinary matter.
- Health and safety management is subject to continuous improvement.

This policy will be reviewed at least annually for its effectiveness.



Signed: Richard Selby, Director

Dated: 19th January 2020

ORGANISATION AND RESPONSIBILITIES

The Directors have overall responsibility for establishing Pro Steel Engineering Limited (PSE) workplace health & safety, environment and quality related goals and allocating the necessary resources and infrastructure to ensure that they are achieved via the Integrated Management system (IMS). The Directors also review the effectiveness of the IMS annually for compliance to the relevant legislative requirements. The Directors undertake a leadership role promoting and ensuring compliance with the requirements of the IMS.

However, ALL individuals within the workforce have to accept a certain duty for health and safety towards themselves and all interested parties who might be affected by their acts or omissions.

Key responsibilities for the Management Team:

- Ensuring suitable financial provision is made for health and safety obligations.
- Providing appropriate information, instruction and training to employees.
- Ensuring work is planned to take into account health and safety issues.
- Assessing and monitoring risk to health and safety.
- Investigating accidents and implementing corrective action.
- Setting a personal example by wearing appropriate protective equipment when required.
- Actively promoting, at all levels, the PSE's commitment to effective health and safety management.

Key responsibilities for the Compliance Manager include:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits / inspections carried out in various workplaces.
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate.
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Collating and reporting information for discussion at Management Review –
 - Interested parties
 - KPI's
 - Accidents / Incidents / near misses
 - NCR's
 - Audits
 - Actions

Key responsibilities for employees include:

- Taking reasonable care for the health and safety for themselves, and all interested parties affected by any acts or omissions at work.
- Reporting any dangerous occurrences, near misses accidents or incidents, which have led or might lead to injury or damage.
- Co-operate with PSE to enable it to manage health and safety.
- Reading and understanding the PSE health and safety policy and carry out their work safely and in accordance with its requirements.
- Ensuring that all protective equipment provided is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
- Reporting any defects to work equipment immediately to the Supervisor.
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions.

ARRANGEMENTS

Risk assessment (also refer to IMS Manual)

- PSE Risk Assessment Manual, and project specific RAMS, have been established to minimize the risk of injury.
- The risk assessments are carried out by the project managers and Supervisors in the first instance with support / advice from the Compliance Manager.
- Risk assessments will be made available to all staff.
- The risk assessments will be subject to monitoring and review to ensure that they remain suitable and sufficient.

Staff consultation (also refer to IMS Manual)

In order to meet the duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, PSE will communicate and consult with all employees on the following issues:

- The content of the policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of health and safety training
- The introduction or alteration of new work equipment or technology.

PSE recognises the value of engaging with its employees and does this in the following ways –

- Regular Tool Box Talks
- Monthly “YOU ASKED / WE SAID” whiteboard question & answer sessions
- Placement of suggestion boxes at every premises
- Membership to CIRAS. This is a confidential reporting system
- Nominated workshop representative
- Open door policy in place and signed up to by all managers / supervisory staff

Training (also refer to IMS Manual)

- All employees are given training appropriate to their responsibilities.
- Specific training will be provided for the following situations:
 - Induction training for new employees (health and safety awareness, company procedures etc.)
 - the introduction or modification of new / existing machinery or technology
 - A change in employee position, work activity or responsibility
 - work with hazardous substances
 - use of personal protective equipment (PPE)
- Any training provided by the company will be formally recorded with a hard copy kept on file.
- A programme of continual professional development and refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Fire and emergencies (also refer to IMS Manual)

- PSE take account of fire hazards in the workplace and undertake a Fire Risk Assessment for each location.
- All employees have a duty to conduct their operations in such a way as to minimize the risk of fire, including complying with the PSE’s no smoking policy.

- PSE procedures are in place for dealing with any other emergencies relevant to the business (i.e. flood, bomb threat etc.)

Supervisors are responsible for –

- keeping their operating areas safe from fire
- ensuring that their staff have received adequate and sufficient information, instruction, and training in proper fire prevention practices and emergency procedures
- ensuring combustible materials are separated from sources of ignition and not allowed to build up

First aid (also refer to IMS Manual)

PSE take account of the hazards in the workplace and undertake a First Aid Risk Assessment for each location.

Accident reporting and investigation (also refer to IMS Manual)

PSE intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by reporting the following:

- Death
- Specified injuries
- Injuries which have caused over seven days incapacitation (not counting the day on which the accident happened)
- notifying to the enforcing authorities via <http://www.hse.gov.uk/riddor/report.htm>. Telephone 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

PSE have communicated to all employees that all accidents MUST be reported and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Compliance Manager as soon as possible after the incident.

Supervisors will be responsible for investigating the causes of an accident in the first instance, with support from the Compliance Manager, in order to:

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The aim of the investigation will be to seek to answer the following questions:

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

Work equipment (also refer to IMS Manual)

- All work equipment (including electrical equipment) used at work, as part of the PSE's undertaking, will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

- All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. This will take into consideration how the equipment is constructed and the environment in which it is used. Where appropriate portable appliance testing will be carried out at an appropriate schedule.
- No employee will use work equipment for which they have not received specific training.
- No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.
- All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies.
The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.
- Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.
- If any faults or damage are found on any equipment, staff are advised to stop using the work equipment, take it to the quarantined area, and report the fault to the Supervisor.

Personal protective equipment (PPE) (also refer to IMS Manual)

- Appropriate PPE will be issued free of charge to employees as and when necessary for work activities.
- Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.
- A written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.
- Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.
- Any defects or malfunction of PPE must be reported to the Supervisor.

The Control of Substances Hazardous to Health (COSHH) (also refer to IMS Manual)

- Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken, in line with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.
- Alternative less harmful substances will be used wherever possible.
- Assessments will consider storage, handling, how the substance is used, the quantity used, the routes and level of exposure, PPE requirements, workers health, and emergency actions.
- Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.
- Adequate and sufficient information, instruction, training, supervision, assessment and mentoring are provided to all staff.
- An inventory of all substances and materials hazardous to health is held at head office.
- Health surveillance will be provided when determined as appropriate in the COSHH assessment.

Asbestos management (also refer to IMS Manual)

An asbestos survey has been carried out at all of PSE locations.

Staff should report anything suspicious or unusual to their Supervisor in the first instance.

Manual handling (also refer to IMS Manual)

- Manual handling operations will be assessed to determine risk to those engaged in the activity.
- Suitable control measures for the management of manual handling risk will be put in place, so far as reasonably practicable.
- PSE will endeavour to eliminate manual handling operations where practicable by using mechanical means.
- Adequate and sufficient information, instruction, training, supervision, assessment and mentoring are provided to all staff.

Any remaining risks for activities that must be manually handled will be controlled by;

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the provision of suitable equipment to assist in the operation
- That the selection of appropriate persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Welfare provision (also refer to IMS Manual)

Staff will have access to adequate welfare facilities, including at a minimum toilet / washing facilities and rest areas in all PSE locations.

PSE will, if acting as a Principal Contractor, will ensure that adequate welfare facilities in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2007 are provided from the start of the construction phase.

Cooperation / Coordination (also refer to IMS Manual)

Employees will be given an induction at the start of their employment, and at each subsequent location, in particular –

- general access,
- emergency procedures,
- permit to work systems,
- high risk activities and adhere to them at all times

At project sites - before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of PSE of the specific risks and requirements of the work being undertaken.