



# **COMPANY HEALTH & SAFETY POLICY**

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# **COMPANY HEALTH & SAFETY POLICY**

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# DAY GROUP LIMITED

(And its subsidiaries and associates)

## COMPANY HEALTH AND SAFETY POLICY

We shall make available the resources necessary to ensure appropriate protection for all employees, contractors, customers, neighbours, the public and environment

### Policy Statement

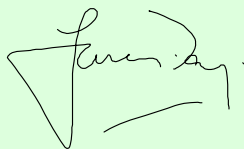
It is the policy of Day Group in so far as is reasonably practicable: -

To provide and maintain a safe and healthy working environment to ensure protection for its employees, contractors, customers, neighbours, the public and the environment, and provide such information, training and supervision as is necessary for this purpose.

To ensure that health, safety and welfare are of the highest priority.

In order to implement this policy, particular attention will be paid to making available the necessary resources to ensure: -

- a) The provision and maintenance of plant, vehicles, equipment and systems of work that are safe.
- b) That suitable arrangements are in place for the use, handling, storage and transportation of articles and substances.
- c) The appointment of health and safety officers within the company and the allocation of duties for matters of safety, making known such officers to all relevant parties.
- d) The drawing up of safe working procedures and their regular monitoring and amendment when improvements or modifications are deemed to be necessary or beneficial.
- e) By the provision of information, instruction, training and supervision, limit the risk of injury to operators, drivers, other employees and subcontractors.
- f) The promotion of a positive safety culture and the active co-operation of employees towards issues of health and safety, as well as the encouragement to report to management any unsafe practices, non-compliance with standard procedures, unsuitable conditions or areas for improvement.
- g) The provision of adequate welfare arrangements.
- h) To record and report all accidents at work and to investigate, where appropriate, such incidents and near misses as required.
- i) The regular review, assessment and, if necessary, amendment of both the overall Health and Safety Policy and individual safe working practices.



Managing Director

6<sup>th</sup> April 2009

**We shall meet our responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation. We will take all reasonable steps to protect employees and others affected by our activities by implementing and regularly auditing safe operating procedures and safe systems of work to eliminate foreseeable hazards.**

## **Aim**

**The aims of this policy are: -**

- a) To ensure company standards meet or exceed all relevant statutory requirements and industry best practice.**
- b) To keep abreast of changes in legislation which may affect the Company's activities.**
- c) To ensure that all employees are informed of their responsibilities for the health, safety and welfare of themselves and others in the workplace.**
- d) To ensure that all contractors and subcontractors are informed of the Company's requirements and expectations for tasks to be carried out in a safe environment.**
- e) To liaise with clients to ensure compliance with their requirements and to agree any joint facilities such as welfare and first aid, whilst working on their premises.**
- f) To provide training for employees as required, and to encourage them to carry out their duties with due diligence without causing hazard to themselves, their colleagues, clients, visitors, the general public or the environment.**
- g) To carry out regular audits to ensure that the aims are being met at all of the Company's locations.**
- h) To record all accidents and near misses, investigate as appropriate, and ensure that every effort is made to avoid a reoccurrence.**

**The Managing Director will ensure that there is an adequately resourced organisation to implement the Company Health & Safety Policy**

**The Directors will ensure that health and safety within departments that they control, is of the highest priority.**

**The Operations Director will work with other Directors and operational managers in the furtherance of the Company's Safety Policy to ensure compliance.**

## **Health & Safety Responsibilities**

### **1. The Managing Director**

The Managing Director, as the senior executive of Day Group, has the ultimate responsibility for all aspects of health and safety at work. He will ensure that there is an effective Company Policy in place and that the organisation is adequately resourced to enable the policy to be implemented throughout all of the Company's locations.

### **2. The Directors**

The Directors are responsible for the health, safety and welfare of all Day Group employees under their control. They will ensure that health and safety within the departments for which they are responsible, is treated as the highest priority and that there is full compliance with all of the relevant legislation. At all times they will promote a positive attitude towards health and safety amongst all their employees, and reprimand or discipline any employee who fails to meet or comply with the Safety Policy or statutory requirements.

### **3. The Operations Director**

The Operations Director will: -

- a) **Keep, maintain and amend current copies of the Health & Safety Policy and provide a copy to each employee.**
- b) **Monitor the adherence to systems and procedures at all Company locations.**
- c) **At the planning stage of any contract or project, give consideration to safe systems of work and the provision of services such as electricity, lighting and staff welfare.**
- d) **Ensure that new plant and equipment must be safe by design for use, maintenance and end of life demolition.**
- e) **Liaise with heads of departments in formulating safe methods of work as required.**

The Health & Safety Co-ordinator will advise the Operations Director on all health & safety performance, associated issues and relevant changes in legislation.

Managers and Foremen are responsible for the maintenance of a safe working environment for all operatives.

#### **4. The Health & Safety Co-ordinator**

The Health & Safety Co-ordinator will keep the Health & Safety Business Team informed of the Company's safety performance, particularly of any significant changes in practices or legislation, and of any major incident, issue of concern or visit from an enforcing authority and continuously work towards industry best practice.

He will submit a report to coincide with the monthly Management Meetings and an annual report on all health and safety matters including accident statistics.

In furtherance of the policy, he will ensure that each depot and office has adequately documented procedures for establishing and auditing health and safety standards, which will include: -

- a) Provision of risk assessments and safe systems of working to enable employees to carry out their duties.
- b) Provision of information, instruction, training and supervision.
- c) Provision of adequate welfare facilities including first aid and fire precautions.
- d) Provision and maintenance of a safe means of access and egress and a safe working environment.
- e) Arrangements for the safe storage, handling and transportation of materials, products, equipment and substances.
- f) Provision for accident and dangerous incident reporting and investigation.

#### **5. Managers and Foremen**

Managers and Foremen will report to the Operations Director on all health & safety issues. They are responsible for the maintenance of a safe working environment for all yard and transport operatives by: -

- a) Ensuring that all employees under their control are aware of the Health & Safety Policy and their responsibilities towards it.
- b) When giving instructions to operatives, identifying possible hazards and the appropriate precautions to be taken.
- c) Keeping under supervision all employees including new, previously untrained employees, until qualified.
- d) Ensuring that the correct Personal Protective Equipment (PPE) is available for each task and that it is correctly used.
- e) Supervising the inspection of all plant and machinery and reporting any defects for repair, and prohibiting the use of any piece of plant, machinery or equipment if it poses a hazard to the operator or any other person.
- f) Monitoring and advising amendments to any plant or systems of work.
- g) Recording and reporting any accident or incident, which occurs at any site under their control and assist with investigations.
- h) Ensuring that there are no hazardous conditions within their sphere of operations.
- i) Ensuring that all works are carried out in a planned manner so far as is practicable.
- j) Providing Risk Assessments and Safe Systems of Work to enable workers to carry out their tasks safely.

**Operatives, fitters and drivers will carry out their duties in accordance with Company requirements.**

**All employees will take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.**

## **6. Yard Operatives, Fitters and Drivers**

**Yard Operatives, Fitters and Drivers shall: -**

- a) Carry out such duties in accordance with Company requirements.
- b) Use all tools and equipment for their intended purpose and keep them in good order and free from misuse.
- c) Use such personal protective equipment as required and request replacements if their equipment is unusable or if none has been issued.
- d) Carry out their duties in a safe and efficient manner.
- e) Report any defects in plant, equipment or tools so that they may be repaired or replaced.
- f) Report all accidents, incidents and near misses that may occur in the workplace to their supervisors.

## **7. All Employees**

**Every employee will: -**

- a) Carry out such duties in accordance with Company requirements.
- b) Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- c) Co-operate with management with regard to agreed health and safety arrangements and procedures.
- d) Be aware of their health and safety responsibilities and duties as imposed by legislation and management.
- e) Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare.
- f) Report all safety hazards, defects, accidents and near misses, however minor, to their immediate manager or supervisor.
- g) Assist their superiors to carry out their duties.
- h) Use plant, machinery and equipment only when authorised and properly trained to do so.
- i) Ensure that all safety devices, guards, fences etc. on machinery are secured and adjusted before setting a machine in motion, or carrying out work.
- j) Stop work and report to their manager if they believe their plant or equipment has become defective or dangerous to use, or do not have a relevant Safe System of Work for the task in hand.

# HEALTH AND SAFETY POLICY ARRANGEMENTS

**Both induction and progressive training will be provided for all employees to assist them in the carrying out of their duties.**

**All accidents and dangerous incidents will be recorded and investigated if required.**

## **1. Training**

The Company will provide training for employees to assist in the carrying out of their duties or if required under any statutory requirements or code of practice. Such training may include, but is not restricted to, First Aid, Vocational, Occupational, Educational and Health & Safety.

Induction training will be provided for all new employees at the start of their employment and will be supplemented with additional training according to job function. Employees will be re-trained where they are assigned to a different job or location. All training will be recorded.

Directors will ensure that both Managers and the Health & Safety Co-ordinator are provided with adequate safety training to enable them to discharge their duties effectively.

## **2. Accident Reporting and Investigation**

Each depot and office will have arrangements in place for the reporting of accidents and dangerous incidents that occur to any employee, haulier, contractor, customer or member of the public whilst on Company premises.

Details of all accidents will be recorded in the Accident Book by the injured employee, after informing his/her local manager and then investigated by the Health & Safety Co-ordinator. The requirements of RIDDOR will be followed in respect of any reportable accident or dangerous occurrence. Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority if required.

The Health & Safety Co-ordinator will immediately notify the details of an accident resulting in a major or lost time injury (as prescribed by RIDDOR) to the Health and Safety Executive (HSE) and complete and send the HSE report form F2508. The same procedure will be followed in respect of reporting dangerous occurrences.

Both the Managing and Operations Directors will be notified of all lost time and major incidents, and immediately in the event of fatal incidents to employees or members of the public.

Each depot and office will have an effective means of evaluating its safety standards.

Adequate provision will be made to ensure the safety and welfare of all visitors and contractors

All employees are expected to comply with all safety procedures and guidelines laid down by the Company.

### **3. Auditing and Monitoring**

Each depot and office will have an effective arrangement for the auditing and monitoring of basic standards. This will include at least weekly inspections by foremen on both static and mobile plant, checked by the Health & Safety Co-ordinator.

This will be supplemented by additional auditing at each depot/office at least twice yearly by the Health & Safety Co-ordinator and yearly by the Operations Director.

Written reports will be produced following the audits, which will detail any non-compliances and recommendations, together with responsibilities and timescale for action. Where recommendations have not been implemented by the agreed date with the Health & Safety Co-ordinator, he will notify the Operations Director.

A summary of all accidents and dangerous incidents will form part of the Health & Safety Co-ordinator's annual report submitted to the Management Meeting.

### **4. Visitors and Contractors**

Management responsible for each depot or office will ensure that there is an effective procedure to direct visitors whilst on site. It is the responsibility of the relevant management to ensure that visitors are fully acquainted with the safety rules that are applicable and are provided with adequate personal protective equipment where required. Visitors may require either an on-site induction or to be accompanied whilst on site.

All contractors will report to the designated person or relevant department prior to entering any part of the site. Induction by the Yard Manager or Health & Safety Co-ordinator will familiarize them with any health and safety rules that may apply to the part of the site in which they will be working. Before undertaking any work involving potentially dangerous operations, an agreed method of work will be drawn up with the Yard Manager. A copy of this policy will be issued to all contractors used regularly, together with a copy of the Company's Rules for Contractors.

### **5. Discipline**

All employees shall comply with the procedures and guidelines laid down by the Company and shall behave in such a manner that poses no threat or hazard to themselves, their colleagues, other contractors or members of the public.

Any deviation from the Company guidelines and procedures may result in disciplinary action being taken against the offending employee. In serious cases of misconduct which are likely to jeopardize or seriously affect the safety or health of other Company employees or the public, then dismissal may result, in accordance with procedures laid down in the employee's Contract of Employment.

**The Company will ensure that all depots and offices take adequate fire precautions.**

**All depots and offices will have adequate First Aid provision.**

## **6. Fire Precautions**

Detailed procedures for evacuations, alarm tests, equipment checks, exit routes and alarm points should be drawn up by the Health & Safety Co-ordinator. Alarm tests (where installed) and evacuation drills will be held at least yearly and a Fire Warden and Roll Caller will be nominated. The Company's performance against Fire Regulations will be audited by an external or competent person at least yearly.

Managers and supervisors will ensure that there are adequate fire fighting appliances for their place of work, and that they are in working order and have been inspected as required. All employees must be made aware of the location of their nearest fire appliance and fire exit and ensure that these are kept clear and free from obstructions at all times. All employees will be made aware of the appropriate action to take in the event of a fire breaking out or the alarm sounding.

## **7. First Aid**

The terms of the Health and Safety (First Aid) Regulations 1981, and subsequent revisions, will be complied with as a minimum standard of cover and practice. Details of First Aiders and location of First Aid kits will be displayed prominently on notice boards for the benefit of all employees and visitors and brought to the attention of new employees at their induction stage. All workers on site shall receive instruction as to the location of their nearest First Aid kit, the contents, an emergency phone number and a contact name, as well as the whereabouts of the Accident Book for recording an accident or incident.

All managers and supervisors shall be made aware of any specific hazards, which may require specialist First Aid precautions or actions. All First Aid treatment on Company premises is to be recorded and reported, no matter whom is involved.

Special arrangements will be made to provide cover where employees work away from Company facilities, if this proves necessary.

All electrical equipment will be properly maintained and tested to ensure that it is safe for normal use.

Day Group will strive to ensure that individuals do not have to work alone.

All drivers of mobile plant will be properly trained to an approved standard.

Employees will not be exposed to noise levels in excess of that directed by current regulations.

## 8. Electricity

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use and tested in line with current regulations. A register of appliances will be produced, and kept up to date by the Health & Safety Co-ordinator. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of work.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimize any risks, in accordance with the Regulations. Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee owned electrical items are not to be used on Company premises without prior permission and electrical inspection.

A competent person will inspect the mains supply wiring and issue a certificate of test in accordance with the timescale laid down in current regulations.

## 9. Working Alone

It is Day Group Policy that each depot, wherever practical, should be organised so that there are no situations where any individual works on his own. In those situations where this is unavoidable, the Health & Safety Co-ordinator will make special arrangements to monitor the status of that person.

## 10. Mobile Plant

All persons who are required to drive mobile plant at any Day Group depot will be properly trained to an approved standard. All drivers of mobile plant, except when training is being undertaken, will hold an industry-approved certificate of competence, which should be retested in line with Industry requirements. All plant operatives who are undergoing training will be directly observed at all times.

## 11. Noise

It is Day Group policy, that, wherever practicable, depots and offices ensure that employees and members of the public are not exposed to a daily personal noise dose (LEPd) in excess of that directed by current regulations. Where noise levels exceed this, measures will be taken to reduce, by all reasonable means, the noise level wherever it is reasonably practicable to do so.

Noise assessments shall be carried out and recorded at all depots and repeated every three years. Prior to purchase, new apparatus shall be assessed and changes to existing plant and equipment after modification.

Occupational health surveillance will be carried out in situations where it is deemed appropriate.

Whilst working on sites outside the Group, all employees will work within the site rules, regulations and guidelines as well as those of Day Group, working to whichever is the highest appropriate standard.

All employees shall be informed of any relevant risks that may affect their work, and shall comply fully with the guidelines laid down.

## **12. Occupational Health**

All prospective employees must be subject to a simple pre-employment questionnaire, a copy being retained in their personnel file.

Occupational health surveillance will be carried out in situations where it is deemed appropriate, especially in areas where employees are exposed to noise and dust.

## **13. Working on sites outside the Group**

The Day Group representative charged with the responsibility for the contract shall obtain a copy of all relevant rules and regulations for the site where work is to be undertaken. He will fully acquaint himself with site conditions and pass on relevant information to the workforce. He will also ensure that there are site provisions for welfare, first aid and fire precautions

All site operatives shall work within site rules, regulations and guidelines. They will behave in such a manner that they do not bring themselves or the Company into disrepute. All accidents and incidents will be reported to their manager or supervisor, who will inform the site manager.

## **14. Risk Assessments, Safe Systems of Work and Substances Hazardous to Health**

It is the responsibility of the Health & Safety Co-ordinator to assist all department heads to carry out and record risk assessments and any associated safe systems of work for all tasks and duties which may pose a threat or hazard to an employee, contractor or member of the public.

If a substance poses a threat or hazard as designated under the Control of Substances Hazardous to Health (COSHH) Regulations, this substance is to be substituted for a safe alternative where one is available and, if not, a record of each substance or material is to be kept, and appropriate precautionary measures taken.

All employees shall be informed of any relevant risk assessment, safe system of work or hazardous substance under the COSHH regulations, which may affect their work, and shall fully comply with guidelines laid down. Copies of all relevant risk assessments, safe systems of work and COSHH data files shall be kept at each depot with a full index at the Head Office.

**The Company Drug and Alcohol Policy helps to protect the wellbeing of its employees and those with whom we come into contact as part of our business**

## **15. Drug and Alcohol Policy**

**The Drug and Alcohol Policy is a statement of the Company's attitude towards the misuse and effects of alcohol, drugs and solvents in the workplace.**

**Whilst the Company has no desire to impinge upon the rights of individuals, it also has a duty to protect the wellbeing of its employees and those we come into contact with as part of our business.**

**The Policy is important because alcohol, drugs and some solvents can affect people's health and performance and can therefore put safety at risk.**

**No employee or contractor shall be permitted to:-**

- a) Carry out work if it is considered that the safety of themselves or others is at risk due to the effects of alcohol or drugs, whether the latter be drugs of abuse, prescription drugs or dangerous solvents.**
- b) Be in possession of alcohol and/or drugs of abuse in the workplace.**
- c) Consume alcohol or drugs of abuse, inappropriately use prescription drugs, or misuse solvents, whilst carrying out the duties of their employment.**
- d) Ignore the actual or suspected presence or use of alcohol or drugs.**

**The Company Drug and Alcohol Policy, effective from May '09, has been issued to all employees and explains both the employer's and employee's obligations within. It is the definitive document to which all employees and contractors should be directed for details.**

**Testing may be:-**

- a) Random – unannounced;**
- b) Due Cause – where there is reasonable suspicion of drug or alcohol abuse;**
- c) Post Accident / Incident – where there are reasonable grounds to suspect that drug or alcohol abuse may have been a contributory factor to an accident or incident.**

**In this case, testing will be carried out as soon as is practicable after the accident or incident.**

**All managers are required to ensure that contractors working on any of the Company's premises are made aware of the necessity to comply with the Company's Drug and Alcohol Policy.**