



Health & Safety Policy

**19 Greys Court
Kingsland Grange
Warrington
Cheshire
WA1 4SH**

Tel : 01925 471003

Drill Direct Ltd is supported by:- MLR Safety (H&S Advisor)

Reviewed by	Date	Issue Number	Comments
K. Moors	May 2015	1	First issue
K. Moors	May 2016	2	
K. Moors	May 2017	3	
K. Moors	Feb 2018	4	
M Riley	July 2019	5	
M Riley	July 2020	6	
M Riley	July 2021	7	
M Riley	July 2022	8	

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1. HEALTH & SAFETY POLICY STATEMENT

It is the policy of Drill Direct Ltd (hereinafter referred to as “the Company”) that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company.

Mr Keith Moors Managing Director is responsible for ensuring that a suitable and sufficient provision of resources is made to ensure the health and safety of its employees and to minimise identified significant risks to employees and to others affected by the Company’s work.

Mr Keith Moors is also the Director Responsible for Health and Safety issues and, as such, is responsible for implementing this policy. His duties, and those of all employees, are detailed in the Company's Health and Safety Policy.

In order to avoid accidents and incidents, good working practices are essential. The Policy details standard procedures designed to ensure that the Company’s employees are able to carry out work in a healthy and safe environment at all workplaces. It is a condition of employment with the Company that all employees familiarise themselves with their duties as detailed in this Policy.

The Company recognises that every employee has a vital role to play if high standards are to be achieved, maintained and improved upon. The Company therefore requires that employees take a pro-active role in improving health and safety performance and encourages constructive suggestions on how methods of work can be improved to make them safer, thereby reducing the inherent levels of risk.

The operation of this policy will be monitored by Keith Moors Responsible for Health and Safety. He will be available to advise all employees on matters relating to health and safety and where necessary will seek further assistance from appropriate specialist health and safety advisors.

Organisations and individuals who are sub-contracted to the Company must abide by the Company’s Health and Safety Policy, and work in a safe manner at all times.

This Health and Safety Policy will be subject to an annual review and will be updated during the interim period in the event of any changes in legislation or codes of practice, causing the need for policies and procedures to alter.

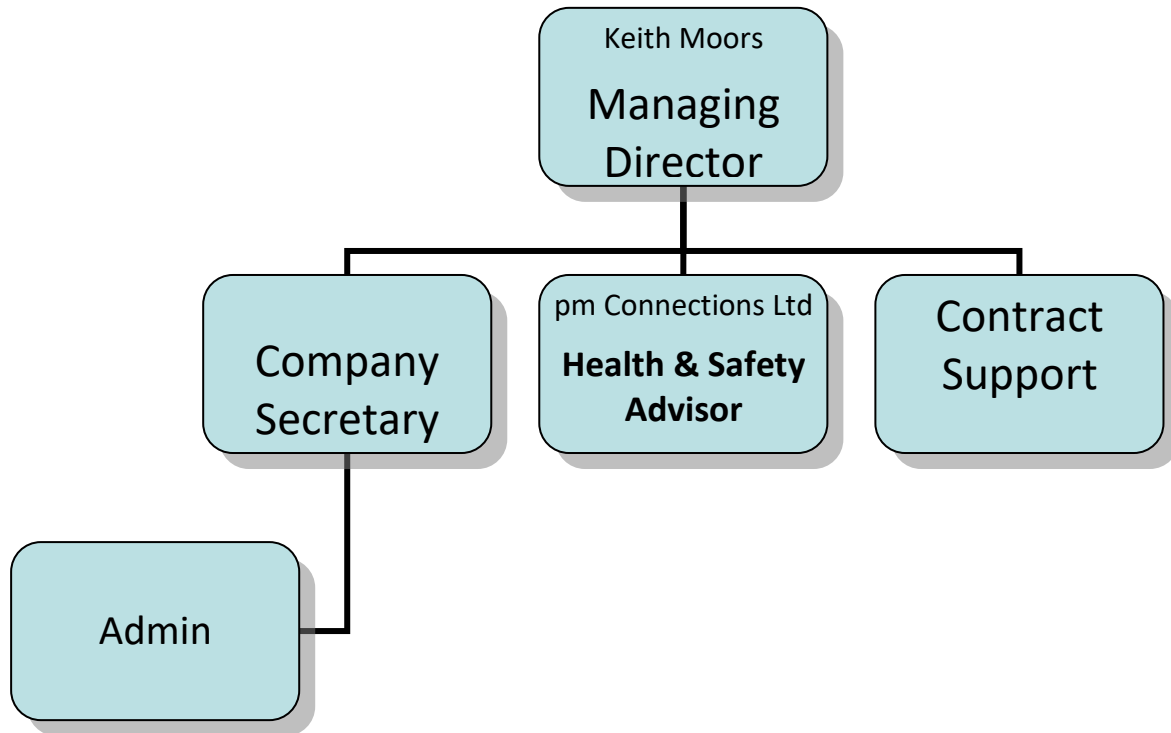
This statement will be displayed in a prominent position at all work locations and sites.

Signed 

Dated ...July..2022.....

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2. ORGANISATION CHART



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3. DUTIES

3.1 Duties of the Managing Director as Director Responsible for Health and Safety

The Managing Director, as Director Responsible for Health and Safety (Duty Holder) has responsibility for:-

- a) Providing a Company statement on any issue of health and safety that requires a formal statement.
- b) Ensuring that he is informed of and responds to any correspondence to/from the Health and Safety Executive.
- c) Having regular meetings with the managers responsible for running contracts, with a view to reviewing performance, setting objectives, and receiving feedback in general on health and safety issues.
- d) Ensuring that all employees are informed of any major health and safety issues affecting or likely to affect the Company.
- e) Ensuring that there is adequate health and safety advice and awareness at all levels of the Company; ensuring that all employees are made aware of the Company's Health and Safety Policy and that they receive adequate training and consultation to enable them to satisfy their roles and the Safety Policy.
- f) Ensuring that the Company Health and Safety Policy and any statements on issues of health and safety are brought to the attention of all relevant persons.
- g) Promoting a pro-active approach to positive health and safety and risk management through the Company's managers and supervisors.
- h) Monitoring on-site health and safety performance to ensure compliance with the Health and Safety Policy, Industry Codes of Practice and Statutory Regulations.
- i) By his own conduct and actions, setting a good personal example to others at all times.

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3.2 Duties of All Directors and Managers (Including Managers Responsible for Organising and Managing Contract Work)

Management at all levels, especially where they are responsible for contract work, must implement the Policy by:-

- a) Having adequate knowledge of, and observing the requirements of, construction regulations and other legislation and codes of practice.
- b) Ensuring that all persons working on site are adequately trained to enable them to carry out their duties. This includes ensuring that a thorough site induction talk on the risks, working methods, emergency and welfare provision is carried out before any work starts on a site.
- c) Ensuring that the Management of Health and Safety at Work Regulations 1999, the Construction, Design and Management Regulations 2015 which changed on April 6th 2015 are followed, and the necessary health and safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- d) Ensuring that adequate emergency provision is made on sites.
- e) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- f) Ensuring that all plant sent to site is safe, is in accordance with manufacturer's specifications, and when applicable, has been tested and thoroughly examined in accordance with regulations.
- g) If hiring plant with hired operators, ensuring that the operators are trained and certificated to operate the plant (and that they have copies of their training certificates on site).
- h) When hiring plant and equipment, ensuring that items meet current U.K. and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels and emissions.
- i) Ensuring that site staff and employees at all levels receive appropriate training to undertake their tasks safely.
- j) Monitoring health and safety performance through site meetings, acting on site safety reports, and responding to actual site conditions observed when on routine site inspections (See appendix K).
- k) Holding regular meetings with site employees and other site operatives to receive comments and suggestions on ways in which health and safety performance can be improved.
- l) Taking charge of problems which cannot be controlled at site level, especially with regards to control of sub-contractors.
- m) Setting a good personal example and having adequate knowledge of health and safety legislation relating to the Company's work.

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3.3 Duties of All Employees

The Health and Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures, so enabling the Company to comply with its statutory duties.

In particular, all employees can assist by:

- a) Taking a pro-active role in assessing the Company's health and safety performance and suggesting ways in which improvement can be made.
- b) Using the appropriate protective equipment (e.g. head protection, eye protection, hearing protection, footwear etc.) as required for the job.
- c) Keeping personal tools and equipment in good condition.
- d) Reporting all defects in plant and equipment, together with any unsafe acts, to their immediate supervisor.
- e) Operating only plant and equipment, and carrying out tasks for which they have been trained and are familiar.

It is important that all employees feel capable of doing the tasks to which they are assigned. If any person is in any doubt then he/she should inform his/her immediate supervisor.

DO NOT TAKE CHANCES – KNOW YOUR LIMITATIONS

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4. ALCOHOL, DRUGS AND MEDICATION

The Company is committed to ensuring the health and safety of their employees, sub-contractors and members of the public. In line with this commitment the Company stipulates that all employees and sub-contractors should themselves ensure that they are fit to perform the work required of them by the Company.

Any employee or sub-contractor who appears to be under the influence of alcoholic drink, drugs or medication places not only himself / herself at risk, but also those who may be affected by his/her work. This cannot and will not be tolerated by the Company.

The Company therefore operates a zero-tolerance policy towards any employee or sub-contractor who appears under the influence of alcoholic drink, drugs or medication whilst at work. No employee or sub-contractor appearing to be under the influence of alcoholic drink, drugs or medication will be allowed to work for the Company. Consequently, any employee found to be under the influence of alcoholic drink, drugs or medication whilst at work may face instant dismissal under the Company's disciplinary procedure, and any person contracted by the Company will be asked to immediately leave its site.

If any employee believes that he or she is under the influence of any substance that would impair his/her work, then the employee concerned should immediately contact his/her line manager. Provided such instances do not become commonplace, the employee will usually be instructed to remain off work until the effects have passed and he/she is fit for work. In such instances where the employee does not attempt to start work, disciplinary action may not be taken. If, however, such instances are repeated over a short period, and the employee is repeatedly unavailable for work, the Company may invoke its disciplinary procedures and may insist that the individual seeks counselling and advice as a condition of continuing as an employee.

However, the Company will only take a sympathetic attitude towards its employees provided they report their condition prior to starting work. The nature of the Company's activities mean that site workers especially would be at an unacceptable risk to their own safety, and the safety of others, if found working under the effects of alcohol, drugs or even prescribed medication. The risk consequences of mistakes at site level are severe and therefore site operatives should never attempt to work under such circumstances, and the Company is likely to deal with any transgressor as having committed "gross misconduct".

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5. TRAINING

5.1 All Company Employees

The Director Responsible for Health and Safety will carry out an ongoing review of health and safety training needs and produce and maintain a training programme for all levels of employees. In carrying out the review, particular attention will be paid to persons whose roles have changed, or any legislative changes that require employees to receive further training in order to perform their required tasks. Employees taking on additional responsibility may also need additional training.

The Director Responsible for Health and Safety will monitor the training programme and ensure that the training schedule is completed.

5.2 Induction

All Company employees will receive a health and safety induction on engagement with the Company to include:-

- The safety rules of the Company (and where they are located)
- Safety hazards and health risks
- Substances hazardous to health
- Work wear and PPE
- Good housekeeping
- Fire risks and prevention, emergency procedures, location of extinguishers and assembly points
- Accident reporting (including RIDDOR)
- Designated access ways and walkways
- Welfare facilities, cloakroom and toilets
- First aid provision and Company appointed persons

The person responsible for giving the induction will record confirmation of the induction in each inducted employee's personnel file.

5.3 Specialist Training

The Company is specialist in the diamond drilling and sawing industry. In order to carry out such work, safe working procedures have been developed so that operatives continue to work in a safe manner, minimising the risks to themselves and others. These procedures are part of the standard skill-based training that every qualified engineer employed by the Company is required to undertake.

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6. MONITORING AND REVIEW OF COMPANY SAFETY PERFORMANCE

6.1 Formal Review of Company Health and Safety Performance

The Director Responsible for Health and Safety, with assistance from the Health and Safety Advisor, has specific responsibility to monitor the implementation of the Company's health and safety policy and to review the Company's performance.

Items to be monitored and reviewed are: -

- a) Any significant accidents or incidents.
- b) Any matters arising from health and safety audits or site visits.
- c) Any criticisms from the Health and Safety Executive, clients or other parties.
- d) The Company's "safety objectives". Have they been achieved?
- e) New legislation, guidance notes, or H.S.E. initiatives.
- f) The Safety Policy and working procedures as appropriate.
- g) Training requirements.

On the basis of this formal review, new safety objectives may be set.

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7. CONSULTATION WITH EMPLOYEES

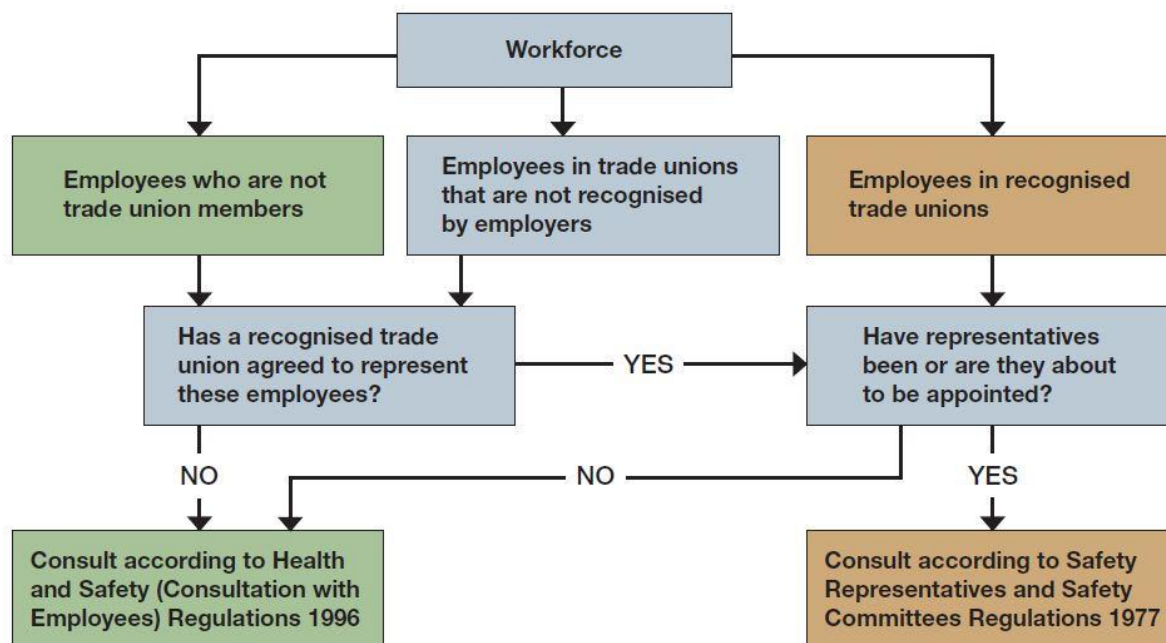
The Company has a pro-active approach to health and safety, and recognises the benefits of employees having a significant input into the Company's health and safety procedures. Employees also play a vital role in providing feedback on actual performance, and identifying hazards that have previously been missed. Therefore all employees and contractors are encouraged to assist the Company in maintaining a safe and healthy workplace.

As the Company is readily in communication with all its employees, all employees are able to refer to management on safety issues on an on-going basis. Where formal consultative meetings are held and at toolbox talks, all employees will be able to be represented in person and will be encouraged to contribute on any issue regarding health and safety.

In accordance with the Health & Safety (Consultation with Employees) Regulations 1996, the Company will hold consultative meetings allowing management and employees to consult on issues concerning health and safety objectives and performance.

All employees are encouraged to continually liaise with their immediate manager or supervisor to assist in the identification of any health and safety hazard that has not previously been identified.

¹The law on consulting employees about health and safety in your workplace.



■ For workplaces where the Safety Representatives and Safety Committees Regulations 1977 apply.

■ For workplaces where the Health and Safety (Consultation with Employees) Regulations 1996 apply.

¹ INDG232 Consulting employees on health and safety

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The company has an equal opportunities policy but due to the nature of the work carried out (high risk), the company prefers to use contractors whose first language is English or is fluent in English. This is to make sure that all key health and safety issues are fully understood and also being able to refer to English Law as part of their role. However, the company realises that this may not be possible under all conditions and therefore would provide a translator and translated documentation when required until the contractor can sufficiently understand English after a period of time.

A dedicated phone line, online microsite and an email address have been set up so workers can call 0207-556-2239, email informacja@hse.gsi.gov.uk or visit www.hse.gov.uk/construction/polski with any queries.

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8. SELECTION OF SUB-CONTRACTORS

²A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

All sub-contractors will be required to conform to current health and safety legislation and HSE codes of practice. Sub-contractors will be issued with a list of minimum requirements that they will be required to have in place before being considered for work with the Company (see Appendix C).

Any sub-contractor used by the Company must have been vetted and placed on a Company approved list.

The Company uses an assessment questionnaire (see Appendix C) which must be completed by the sub-contractor and the response assessed by the manager in charge of the contract.

If the Director Responsible for Health and Safety feels it is appropriate, he may undertake a more in-depth health and safety audit on the contractor before granting approval.

These requirements will apply to all sub-contractor companies regardless of the size of their organisation or the type of work being undertaken for the Company.

Sub-contractors must also demonstrate how they also approve their sub-contractors

² L153 CDM 2015 Regulation 8

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9. REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents and incidents must be recorded in the Company’s accident book, irrespective of whether the injured person is an employee, self-employed person, sub-contractor or authorised visitor. This applies to all injuries no matter how slight, and to any near-miss incidents. The Company accident forms must be completed for any accidents that have involved lost time or damage to plant or equipment.

Guidance on the action to be taken, depending on both the nature of the incident and the person who has been injured, can be found in the Health & Safety Executive’s leaflet - HSE 31 – “Reporting an Injury or Dangerous Occurrence.”

9.1 Violence to Employees

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal, the incident is classed as a work accident.

Appropriate action must be taken according to the extent of injuries and the length of absence from work.

9.2 Incidents Involving Members of the Public, Visitors and Unauthorised Visitors

If any member of the public or uninvited visitor is involved in an incident, and/or is injured, details must be entered in the accident book and the Company notification form completed. The relevant manager must also notify the Company Safety Director as soon as possible and should discuss whether a full investigation is required. Appropriate action will then be instigated by the Director Responsible for Health and Safety. HS(G)151 – Protecting The Public gives guidance but it is noted within this document that the latest CDM regulations (2015) should be referred to.

If the incident is such that the injured person has to be taken to hospital (by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means (e.g. telephone).

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9.3 Major Accidents and Fatal Accidents to Employees, Self Employed, Sub-Contractors & Authorised Visitors

A major injury is defined as any of the following:-

- ◆ Fracture other than to fingers, thumbs or toes.
- ◆ Amputations
- ◆ Dislocation of the shoulder, hip, knee or spine.
- ◆ Loss of sight (temporary or permanent)
- ◆ Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- ◆ Electric shock or electric burn leading to unconsciousness or requiring resuscitation. or admittance to hospital for more than 24 hours.
- ◆ Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours.
- ◆ Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents.
- ◆ Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- ◆ Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

In the event of any of the above, the person in control of the site must:

- ◆ Inform the Director Responsible for Health and Safety immediately. N.B. under RIDDOR a major injury must be reported to the HSE by the quickest possible means (e.g. telephone). You only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident. See section 8.6.
- ◆ If the injured person is a sub-contractor, inform their employers of the accident.
- ◆ Complete the Company's accident report form and enter details in the accident book.
- ◆ Inform the Principal Contractor if applicable.

All other reportable work-related injuries and incidents under RIDDOR 2013 will move to a predominantly online system, with a suite of seven forms available on HSE's website to make the statutory reporting process quick and easy www.hse.gov.uk

It will no longer be possible to report any RIDDOR incidents by post or fax. The HSE also intends to remove the facility to report incidents via email and is currently working with some businesses to explore the impact this may have on any electronic incident reporting systems they have in place.

Businesses will still be able to notify the Health and Safety Executive (HSE) of fatal and major incidents and injuries by telephone to its Incident Contact Centre.

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9.4 Industrial Diseases

There are a number of specified industrial diseases that must be reported to the Health and Safety Executive. Such as WRULD, Dermatitis, Decompression Sickness, Leptospirosis, Asbestosis, Occupational Asthma, HIV and TB

If such a situation is suspected, the Director Responsible for Health and Safety should be contacted and he will advise appropriate action.

9.5 Accidents Resulting in an Employee's Absence from Work for More Than 7 Days (including days which would not normally be working days)

For any accident resulting in necessary absence from work for more than 7 days, but not included in the major injury category listed above, the Site Supervisor should:-

- ◆ Enter the details in the accident book.
- ◆ Complete the Company's accident book and prepare an initial summary report sending a copy to the Director Responsible for Health and Safety. The Site Supervisor should indicate on this form if he feels a full investigation is required. A copy must be retained on the site. The Director Responsible for Health and Safety should report the incident to the Health and Safety Executive once it is established that the casualty has had over 7 consecutive days off from work, within 15 days of the incident occurring.
- ◆ Inform the Principal Contractor or client if applicable (i.e. if the Company is not in overall control of the site).

9.6 Dangerous Occurrences

There are a number of specified incidents that, although they may not result in an injury or damage to property, must be reported to the Health and Safety Executive "by the quickest practicable means." If an incident occurs which it is felt may be reportable, the Director Responsible for Health and Safety should be contacted immediately.

The duty to report dangerous occurrences lies with the person in control of the premises or site i.e. the client or Principal Contractor. Again the Director Responsible for Health and Safety will advise on necessary action.

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10. FIRST AID AND WELFARE REQUIREMENTS

10.1 First Aid Treatment Facilities

The Company will provide a first aid box stocked to a size appropriate for the numbers at any work location. If the site or type of work is of a special nature, additional items will be provided as required. (see Appendix D).

The Company will ensure that there is an appointed first aider in all workplaces. All employees will be made aware of the location of the first aid treatment facility and the identity of the appointed first aiders.

10.2 Welfare Facilities

The Company will ensure that adequate welfare facilities are provided at all work locations and sites in accordance with the requirements of the Health and Safety at Work Act namely:-

- A dry rest area.
- Facilities for heating food and boiling water for drinks
- Facilities for storing³ and drying clothing and P.P.E.
- Toilets and facilities for washing.

In many cases, the Company may not be the actual provider of the facility, but will exercise its duty to ensure that the facility is provided by others for use by the Company's employees.

³ See section 11 for CDM Duties

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11. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

11.1 Outline of the Regulations

The Regulations are divided into five parts. Part 1 of the Regulations deals with matters of interpretation and application. The Regulations apply to all construction work in Great Britain and, by virtue of the Health and Safety at Work etc Act 1974 (Application outside Great Britain) Order 2013, its territorial sea, and apply to both employers and the self-employed without distinction.

Part 2 covers client's duties set out the client's duty to make suitable arrangements for managing a project and maintaining and reviewing these arrangements throughout, so the project is carried out in a way that manages the health and safety risks. For projects involving more than one contractor, these regulations require the client to appoint a principal designer and a principal contractor and make sure they carry out their duties.

Sets out the duty that a client has to notify the relevant enforcing authority of certain construction projects.

Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceeds 500 person days

⁴Remember – the requirements of CDM 2015 apply whether or not the project is notifiable.

Application to domestic clients

⁵A domestic client is someone who has construction work done on their own home, or the home of a family member, which is **not** done in connection with a business. Local authorities, housing associations, charities, landlords and other businesses may own domestic properties, but they are not a domestic client for the purposes of CDM 2015. If the work is in connection with a business attached to domestic premises, such as a shop, the client is not a domestic client.

Part 3 of the Regulations applies health and safety duties and roles sets out a number of requirements on anyone working on a project with certain responsibilities. They relate to appointing designers and contractors, the need for cooperation between duty holders, reporting anything likely to endanger health and safety and ensuring information and instruction is understandable.

Part 4 General requirements for all construction sites, this part applies only to a construction site. A contractor carrying out construction work must comply with the requirements of this Part so far as they affect the contractor or any worker under the control of the contractor or relate to matters within the contractor's control. A domestic client who controls the way in

⁴ L153 CDM 2015

⁵ L153 CDM 2015

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which any construction work is carried out by a person at work must comply with the requirements of this Part so far as they relate to matters within the client's control.

Safe places of construction work and good order and site security every construction site to every other place provided for the use of any person whilst at work; and every place construction work is being carried out to every other place to which workers have access within a construction site.

Where necessary in the interests of health and safety, a construction site must, so far as is reasonably practicable, and in accordance with the level of risk posed, comply with either or both of the following have its perimeter identified by suitable signs and be arranged so that its extent is readily identifiable; or be fenced off.

⁶Further information can also be found within L153 CDM 2015.

Part 5 General of the Regulations covers issues of civil liability; transitional provisions which will apply during the period when the Regulations come into force, and amendments and revocations of other legislation.

11.2 The Company Acting as a Contractor

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor.

If there is only one contractor for the work, they have responsibilities to prepare a construction phase plan and prevent unauthorised access to the site.

Where contractors are involved in design work, including for temporary works, they will carry out duties as designers.

For all projects contractors must before starting on site

Contractors must carry out defined duties to fulfil their role. Here are some suggestions of ways to adequately do this.

Manage the risks to the safety or health of your workers and others nearby who could be affected by your work. You could do this in several ways.

- If you will be the only contractor on the project, check that the client is aware of their duties and whether they have any particular site rules or standards.
- Visit the site, check the access arrangements and consider the safest methods for your workers to carry out the work.

⁶ L153 CDM 2015

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- Find out whether other work will take place at the same time as your work and agree how any interfaces with other contractors will be managed.
 - Find out whether there is any asbestos or other hazardous material on the part of the site you will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for your workforce to have asbestos awareness training prior to starting any intrusive work.
 - Think about how long it will take you to organise your workers, and any plant and materials they will need, so you can estimate when you will be ready to start.
 - Check your proposed workers' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
 - Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of your workers.
 - Make arrangements to provide adequate supervision by those with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
 - Check what welfare facilities are available, in case you need to organise anything else.
 - Check whether any first aid provision is available to you and whether it will be sufficient for the work you are undertaking, the workers you are using and the location in which you are working. If not, you must make additional arrangements.
 - Consider the implications if any of your workers have known health issues.
 - Communicate the method of work that the workers need to follow, particularly if the control measures are unusual or not obvious. Focus on the work activities where there is most risk of injury or ill health.
 - You may need to share your method of work with other contractors so they can take it into account when planning and organising their work. One way of doing this is to record it in a method statement, risk assessment or task sheet.
 - Arrange for your workers, plant and materials to arrive on site at the allocated time.

11.3 Pre-construction Information

Pre-construction information is:

1. Pre-construction information provides the health and safety information needed by:
 - a. designers and contractors who are bidding for work on the project, or who have already been appointed, to enable them to carry out their duties
 - b. principal designers and principal contractors in planning, managing, monitoring and co-ordinating the work of the project.

It also provides a basis for the preparation of the construction phase plan. Some material may also be relevant to the preparation of the health and safety file

2. Pre-construction information is defined as information about the project that is already in the client's possession or which is reasonably obtainable by or on behalf of the client. The information must:
 - a. be relevant to the particular project
 - b. have an appropriate level of detail and
 - c. be proportionate, given the nature of the health and safety risks involved.

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3. Pre-construction information should be gathered and added to as the design process progresses to reflect new information about the risks to health or safety and how they should be managed. Preliminary information gathered at the start of the project may not be sufficient where further design and investigation has been carried out.

4. When pre-construction information is complete it must include proportionate information about:

- a. the project, such as the client brief and key dates of the construction phase
- b. the planning and management of the project, such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is co-operation between duty holders and that the work is co-ordinated
- c. the health or safety hazards of the site, including design and construction hazards and how they will be addressed
- d. any relevant information in an existing health and safety file.

5. The information should be in a convenient form and be clear, concise and easily understandable to allow other duty holders involved in the project to carry out their duties.

11.4 Health and Safety File

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.

The file is only required for projects involving more than one contractor.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion.

- a. A brief description of the work carried out.
- b. Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land or buried services).
- c. Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs.
- d. Hazardous materials used (for example, lead paints and special coatings).
- e. Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment).
- f. Health and safety information about equipment provided for cleaning or maintaining the structure.
- g. The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services.
- h. Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors).

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There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

Information must be in a convenient form that is clear, concise and easily understandable

The file *should not* include things that will *not* help when planning future construction work, such as pre-construction information, the construction phase plan, construction phase risk assessments or contractual documents

11.10 Information for Employees

Under CDM employees are entitled to information about health and safety (especially information about the significant risks) during the construction phase.

They must be given an opportunity (by the Principal Contractor) to comment on the health and safety aspects of the project; i.e. the Principal Contractor must make arrangements to consult with the site's employees.

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12. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

12.1 General Fire Precautions

The Company will exercise its responsibilities to assess and minimise the risk of fire at all work locations in accordance with the Regulatory Reform (Fire Safety) Order 2005. This will be done when working for Clients that require site Health and Safety Management and the Company will advise

12.1 Site Operations

Employees will be required to work on customer's sites carrying out installation and servicing operations on supplied equipment. Employees will make themselves familiar with site fire procedures upon visit to site.

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13. 1.MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS - RISK ASSESSMENTS AND SAFE METHODS OF WORKING

13.1 Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, the Company is required to carry out risk assessments of the work being undertaken to identify the principal risks to their employees, other work people and visitors or members of the public.

As a result of these assessments, risks can be categorised into high, medium and low risks and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed method statements will be required.

On-going review of the risk assessments - as the work progresses, additional unforeseen hazards may be encountered. The Site Supervisor should be vigilant of the need to re-assess risks and working methods because of a change in circumstances, and must be prepared to make changes as necessary.

13.2 Personal Protective Equipment

It is Company policy that all employees under the Company's control will wear suitable and sufficient personal protective equipment as stipulated by the risk assessment for their task at all times. On contract sites, head protection and safety footwear will normally be worn at all times.

In addition, items such as eye protection, hearing protection and high visibility clothing etc. will also be used as indicated by the risk assessment or as instructed by the Site Supervisor.

Facilities will be provided by the Company for the storage and cleaning of such equipment.

It is understood that PPE is always the last resort for maintaining the safety and welfare of workers and that the following hierarchical procedure will be used to determine the risk levels:-

1. Eliminate
2. Reduce
3. Isolate
4. Control
5. PPE
6. Discipline (Instruction & training)

Appendix H provides the PPE issuing form used for company employees when issuing PPE. The forms are filled in for each employee and records are kept in the secure location of the general office.

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14. SIGNIFICANT RISKS ASSOCIATED WITH THE COMPANY'S OPERATIONS

14.1 Asbestos

⁷Asbestos is an extremely hazardous substance. It is The Company policy (see Appendix B) that no operatives should be at risk from exposure to asbestos material. Therefore, no-one employed by or sub-contracted to the Company should work with, on or near exposed asbestos material, unless they have had specific instructions from the Company to do so. The only persons who may be given such instructions will be specialist contractors who are fully licensed, equipped and competent as a company to handle asbestos material under the asbestos licensing and disposal regulations.

During normal working, if any asbestos material (including asbestos cement) is discovered or even suspected, operatives should immediately withdraw from the area, seal the area off from others and seek advice from the manager in charge of the contract. Work must not recommence in that area until positive identification of the material has been made, and a safe way of working devised which removes the risks of exposure to asbestos.

The manager in charge of the contract must be informed as soon as possible on discovery of any suspect material, and he must liaise with the Principal Contractor and/or client to ensure that the substance is properly analysed. If the material is found to be asbestos, then a safe means of removal by a licensed asbestos removal contractor will be arranged, or, alternatively, a safe working method that allows the asbestos to remain undisturbed may be devised. In the latter case, the material should be properly encapsulated to ensure that it is made safe, and clearly marked so that it will not be disturbed accidentally, or by others, at a later date.

Occasionally, material may be encountered which contains asbestos in levels at which it is permissible for unlicensed contractors to handle it, such as asbestos cement sheeting, used in exterior roof and wall cladding on older industrial units. If such material is encountered, operatives must still not attempt to handle or work on or near the material, without authorisation from the manager in charge of the contract. A careful risk assessment must be undertaken to decide whether the handling of this material can be avoided, and if not, a detailed method statement must be devised which will ensure that all necessary precautions and monitoring systems are put in place.

14.2 Manual Handling Operations

Under the Manual Handling Operation Regulations 1992, employers have a duty to prevent employees from handling loads that are likely to cause injury. ⁸The risk of injury may be due to the weight of the load. However, it is not sufficient just to think of manual handling hazards simply as a function of weight. Other examples of factors to be considered in assessing the risks of any manual handling operation are:-

- The physical size of the load

⁷ INDG223, HSG227, INDG289, INDG255, INDG188, Control of Asbestos at Work Regulations 2012

⁸ HS(G)115, INDG143

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- The ease or difficulty of acquiring a firm hold on the load
 - The position of the centre of gravity within the load
 - The rigidity of the load or, conversely, if the centre of gravity could move e.g. partially filled fluid containers
 - Whether the load is capable of independent movement e.g. a person or animal
 - The location from which the load is being moved, and its destination point.
 - The weather conditions if the load is being moved outside.
 - The route and ground conditions over which the load has to be moved including doorways, gateways or other physical obstructions.
 - Distractions, such as others using the route over which the load is being moved.

In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes of the person actually doing the lifting and carrying. Every employee is an individual and employers must also consider this when assessing manual handling tasks.

In carrying out the assessment, assessors should seek to eliminate, where possible, the need to manually handle loads at all and to introduce mechanical ways of lifting and moving loads whenever practicable.

In a fixed workplace environment, where similar loads are being handled in similar ways, an assessment can be undertaken that will be valid for some time. However, in construction environments, workplaces are continually changing and supervisors and employees must be continually aware of, and should assess, operations involving manual handling operations.

All employees should highlight activities involving manual handling operations likely to cause injury. In planning work tasks, managers must try to minimise the requirements for manual handling. Training must be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and to enable them to lift using kinetic handling techniques as shown in Appendix B.

14.3 Work in Occupied Premises and Occupied Areas

The Health and Safety at Work Act places a duty on employers (and the self-employed) to ensure the health and safety of members of the public who may be affected by the work.

When working in occupied premises, priority must be given to the health and safety of the occupants. Special care must be taken if children, elderly persons or persons with learning disabilities are present. Some basic precautions to be followed are:-

- Wherever possible, effective signs and barriers should be erected to warn and segregate third parties from contract work.
- Steps or ladders must be used safely and stored away from access outside working hours.
- Work areas that cannot be fully segregated, especially corridors and steps, must be kept free from debris or obstructions.

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- d) All contract working areas that present a hazard outside working hours such as scaffolding, mobile towers or wells below raised floor boards, must be securely fenced off from access and warning signs erected denoting the hazard.

When working on operational business premises, the manager in charge of the contract should establish at the planning stage if any special precautions have to be taken, or procedures followed (e.g. permit to work system).

He should fully discuss the scope of work with the person in charge of the premises and produce a risk assessment to reflect any special precautions to be taken. The building occupier should advise of any risks which could affect the work of the project e.g. fume extractors, hazardous substances, permit to work systems etc. These should be brought to the attention of the supervisor and all operatives working under the Company's control.

The building occupier may have to amend his procedures if contract work causes problems. This should be pointed out at liaison meetings between the Company and the client e.g. if a fire exit route is affected by contract work, he will need to inform his staff and seek an alternative means of emergency escape.

Co-operation and co-ordination between all users of the building and its surrounding area are an essential pre-requisite for a safe site.

14.4 Access - Risk of a Person Falling

A safe means of access and safe place of work are essential requirements for any work activity. Every year fatal or serious accidents occur because a person falls from a height. Therefore, whenever work has to be done from which a person can fall and suffer an injury, specific precautions must be taken. These precautions will apply in all workplaces or sites.

There are a number of work situations that require the workplace having to be made safe before work can commence. On contract work, the Company will assess these at the pre-tender and planning stages and incorporate a means of access and safe place of work in any site specific risk assessments. HSE have issued a number of publications giving guidance on safe means of access and safe place of work in a variety of situations that can be referred to for specific activities. Means of access could be in the form of ladders, mobile towers, scaffolds or powered access equipment (mobile elevated work platforms).

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14.5 Access - Ladders

⁹A considerable amount of work is carried out from ladders and steps and there is a risk of ladders or steps moving and a person falling. All ladders must always be secured, preferably close to their upper resting points, or footed by a second person. All ladders and steps should be located away from doorways or doorways barred off during the period when any necessary ladder work is undertaken near them.

Ladders (including “A” frame step ladders) should only be used as a means of access and then the ladder should be placed on firm, level, stable ground and secured to prevent slipping or falling. Ladders should only be used as a means of access where it is reasonable to do so taking into account:-

- The nature of the work being carried out and its duration.
- The risks to the safety of any person arising from the use of the ladder.
- Be suitable and of sufficient strength for the purposes for which they are being used
- Be erected so that they do not become displaced. Where the length is more than 3 metres, they must be secured to prevent falling or slipping.
- Extend sufficiently to ensure suitable handholds to provide safe stepping off points.
- Have intermediate landing areas or rest platforms wherever practicable, where any ladder run is greater than 9 metres.

14.6 Access - General Scaffolds¹⁰

Scaffolds should only be erected, altered and dismantled by trained and competent persons. Unauthorised persons should never alter or tamper with any scaffold. If a scaffold is blocking access to the work area, only a competent, authorised scaffold erector should be requested to alter the scaffold and verify it as safe.

When loading out scaffolds and loading bays, consideration should be given to the total weight and distribution of any load on the scaffolding and the stability of the stored material.

There should only be one pallet material loaded at any one time and, until this load has been distributed around the scaffolding, no additional pallets should be loaded out.

Scaffolds must be inspected before first use and every 7 days thereafter, or if the scaffold or structure has been exposed to alteration or severe weather conditions, especially high winds.

A visual inspection of all scaffolds (including towers) should be undertaken daily by the Site Supervisor before each working shift, with the formal weekly inspection by a trained and competent person recorded in the scaffold register.

⁹ SWP001, INDG402, INDG405

¹⁰ SG4

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14.7 Electricity at Work Regulations – Site Tools and Equipment

¹¹All portable site electrical equipment should be operated at 110 volts, supplied from a generator, or via a transformer centre tapped to earth that limits fault currents to 55 volts. This includes temporary site lighting.

In accordance with the requirements of the Electricity at Work Regulations 1989, the Company maintains a register of electrical equipment and ensures that equipment is inspected and tested on a regular basis in accordance with HSE recommended codes of practice.

Any hired electrical equipment must be similarly inspected and tested. Contractors and the self-employed are required to maintain and inspect their power tools to a similar standard.

If the Company is responsible for providing and maintaining a temporary electrical supply around a site, the work should be undertaken by a competent electrical contractor and an installation certificate is required on completion of the work. The certificate should also state what maintenance, test and inspections are required and at what frequency. HSE guidance booklet HS(G) 141 entitled “Electrical Safety on Construction Sites” gives full guidance on the requirements for test and inspections.

Site offices may be operated at 240 volts, but all such installations should be carried out by a competent electrician, and an installation test certificate obtained.

14.8 Powered Tools and Equipment

The Provision and Use of Work Equipment Regulations (PUWER '98) requires all powered work equipment and tools (such as electrical, petrol and air tools) to be safe for use. Powered tools must be suitably tested and have appropriate and adequate guarding in place. Controls must be easy and safe to access and operators must be familiar with emergency shut-off procedures. Suitable lighting must be provided for all users of powered work equipment.

All powered work equipment must carry suitable warning notices and operatives must have access to instructions for its safe use. These notices should be displayed on or near each machine and specific user instructions will be placed in an easily accessible position on or near each machine.

Operators of powered work equipment must be suitably trained and competent in working with such equipment before they will be authorised to use it. Certificates of competence must be present at each site for site work with powered equipment.

All operatives directly employed by the Company will be supplied with the required PPE as identified in the risk assessment for each individual piece of powered work equipment. Contractors will be required to make special provision for their own employees when working with powered plant and equipment.

¹¹ HS(G)107

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14.9 Powered Tools and Equipment - Abrasive Wheels

Any person who uses an abrasive wheel and/or changes the abrasive disc must be trained and authorised. The names of all authorised persons should be entered in the abrasive wheels register.

Copies of the abrasive wheels register with the list of authorised persons should be in all work locations.

14.10 Services

Before a project starts on any existing or refurbished structure, the Company should request information of any known service routes in or around the site. Even if the information available says there are no live services present, the area should be thoroughly checked.

14.11 Working on a Client's Site

When working on a client's site, employees of Drill Direct will follow the procedures that are needed to comply with working safely. Below is a list of points that need to be observed to ensure that all health and safety expectations are met:-

- Before work starts on site, submit RAMS to the client / site management team for approval. Ideally, this should be done at least two days in advance so that RAMS can be reviewed before work starts.
- On arrival on site make sure that you have a contact name and where you are working for security.
- If not already carried out, sit client induction for the site concerned.
- If not already carried out, sit any specific induction e.g. CDM provided by the Principal Contractor.
- Obtain Permit To Work (PTW) from the client / site management team.
- Discuss with the client / site management team where the works are taking place so that all details can be observed on the PTW.
- Before starting work, review the work area to make sure that the RAMS reflect the current site conditions. If not, amend RAMS to suit and re-submit to client / site management. Make sure that any site specific hazards are assessed before work starts.
- All engineers concerned with the work to read RAMS thoroughly. Sign RAMS to confirm that all risks have been understood and the method of work is clear.
- Engineers to make sure that all access and lifting equipment is tested and certificates of capability are submitted to the client / site management team.
- If working within a food factory, all site hygiene requirements are to be adhered to.

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- Only work where the PTW allows you to work. The PTW can be amended or a new one written if additional works are required. In this case, amend RAMS or re-submit new ones for approval **BEFORE** work starts.
 - At the completion time of the PTW, return to the client / site management team to sign off the PTW.

REMEMBER

- A PTW can only be produced against the RAMS submitted.
- Always ask the client / site management team if there is any doubt
- Only work where the PTW says you can work
- A well planned and controlled job is a safe job – do not rush

14.12 Vibration

The Control of Vibration at Work Regulations require employers to carry out an assessment of the risks to their employees from exposure to hand-arm vibration and to ensure that adequate control measures are in place to prevent ill health.

The Company will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill health. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

Wherever possible The Company will use alternative methods of work which eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.

There are two action levels of vibration defined in the legislation. The Exposure Action Value (EAV) is the daily amount of vibration exposure above which employers are required to take some action to control exposure. The EAV is currently set at 2.5ms² A(8). The greater the exposure level the greater the risk and the more needs to be done to reduce it.

The Exposure Limit Value (ELV) is the maximum amount of vibration an employee may be exposed to on a single day. The ELV is currently set at 5 ms² A(8). This represents a high level of risk above which employees should not be exposed.

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15. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Under the Control of Substances Hazardous to Health Regulations 2002, every employer is required to identify all substances in use, and to assess their risks to their employees (and others), taking into account the manner in which they are used and the quantities involved.

A "Substance Hazardous to Health" is any substance which:-

- Is listed in the current 'CHIP' list and /or carries a hazard warning symbol.
- Has a prescribed occupational exposure limit (see HSE document EH40).
- Is a biological agent. e.g. Leptospirosis
- Is a dust of any kind, when present in a substantial concentration.
- Presents hazards to health comparable to those listed above.

¹²There are other hazardous substances, but because they have legislation specifically covering their use, they are not covered by COSHH regulations e.g. asbestos, lead and substances which are hazardous because they are radioactive, asphyxiants, at high pressure, at extremes of temperature, or are flammable or explosive.

For a brief generic guide to the hazards created by the most common categories of hazardous substances used in the workplace, see Appendix E.

15.1 Identification and Assessments

The following are factors to be considered in undertaking a COSHH assessment:-

- ◆ Which hazardous substances are being used?
- ◆ What quantities of the substances are involved?
- ◆ What form is the substance in? e.g. liquid, dust, solid, vapour
- ◆ How can the substance cause harm? e.g. by inhalation, by skin contact, by absorption through the skin, by ingestion.
- ◆ Who could be exposed to the substances and for how long?
- ◆ Can the substance be substituted by a non-hazardous or less hazardous substance?

In gathering this information reference should be made to the manufacturer's product data sheet, **but the data sheet is not a COSHH assessment** and the Company should use such data along with the above points of reference to determine the potential risk. It is the assessment of the specific application of each substance in the working environment, and any potential residual affects once applied, that determines the degree of risk from its use.

¹² IND(G) 110

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16. NOISE

¹³The Noise at Work Regulations specify action values at which point the employer must implement precautions to protect employees from the effects of noise. The exposure levels include both daily & peak values:-

- a) Carry out an assessment of the noise levels to which employees are exposed.
- b) Reduce noise levels wherever practicable.
- c) Identify any areas or items of plant/equipment with noise levels which cannot be reduced to below 80dB(A) LEP,d.
- d) Provide suitable hearing protection for employees required to work in noise levels in excess of 85dB(A) (together with storage facilities, cleaning facilities etc.).
- e) Provide adequate information, instruction and training about the risks to hearing and what precautions employees must take.
- f) Enforce the wearing of hearing protection if the noise level exceeds 85dB(A) LEP,d.

16.1 Action Levels

Noise is measured in decibels, weighted to the 'A' scale or referred to as dB(A), or in pascals, a unit of sound pressure or energy. For most work exposure, noise levels are 'averaged' over a period of time to take into account the fluctuating noise levels throughout the day. This averaged figure is expressed in the term Lep,d meaning the equivalent noise level of daily personal exposure, when all fluctuating levels are averaged out. The action levels are:-

- First Action Level 80dB(A) LEP,d
- Second Action Level 85dB(A) LEP,d

16.2 Typical Noise Levels

Small items of plant and equipment can be particularly noisy, but in general are only used for short periods of time. Whenever possible, equipment generating reduced noise levels should always be selected. Equipment that generally exceeds levels of 85dB(A) includes:-

Abrasive Wheel/Disc cutting machines	up to 100dB(A)
Hammer drills	up to 100dB(A)
High-speed portable saws	90dB(A)
'Quiet' generators	<85dB(A)
Other generators	>90dB(A)
Bench saws	up to 100dB(A)

¹³ HS(G) 109

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The manufacturer or supplier should indicate on the piece of equipment if noise levels are likely to be excessive and hearing protection is required.

Hearing protection should be used whenever abrasive disc machines and pneumatic breakers are used, irrespective of the exposure time.

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17. DRIVERS OF COMPANY VEHICLES (AND DRIVERS USING OTHER VEHICLES FOR COMPANY BUSINESS)

Drivers of Company vehicles must be authorised by the Company to drive the particular vehicle or category of vehicle and must have a valid driving or operator licence for that category of vehicle. No driver on Company business is authorised to drive at excessive speeds while on Company business, and the Company will not condone any driver who breaks the statutory speed limit or drives in a manner that is hazardous to him/herself and/or others.

All Company vehicle drivers must be confident of driving the particular vehicle they are required to drive. If any driver is unsure of how the vehicle he is required to drive is operated, he should inform his/her supervisor and request further training. N.B. Supervisors should note that even though a driver is licensed to drive a category of vehicle, it does not necessarily mean that he has enough familiarity with the vehicle to be sufficiently competent and confident to operate that particular vehicle in a safe manner.

Every driver is responsible for his/her own safety, the security of his/her vehicle and the protection of third parties. If a driver is feeling unwell or has an injury that might significantly impair his/her ability to drive, then he/she should not operate the vehicle.

17.1 Guidance for Drivers and Operators of Mobile Plant

¹⁴No person should ever drive or operate any motor vehicle or item of mobile plant or equipment unless trained, suitably qualified and authorised by the Company to do so.

However, qualification and experience are not enough to ensure a safe driver or operator. Of paramount importance is that the driver or plant operator is fit and able to be in control of the vehicle or item of plant and does not attempt to drive or operate it in a condition whereby his/her physical performance, perception or reflexes are in any way impaired

There is no universal definition of what constitutes “fit and able”. Clearly any driver or plant operator must in himself feel in control of his/her task and capable of operating the vehicle or item of plant safely. However, it is easy to recognise situations in which drivers or operators should not attempt to operate motor vehicles or plant and equipment.

17.2 Drink and Drugs

No driver or operator should ever drive a vehicle or operate plant under the influence of alcoholic drink or any drug (including prescribed medicines) that adversely affects their capabilities. Please note that the influence of alcohol and drugs may affect individuals in different ways and may last a considerable period after the drink or drug has been taken.

Also note that the residual effects, such as hangovers or drowsiness can be as dangerous as the effects of the substances themselves. Company policy is that no person operates any vehicle or item of plant if under the influence of any substance that could affect his or her performance or if their performance is impaired by the residual effects of taking such a substance.

¹⁴ HS(G)136, HS(G)150, INDG 199,

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17.3 Use of Mobile Telephones

Mobile telephones have been highlighted as major distractions and the cause of many road traffic accidents and industrial accidents involving powered work equipment. Company policy is that mobile phones are not to be used when driving or operating vehicles or powered work equipment. Calls should never be made while driving or operating plant except where hands free kit has been provided. Incoming calls should be responded to only when the driver or operator has ensured that his vehicle or item of plant is in a safe position and is switched off or the driver is able to activate the hands free kit.

17.4 Fatigue

¹⁵Fatigue has become one of the biggest causes of serious injury and death among drivers and machine operators. Increasingly, the authorities are prosecuting persons who wilfully continue to drive or operate high-risk equipment if it can be shown that they were too tired to undertake their tasks safely. Company policy is that no person operates any vehicle or item of plant if they are tired or show any symptoms of drowsiness.

Drivers working alone should stop for a break and refreshment and not continue their journey until they feel fully recovered. Those working in pairs should swap over driving at the earliest opportunity as soon as the driver feels any signs of fatigue, and at least every two hours on any long journey.

17.5 Ill-health

Ill health is a broad definition of a debilitating illness that could affect driver or operator performance. From headaches, to stomach pains or cramp, ill health could be serious or apparently trivial. However, the ailment only needs to be enough to distract the driver or operator for the consequences to be very serious indeed. Company policy is that no person operates any vehicle or item of plant if feeling unwell such that their performance is impaired.

17.6 Injury

Injuries, whether sustained at work, at home or during recreational activities, can impair driver performance. For example, a stiff neck may prevent a person from checking risks behind him/her. A damaged leg or groin may prevent a driver from effecting an emergency stop. In fact, any injury that is painful enough to provide even a momentary distraction is potentially a serious risk.

Company policy is that no person operates any vehicle or item of plant if their performance is affected by an injury, however sustained.

The above represent examples of situations that can adversely affect driver or operator performance. It is important that every driver and plant operator sees themselves as

¹⁵ HS(G)218

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responsible for the management of the vehicle or item of plant they operate. As such, they are responsible for the effects of their actions on their work colleagues as well as anyone else affected by their actions. They also have a responsibility to themselves and their families. Motor vehicles and commercial plant are high-risk items and potential killers. It is both the Company's and the individual driver's or operator's responsibility to ensure that they are used in a safe manner. If any driver or operator is in any doubt about their capabilities, they should not start the vehicle or item of plant, or, if the debilitating condition occurs later, they should park the vehicle or item of plant safely and switch it off. It must be left in a safe position and locked. Then their supervisor or line manager must be informed. **It is not worth risking a life.**

17.7 Reporting Traffic Accidents and Driving Offences

All persons who intend to drive a Company vehicle are required to inform the Company if they receive any caution or penalty whilst driving a Company vehicle, or if they accumulate any penalty points whilst driving a private vehicle.

In the event of an accident occurring to any driver whilst on Company business (regardless of whether the vehicle is owned privately or by the company), the Director Responsible for Health and Safety must be informed as soon as possible, and the incident must also be reported to the police.

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18. THE ENVIRONMENTAL PROTECTION (DUTY OF CARE) REGULATIONS 1991

Anyone who “imports, produces, carries, keeps, treats or disposes of any controlled waste, or a broker who has control of such waste” is subject to the Duty of Care described in Section 34 of the Environmental Protection Act 1990.

Controlled waste is defined as any household, commercial or industrial waste, including building and demolition waste. Therefore all waste that leaves site is defined as controlled waste and must only be moved after a transfer note has been issued (see Appendix C).

18.1 The Duty of Care

The “Duty of Care” states that all those subject to it must:-

- a) Prevent others from depositing, storing, treating or otherwise disposing of waste without a valid licence or contravening the licence conditions; or act in a manner likely to cause environmental pollution or harm to human health.
- b) Prevent the waste from escaping
- c) Ensure that waste is transferred to an authorised person
- d) Include with the waste transfer a written description to enable others to comply with the duty and avoid committing an offence under Section 33.

18.2 Definitions

Waste Producer - The waste producer is the party undertaking the work which creates waste.

Waste Manager - A person who keeps, treats or disposes of controlled waste.

Waste Broker - A person who arranges the transfer of waste but does not himself control what happens to it.

Waste Carrier - A person who transports waste. The company should be registered with a waste regulation authority and have a licence to confirm this registration.

18.3 Duties of a Waste Producer

A waste producer is responsible for providing an accurate description of the waste, including:-

- ◆ The type of premises or business from which the waste is generated.
- ◆ The process that produces the waste and the quantity of waste.
- ◆ The name of substances which comprise the waste including a physical and chemical analysis, if applicable.

The waste producer is also responsible for:-

- ◆ The care of the waste whilst he holds it.
- ◆ The packaging of the waste to prevent its escape during transfer.
- ◆ Using a registered (or exempt) carrier to transport the waste.

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- ◆ The final disposal of the waste depending on the degree of his involvement in the selection of the waste carrier, manager or broker.

Any suspicious circumstances which may indicate a breach of the duty in the disposal chain should be reported to the Waste Regulations Authority.

18.4 Duties of a Waste Carrier

The Waste Carrier is responsible for:-

- a) The adequacy of packaging and security of the waste whilst under his control.
- b) Ensuring that a description accompanies the waste and that this description is accurate.
- c) Ensuring that any alteration to the waste is recorded in the description of the waste.

Any requests for contract vehicles to transport waste must be made to the Site Supervisor or manager in charge of the contract who should ENSURE that the contractor is registered for the transport of waste. Waste carriers are subject to the Controlled Waste (Registration of Carriers) and Seizure of Vehicles Regulations 1991.

18.5 Duties of a Waste Manager

The Waste Manager is responsible for:-

- a) Carrying out the disposal operation in accordance with the conditions of the Waste Regulation Authority Licence.
- b) Checking the description of the waste they receive. Sample checks on the composition are considered to be “good practice” and should be implemented.
- c) Ensuring that correctly completed documentation accompanies the waste.

18.6 Duty Holders

All duty holders should look out for breaches of the duty committed by others in the chain. Breaches of the duty should be reported to the Waste Regulation Authority and further dealings with the offenders should be reconsidered.

Duty holders are only expected to do what is “reasonable in the circumstances”. The extent to which they should check up on others in the chain depends on the nature of the waste, how it is to be dealt with and what the holder might “reasonably be expected to know or foresee”. It is, for example, more important to check up on a consignment of toxic chemical waste than a load of waste paper.

18.7 Waste Transfer Notes and Consignment Notes

A waste transfer note or a special waste consignment note must be issued before any waste is transported off site.

18.8 Completion of Site

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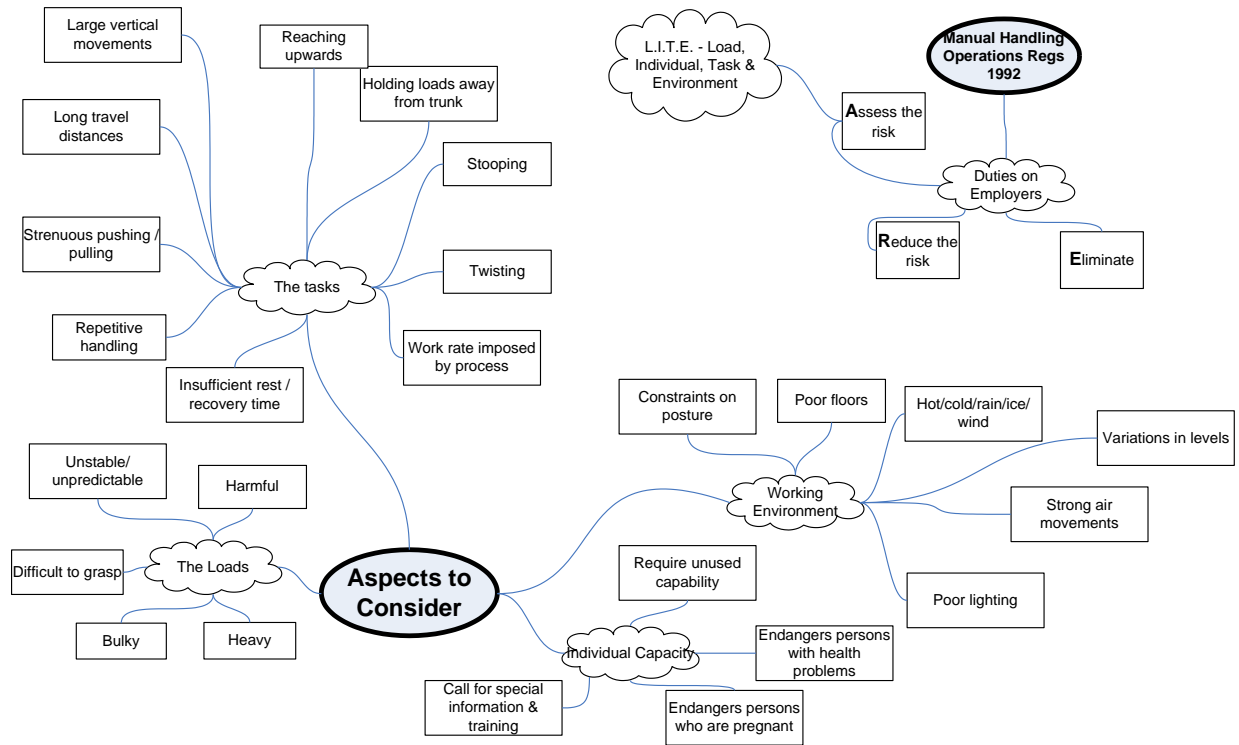
On completion of the site, all **Waste Transfer Notes** and **Special Waste Consignment Notes** should be archived with the contract papers and retained :-

- for a period of 2 years in the case of transfer notes.
- for a period of 3 years in the case of special waste consignment notes.

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Appendix A

Manual Handling Guidelines



CONTROL MEASURES

Control Measures

- Breakdown load
- Team handling
- Job rotation
- Improve the environment

- Eliminate / mechanical aids / automation
- Put handles on load
- Information on weights & ctr of gravity
- Adequate breaks
- Training in lifting techniques

	Women		Men		
Shoulder height	3kg	7kg	10kg	5kg	Shoulder height
Elbow height	7kg	13kg	20kg	10kg	Elbow height
Knuckle height	10kg	16kg	25kg	15kg	Knuckle height
Mid lower leg height	7kg	13kg	20kg	10kg	Mid lower leg height
	3kg	7kg	10kg	5kg	

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Appendix B

Asbestos Policy

1. Introduction

This document brings our asbestos policy regarding asbestos into line with the requirements of the control of asbestos at work regulations which were revised in April 2012.

2. Responsibilities

The Company policy on asbestos intends to ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos.

The Company policy on asbestos shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it.

Directors are responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees in their respective departments. In particular they will:

- Prepare and revise as necessary department arrangements for the management and control of work involving asbestos.
- Ensure appropriate training, information and instruction is provided for relevant employees, and personal instruction as appropriate.
- Ensure that employees or relevant contractors are provided with appropriate information, regarding company procedures in areas containing Asbestos.

3. What is Asbestos?

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials.

There are three main types of asbestos:

- Chrysotile – white
- Amosite - brown
- Crocidolite - blue

In addition legal provision also covers the following:

- Fibrous actinolite
- Fibrous anthophyllite
- Fibrous tremolite

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And any mixture containing any of those minerals.

Asbestos containing products have been widely used in buildings as construction materials, fireproofing, thermal insulation, electrical insulation, sound insulation, decorative plasters, roofing products, flooring products, heat resistant materials, gaskets, friction products etc.

Since 1985 the new use of any material containing blue or brown asbestos has been banned. By 1999 the new use of any building materials containing white asbestos had been banned.

4. Health Effects of Asbestos

All asbestos fibres, blue, brown and white are dangerous although the control limit for exposure to blue and brown fibres is lower than for white. There is no safe form of asbestos although products where the fibres are tightly bonded (e.g. asbestos cement) are less likely to shed fibres than products where the fibres are more loosely bonded (e.g. asbestos insulating board). The main route of entry to the body for asbestos is by inhalation of fibres.

There is no safe exposure level known for asbestos and once asbestos related diseases occur there is no known cure.

There are three main types of serious health risks associated with exposure to asbestos fibres:

Asbestosis – chronic obstructive lung disease

Lung cancer – a fatal lung disease

Mesothelioma – a fatal cancer of the outer lining of the lung specific to asbestos exposure.

Statistics indicate that despite legislative controls, deaths due directly to asbestos are at an all-time high of approximately 3000 deaths per year and are predicted to peak at 10,000 cases by 2020.

It is recognised that the largest group of workers at risk from asbestos exposure are building workers, particularly those involved in repair and maintenance, refurbishment and demolition, including electricians, plumbers, joiners, and computer and telecommunication engineers – people who may encounter asbestos during their normal day to day work activities.

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5. Legislation

This policy is based on the following legislation and shall be amended in line with any changes.

- Health and Safety at Work etc. Act 1974
- The Control of Asbestos at Work Regulations 2012
- The Asbestos Licensing (Amendment) Regulations 1998
- The Asbestos Prohibitions Regulations
- The Management of Health and Safety at Work Regulations 1999 (as Amended)
- The Construction Design and Management Regulations 2015.

6. The Control of Asbestos at Work Regulations

These are substantial regulations incorporating an Approved Code of Practice and were last updated in 2002.

They apply to everyone at risk from work with asbestos and extend statutory protection to all those who encounter asbestos at work or are affected by work activities involving it.

Key features of the regulations are:

- Taking reasonable steps to find asbestos containing materials in premises and checking their condition.
- Presuming materials contain asbestos unless there is strong evidence to suppose they do not.
- Keeping an up to date written record of the location and condition of the asbestos containing materials
- Assessing the risk of exposure to asbestos containing materials
- Preparing and implementing a plan to manage the risk.

Other provisions include providing protective equipment, face fitting of respirators, keeping plant and equipment clean, providing information, training and necessary labelling.

7. The Asbestos Licensing Regulations

These regulations prohibit anyone from carrying out work with asbestos insulation, asbestos coating or asbestos insulating board unless they hold a licence granted by the HSE (Health & Safety Executive).

However there are three exceptions to the requirement to hold a licence. These are:

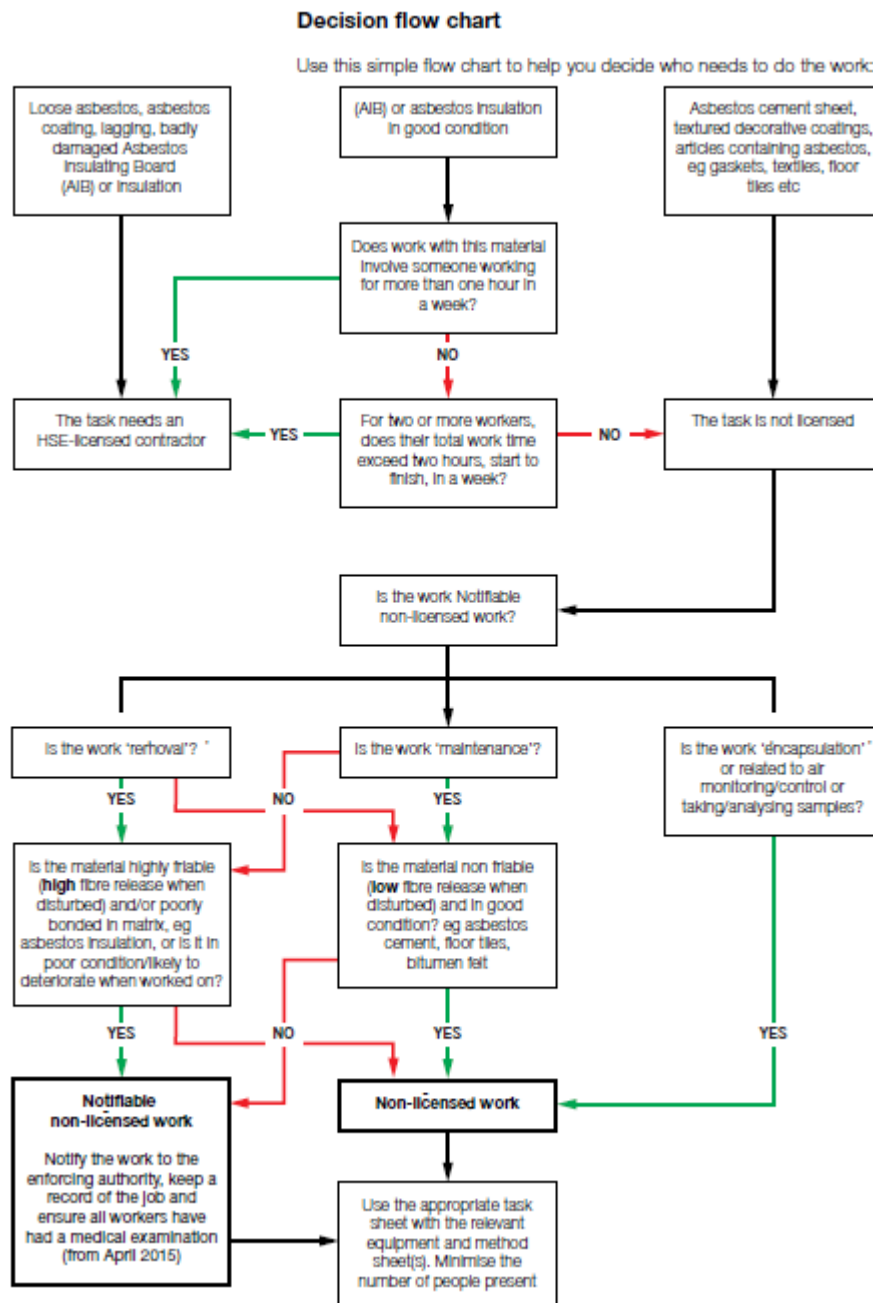
- For works of short duration: The most work that can be done is a total of two hours a week with each worker only exposed for an hour.
- For air monitoring or bulk sample collection to identify asbestos.

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- If you are an employer carrying out work with your own employees on your own premises.

Licensed contractors must ensure that any staff working with asbestos are under medical surveillance, and that they give 14 days' notice to HSE of any work that they intend to carry out.

¹⁶Below is the new decision flow chart as to the type of work that is to be carried out.



¹⁶ a0 Asbestos Essentials

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- From 6 April 2012, some non-licensed work needs to be notified to the relevant enforcing authority.
 - From 6 April 2012, brief written records should be kept of non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.
 - By April 2015, all workers/self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a Doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed work are not acceptable for those doing licensed work.
 - Some modernisation of language and changes to reflect other legislation, e.g. the prohibition section has been removed, as the prohibition of supply and use of asbestos is now covered by REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006).

8. The Asbestos Prohibition Regulations

These regulations prohibit the supply and use of all forms of asbestos and asbestos containing products.

9. Policy Application

The arrangements detailed consist of a series of procedures which are intended to safeguard persons who may encounter the possibility of discovering asbestos in the course of their work and to ensure the safety of any premises occupants who may be affected by any associated works which may involve the disturbance of asbestos containing materials.

All reasonable practicable steps will be taken to ensure that THE COMPANY Ltd employees, will not be exposed to materials containing asbestos.

10. Training

All staff who may encounter asbestos during the course of their work shall be given the necessary training to be able to identify the situations in which asbestos may be present, to be able to recognise asbestos or similar suspect materials and to set out safe working practice to minimise risks to health and safety.

Induction training will be provided to all new staff

If during the course of normal work practice Asbestos containing material is encountered, the following procedures should be followed

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11. Contractors / Employees

Stop any work, remove and keep all persons out of the area. Where practicable close or seal or lock off the area. **Do not remove any equipment or material.**

Prepare and display a potential Asbestos hazard keep out sign to prevent persons from gaining access to the area.

Inform the Site Supervisor who will report the discovery to the Main Contractor.

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Appendix C

Company Name	Address
Contact Name	
Contact Number	
E-mail Address	

	Standard to be Achieved / Required Evidence	Comments
1	If you employ 5 or more people, you legally require a Health & Safety Policy. If you employ 5 or less then you don't need one. Do you have a Policy or basic H&S statement?	
2	Have you passed a construction health and safety assessment, eg. CSCS safety test. For site managers, CITB Site Management Safety Training Scheme or equivalent	
3	For professionals, details of qualifications and/or professional institution membership. For site workers, details of relevant qualifications or training, eg. S/NVQ certificates	
4	Have you been involved in an accident / accident investigation at work in the last 10 years? If yes, please provide details	
5	If you intend to sub-contract parts of work please demonstrate how you prove competency of contractors	
6	Please provide details of your insurance	
7	Have you been involved in drawing up method statements/safe systems of work? If so, state whether the work was low/high risk and the main hazards identified.	
8	You should give details of relevant experience in the field of work for which you are applying.	

Signature.....

Name.....

Position.....

Date.....

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Appendix D

Company First Aid Statement

First Aid Boxes

Contents of which are:

- disposable gloves
- 4 Triangular bandages
- 2 Large Dressings
- 6 Medium Dressings
- 20 Plasters
- Cleaning Wipes
- Safety pins
- Eye Pads
- Eye bath and solution

- First Aid and accident reporting facilities are available at our office and employees have to use client's facilities and reporting procedures when on site and are instructed to do so.
- All our vehicles carry a first Aid Box which is regularly checked and re-stocked.
- All accidents will be logged in the Company accident book whether or not they fall into the RIDDOR Category.

The Company First Aid cover is provided by the following St. Johns trained personnel:-

- TBC

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Control of Asbestos Regulations 2012
Control of Substances Hazardous to Health Regulations 2002
Electricity at Work Regulations 1989
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (Consultation with Employees) Regulations 1996 (as amended)
Health and Safety at Work etc. Act 1974
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Personal Protective Equipment at Work Regulations 2022
Provision and Use of Work Equipment Regulations 1998
Regulatory Reform (Fire Safety) Order 2005
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Control of Noise at Work Regulations 2005
The Health and Safety (Safety Signs and Signals) Regulations 1996
Workplace (Health, Safety and Welfare) Regulations 1992
The CDM 2015 regulations

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