

ULTIMATE COMMUNICATIONS SYSTEMS LTD

*Safety, Health, & Environmental
(SHE) Policies
& Safe Working Procedures: Tier 1
Revision 1*

ULTIMATE COMMUNICATIONS SYSTEMS LTD

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Review & Revision Record.

Original Policy & Procedures	June 2002	
Partial review	Mar 2004	
Complete Review, revision and rewrite	June 2007	Rev 1

This revision supersedes all previous policies and procedures prior to this date.

0 INTRODUCTION

Ultimate Communications Systems Ltd was founded by a core group of networking specialists, many of whom had already worked as a team for over 15 years. The success of the company lies in the hands of these core employees, many of whom are shareholders.

The standards the company set are demanding and all UCS employees are expected to meet them. This is shown in part by the achievement of BS EN ISO 9001: 2000 in 2004.

In addition, the company is accredited by manufacturers whose stringent criteria require the company to both update and maintain its services by ongoing training and compliance with the latest technology.

To safeguard the health and safety of our employees and those of our clients, we have implemented a demanding safety, health & environmental management system

The elements of the SHE management system are set out in this document. It consists of tier 1 which contains the SHE policies, organisation and responsibilities, general arrangements for safety, health & environment and finally the specific arrangements.

Tier 2 contains the SHE proformas that are useful to implement the management system.

A 3rd tier not described here but suitably indexed can be used to hold the SHE records.

The SHE management system in its totality or constituent elements can be regularly audited, reviewed and revised to encompass "industry best practice" and comply with current UK legislation.

1 POLICIES

In order to fulfil its health and safety obligations to both its employees and those of its clients and of course all others affected by its activities, Ultimate Communications Systems Ltd (The Company) has established certain company primary and secondary safety, health & environmental policies which dictate its business processes and conduct of its personnel.

These policies have been created by the senior management of the company in order to demonstrate the company's commitment to ensuring and preserving health, safety & environmental within its business and to signify its compliance with legal requirements.

1.1 HEALTH, SAFETY AND WELFARE POLICY



HEALTH, SAFETY & WELFARE POLICY: STATEMENT OF INTENT

To all employees:

This company's policy for health and safety reflects a desire and commitment throughout the organisation, to adhere to the importance of a "safety first" culture, with all staff having their roles defined and consequently accepting their responsibilities within this health and safety conscious environment.

The company's Health and Safety Policy is not simply a legal compliance, it is an affirmation of the company's commitment to getting it right first time, in health and safety as in all other areas of our operations.

We all have a responsibility to safeguard both ourselves, and all those who work with us. If we do that we can continue to make Ultimate Communications Systems a safer and healthier place in which to work.

MICK LOVSTAD

A handwritten signature in black ink, appearing to read 'Mick Lovstad', is displayed on a light beige rectangular background.

MANAGING DIRECTOR

June 2007

HEALTH, SAFETY & WELFARE POLICY

This organisation is committed to ensuring high standards of health, safety and welfare at work for its employees and other persons who may be affected by its activities. We will ensure that our statutory duties are met at all times. We will fully comply with all relevant appropriate codes of practice and legal requirements. We accept our responsibility for preventing accidents or ill health and will therefore ensure so far as is reasonably practicable the following: -

1. UCS Ltd are committed to continually improving standards in all areas of business and that that proper attention is paid to all issues of health, safety and welfare.
2. UCS Ltd will ensure the Health & Safety of all its employees, visitors and others, working in or near its premises.
3. UCS Ltd employees should not endanger their own Health & Safety nor put others at risk and should follow the safe working practices applicable to their work. These safe working practices are set out in the network safety book. Persons found deviating from these Health & Safety rules and procedures or deliberately contravening Health & Safety legislation will be disciplined and may be dismissed.
4. Directors, Managers and Supervisors have personal Health & Safety objectives, and responsibilities with regular reviews as part of the appraisal system.
5. Directors, Managers and Supervisors should at all times set an example with safe behaviour and a constant and continued involvement in Health & Safety issues.
6. Directors and Managers are given appropriate budgets and resources to implement this policy, with access to specialist H & S advice from the company safety advisor.
7. UCS Ltd will ensure that appropriate Health & Safety training, supervision and information is provided for all employees, including temporary and contract staff.
8. All significant risks to our employees and others affected by our activities are assessed both in terms of the environment in which they work and the job they do.
9. UCS Ltd will ensure that safe and healthy systems of work are in place and will be monitored, reviewed and adhered to at all times.
10. Provide a safe and healthy working environment free from risk with adequate welfare facilities and amenities.
11. Provide plant, machinery, equipment and appliances, which are safe and are maintained.
12. Ensure safe methods of handling, use and storage of materials, chemicals and substances.
13. Competent personnel to ensure that Health & Safety rules and procedures are followed, with the authority to implement corrective measures if they are not.

14. A pro-active occupational health surveillance program is provided to prevent work related injury or ill health, where the nature of the work requires it.
15. Within his area of authority, each manager will seek to:
 - Promote a healthy and safe working environment and control the risk injury to persons, or damage to company or client plant, equipment and assets.
 - Secure compliance with legal obligations in relation to Health & Safety.
 - Require others who carry out work or visit company sites or provide services in any form, to adopt the same high standards in relation to Health & Safety.
16. The policy, arrangements and organisation for health & safety so established, will be maintained and regularly reviewed within a framework established by UCS Ltd.
17. Employees will be given every opportunity to discuss Health & Safety issues either informally or through appropriate site briefings or committees at which Health & Safety will be a regular item.
18. This policy will be regularly reviewed (annually as a minimum) with rigorous enforcement through continuous monitoring and improvement, with corrective actions taken as a result of regular inspection and audit.
19. All UCS Ltd employees are responsible for actively co-operating in the implementation of this Health & Safety policy and particularly:
 - For following safe working procedures at all times and ensuring as far as possible that others do so.
 - Informing their supervisors or managers of any hazardous situation which may come to their notice.
20. This policy is communicated throughout the organisation.

MICK LOVSTAD



MANAGING DIRECTOR

June 2007

1.2 ENVIRONMENTAL POLICY

ENVIRONMENTAL POLICY

Ultimate Communications Systems Ltd is committed to developing a positive attitude to all environmental matters by creating an Environmental Management System that will ensure that it will;

- Comply with all relevant environmental legislation
- Co-operate at all times with the enforcing authorities
- Review the environmental impact of their activities, and reduce this impact and pollution by the use of best environmental practices.
- Include all of their employees in this process and ensure that they are trained to be effective at all times in implementing the system.
- Minimise the environmental damage by using environmentally friendly products and materials.
- Promote the protection of the environment through all of it's own activities and influences with other parties.
- Contribute to a sustainable and healthy future, by minimising avoidable waste and pollution, and conserving natural resources.
- Develop effective waste management and recycling procedures, and making full use of recycled and recyclable materials.
- Give preference to suppliers that supply products and services that are more environmentally responsible.
- Create a program of continual improvements to our environmental performance and ensure that they are monitored regularly.

MICK LOVSTAD



MANAGING DIRECTOR

June 2007

1.3 SECONDARY POLICIES

1.3.1 SUBSTANCE ABUSE POLICY

- 1 The Company will not knowingly allow its operations to be performed by employees whilst under the influence of substances of abuse (alcohol or non – prescribed drugs)
- 2 Without restriction to the rights of the employees, the Company considers the use or possession of substances of abuse in the workplace prejudicial to the provision of a safe and healthy working environment. Employees may be suspended from their duties upon the reasonable suspicion of being in possession or under the influence of substances of abuse.
- 3 The Company reserves the right to organise any search, screening or surveillance of the employee if substance abuse is reasonably suspected whilst performing his duties.
- 4 Employees involved in safety critical tasks may be subject to random testing by the company or its clients under defined conditions. The results will be reported by an independent 3rd party specialist.
- 5 The Company shall use its good agencies to guide or help an employee with a problem involving substance abuse to seek the correct and proper measures for rehabilitation.
- 6 Employees who fail to notify the Company of any legal action or forthcoming action resulting from the use of substances of abuse will be subject to disciplinary action, which may involve suspension or termination of employment.
- 7 This policy will apply to any subcontractors working for the Company and all parties are reminded that our Clients operate similar policies on their sites.

1.3.2 SMOKING IN THE WORKPLACE POLICY

- 1 The Company in line with legislation introduced in July 2007 has banned smoking within the company workplaces. This will apply to all employees and subcontractors working on company or client premises.
- 2 Company vehicles, where used to carry more than one person, are also subject to the ban on smoking
- 3 Employees are reminded that Clients will also ban smoking within premises on their sites.

1.3.3 WORKING HOURS POLICY

- 1 The Company complies with the regulations supported by the European Working Time Directive in limiting the hours that employees are required to work.
- 2 Records of hours of work are maintained and a limit of 48 hours weekly, averaged over a 17week reference period shall apply *unless the employee makes a written declaration to “opt out” of the arrangement*. The records and signed “opt out” agreements must be available if so requested by the enforcing authorities.
- 3 The “opt out” agreement is binding upon the employee and Company and can be rescinded on 28 days notice. The agreement shall be recorded/retained for official purposes. (See proforma Saf 003)
- 4 Within this policy the Company will make every attempt to afford its employees frequent rest and refreshment during any period of extended work.

1.3.4 POLICY CONCERNING HAZARDOUS SUBSTANCES (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

Hazardous substances are those materials, chemicals and other agents, which have the potential for harming health. Some of these substances may be used by UCS Ltd staff in their normal working environment. These substances pose most risk to the staff directly engaged in their use or disposal. The close proximity and high concentration of the substance will greatly increase the risk arising from the intrinsic hazard.

Harm can arise if the material makes direct contact with the eyes and skin, is inhaled or ingested or enters the skin through a wound.

To limit the effects and reduce any risks, Ultimate Communications Systems Limited will comply with the relevant passages of the following: -

- **Health and Safety at work Act 1974:**

Which requires employers to provide safe systems of work for the handling, transport and storage of substances.

- **Control of Substances Hazardous to Health Regulations 2002:**

Which requires before any exposure to a hazardous substance an assessment of the risks must be made to allow appropriate precautions to be taken.

Similar duties are imposed within the following: -

- **Control of Lead at Work Regulations 2002.**

- **Control of Asbestos Regulations 2006.**

Ultimate Communications Systems Limited accepts some of their work activities involve the use of materials that have the potential for harming health. Accordingly UCS Ltd will take steps to reduce such use as is possible and will provide training alongside safe systems of work for the materials which are essential to their operations.

Managers, while performing risk assessments on their installation activities will pay particular attention to potential risks from hazardous substances and perform the appropriate COSHH risk assessment.

Staff are reminded that materials used at work should be treated with respect and should head the warning labels on containers and safety data (material safety data sheets) provided by manufacturers.

Any member of staff who feels they may be affected by the use of any material or substance can seek guidance from their manager who will seek the assistance of the safety advisor or as necessary, provide the relevant information to their own GP.

1.3.5 MANUAL HANDLING POLICY

Ultimate Communications Systems Ltd. are committed to developing a proactive approach to comply with the relevant legislation and to reduce the number of injuries related to manual handling. UCS Ltd will ensure so far as is reasonably practicable the following:

- All manual handling operations shall be identified and documented.
- Those believed to represent a risk of injury shall be reviewed by a nominated competent person.
- All such manual handling which has the risk of injury shall be reviewed as to the necessity to carry out such work or carry out in a particular way.
- Where these manual tasks are necessary, they shall be subject to a manual handling risk assessment which shall be documented
- All such works found to be necessary shall be subject to an annual review to establish if any environmental improvements, or mechanical aids may be provided to reduce risk of accident or injury.
- Appropriate training in lifting and handling techniques shall be provided to all relevant staff.
- All employees are reminded of their obligation to participate in training provided by the company, to ensure that they understand fully how to carry out manual handling operations.
- All employees are instructed to report to their managers in the event of any problem encountered with manual handling, defects in the environment or equipment, or personal health status, which could affect their ability to work safely.

2 ORGANISATION & RESPONSIBILITIES FOR HEALTH & SAFETY **(THE HEALTH & SAFETY AT WORK ACT 1974)**

1. The Managing Director is responsible for the Health, Safety & Welfare policy being implemented, amended or up-dated as required.
2. He will organise and delegate the process of revision and amendment to his managers with the aid of a competent safety advisor.
3. The Managing Director is responsible for ensuring that the requirements of the Company's Health, Safety & Welfare Policy are communicated to all employees and sites and for the effective implementation of the policy.

- 4 He is responsible for all H, S and E issues within the company.
5. An external safety advisor is responsible for providing all specialist health and safety advice to the Company.
- 6 All employees are responsible for understanding and complying with all aspects of the Safety Policy.
- 7 Employees are expected to be aware of relevant safety issues and report any unsafe equipment or dangerous situations to their supervisor.
- 8 All employees are actively encouraged to provide essential safety support to their work colleagues within the company or site team. Particular regard will be given to the introduction of improved and safer systems of work for the benefit of *all* employees.
- 9 Any person who may be affected by operations undertaken by the Company will be kept fully informed and the requisite liaison between the parties maintained.

e.g. Subcontractors to the company will be advised on the Company's health & safety policy and safe working procedures. Subcontractors are expected to have their own safety systems but must work to the UCS and client/site safety procedures. The performance of company subcontractors shall be monitored and poor performance may result in the subcontractor being removed from the company approved list and may disqualify that sub-contractor from tendering for future work with the Company. The Company shall control and monitor subcontractors under its control and ensure there is the required liaison between all parties.
- 9 The company shall ensure at all times full co-operation and co-ordination with subcontractors not under its direct control but working in the immediate vicinity.
- 10 All employees are issued with a copy of the Company's Health & Safety Policy statement and an extract of their duties and responsibilities, as will all new starters with the Company.
12. No Health & Safety policy can work without the full co-operation of all employees of the Company and also those working on behalf of the Company. All employees have a right of consultation on H, S and E issues under the H & S Policy. The Company regards employer/employee consultation and co-operation as essential.

2.1 INDIVIDUAL RESPONSIBILITIES

2.1.1 Managing Director: Main Duties and Responsibilities

1. To formulate the Company Health, Safety & Welfare Policy and as necessary organise revision of it.
2. To ensure that the contents of the Policy are circulated as appropriate to all company employees.
3. To ensure sufficient resources are made available to meet the requirements of the

policy.

4. To ensure that all levels of staff receive appropriate and adequate health & safety training, relevant to their duties.
5. To consult with employees or employee representatives on health and safety issues.
6. To co-ordinate health and safety consultation between the company and its subcontractors,
7. To ensure all their employees discharge their H, S and E duties and responsibilities satisfactorily and to ensure the necessary corrective action if any employee fails in these duties.
8. To encourage all employees to work in a safe manner and at all times to set a good personal example.
9. To ensure that the appropriate measures are taken to minimise the risk of injury or ill health to all persons affected by the company's operations and damage to all property and plant by implementing risk assessments and by effective local management of health and safety.
10. To provide and ensure preventative maintenance of plant, equipment and places of work under their control.
11. To arrange that the effective assessment of risk and the safe systems of work apply to the company's activities and that local management operate these systems.
12. To ensure that all tenders for work have adequate provision for safe working methods, use of PPE, welfare facilities, storage of materials and hazardous substances and waste disposal.
13. To ensure the employees' exposure to harmful substances is eliminated or reduced to comply with the **Control of Substances Hazardous to Health Regulations (COSHH)**.
14. To ensure all accidents are adequately reported, investigated and corrective actions implemented to prevent recurrence.
15. To monitor & review the effectiveness of this Policy at all times and effect such changes as considered necessary.
16. To ensure that the company complies with the appropriate UK safety and environmental legislation.

2.1.2 Managers: Main duties and responsibilities

1. To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment or materials.

2. To comply with the requirements of the company's health & safety policy and all applicable safety & environmental legislation, Approved Codes of Practice, Guidance Notes and ensure staff work to the safety procedures appropriate to the operations under their control.
3. Carry out regular inspections & audits and document these operations under their control with particular reference to safety procedures. Ensure that statutory registers and records, etc. are completed and maintained as required by regulations. Arrange for remedial or corrective actions to be carried out without delay.
4. To ensure that at the workplaces under their control, all employees and others authorised to be at that place receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and risk avoidance are carried out.
5. Implement and maintain arrangements with subcontractors and other employers/clients to ensure that they and their employees observe the site safety procedures. Liase with clients, tenants or subcontractors and their representatives to ensure the health and safety of all parties.
6. Plan and maintain safe access to all workplaces and ensure adequate and effective emergency measures are in place and communicated to all.
7. Establish and maintain a system of security to prevent, so far as is reasonably practicable, unauthorised access to the workplace.
8. To arrange for all plant and equipment to be maintained and operated safely. Such plant and equipment to be maintained and operated by competent persons.
9. To ensure that adequate PPE and protective clothing is issued, worn and maintained by the users. Ensure that adequate records are maintained for the issue and of such equipment,
10. To ensure that arrangements for first-aid, as required by the First Aid at Work Regulations 1981, are available and maintained and, that the location of the first aid equipment is known to all employees.
11. To ensure all accidents involving injury to persons or damage to property and other dangerous occurrences and 'near misses', are reported and recorded. Major or serious accidents must be reported to the Managing Director and statutory authorities as soon as possible after the occurrence but in all instances in compliance with the Riddor Regulations 1995.
12. Undertake or assist in investigation to establish the cause of all such incidents and thereafter carry out improvements to prevent recurrence and instruct employees and others accordingly.
13. Establish site safety procedures to enable consultation with the workforce; to receive safety queries raised by employees and others under his control, and to

respond in the most appropriate way to meet the policy objectives.

- 14 Review requirements for training of employees, as required by The Management of Health and Safety at Work Regulations 1999, including any updating that may be required, to enable them to carry out their duties competently and safely. Arrange for the release of employees for appropriate training when required.
- 15 Be prepared to accompany a HSE Inspector on his visit to premises/sites where the company is working and act upon their reasonable recommendations. Document and report all such visits to the Managing Director and safety advisor noting any observations made, as soon as possible after the visit.
- 16 Co-operate with company and client's safety personnel and act upon their reasonable recommendations.
- 17 Ensure the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out, including the implementation of disciplinary procedures as necessary.
- 18 Organise with the supervisor employee safety, health and welfare induction training and ensure subcontractors' personnel, including the self-employed, are aware of the requirements of the health & safety policy, the local arrangements for health & safety, safety rules, and the requirements for safe working as a result of legislation, etc.
- 19 Comply with the company's policy on hazardous materials (COSHH), noise etc and ensure all employees have access to and understand the appropriate information for safe and healthy working.
20. Implement changes to working practices as the result of local assessment of risks to ensure safe working and maintenance of these work standards.
21. Maintain in a proper state all health & safety documents issued by the company to assist in compliance with this policy.
22. Ensure that adequate fire fighting equipment is available and maintained and that appropriate fire precautions have been taken.

2.1.3 Supervisors: Main duties and responsibilities

1. Ensure they understand the company safety, health and welfare policy and assist in its implementation.
2. Make themselves aware of the company safety rules and procedures and ensure that persons for whom they are responsible are aware of and adhere to these rules and procedures, etc.
3. Ensure that the personnel under their control are adequately trained and fully aware of the hazards and risks at the work site.
4. Ensure that appropriate and sufficient personal protective equipment and clothing is available, maintained in a good condition, issued in accordance with company procedures and is used correctly.
5. Ensure that all hazards/defects on site are properly reported and rectified.
6. Continually develop safe working practice to ensure safety at all times.
7. Ensure good housekeeping is maintained at all times.
8. Assist the Supervisor in investigations of all accidents, dangerous occurrences, near misses, etc. to discover the cause and to eliminate recurrence.
9. Accompany any client Safety Advisor or HSE Inspector on inspections and co-operate with them on safety issues.
10. Perform and document site safety inspections
11. Organise and give appropriate tool box talks.

2.1.4 Operatives / Employees

All employees including site operatives must:-

1. Develop a personal concern for safety for themselves and for others and to co-operate with the company and others in the provision of safe working conditions and implementation of safe working procedures, the Health and Safety at Work Act and other relevant legislation and this policy.
2. Use the correct tools and equipment for the job; keep them in good working condition and use such equipment carefully and in accordance with any working instructions or training received.
3. Use and maintain care of any personal protective equipment and clothing supplied, e.g. safety helmets, gloves, eye and ear protection etc., provided as part of your conditions of employment or as a result of risk assessment, by statutory regulations, or other instructions. Report any defect or loss of the PPE or clothing to your immediate supervisor.

4. Avoid improvising, which entails unnecessary risk or unlawful or unauthorised modification of equipment and observe all specific warnings and instructions regarding the use of equipment or materials.
5. Do not proceed with work when a hazardous situation is foreseen or created which may involve injury to yourself or other persons or damage to property and equipment or both. Report to your immediate supervisor any defects in plant or equipment and hazardous situations that you believe may present danger.
6. Report *all* accidents, dangerous occurrences and near misses.
7. Ensure that reference is made to the Company's COSHH procedures and material safety data sheets/COSHH assessments prior to using any hazardous material or substance or carrying out any operation which falls within the scope of COSHH Regulations and which may cause harm or ill-health. Refer to your supervisor any substance or material not included in the COSHH data file.
8. Do not operate equipment for which you are not trained or competent unless under direct supervision. Co-operate with the company in rectifying gaps in competency by training.
9. Do not engage in 'horseplay' or other practical jokes that may lead to injury or damage to equipment or facilities.
10. All employees are reminded that they have a duty under Sections 7 and 8 of the Health and Safety at Work etc. Act 1974, to take reasonable care of their own safety and the safety of others who may be affected by their actions or lack of action. They must also co-operate with the Company in its arrangements to perform or comply with statutory safety obligations, which includes adhering to the company's Health, Safety and Welfare Policy.

Failure to observe the provisions of the Company's Health, Safety & Welfare Policy, company safety rules or safety instructions, or appropriate safety legislation and Codes of Practice etc. may lead to action being taken under the Company's Disciplinary Procedures.

2.1.5 SAFETY ADVISORS RESPONSIBILITIES

Main responsibilities:-

1. To provide all specialist health and safety advice relevant to the Company's activities.
2. At the request of company management, visit sites and premises belonging to or worked on by the Company. Inspection visits may be more frequent depending on the circumstances noted at the time of visit.
3. To keep the company fully aware of all new legislation and any changes to current legislation.

4. To liaise with company management and assist in the review of the safety, health and welfare policy and to advise on changes to the policy as appropriate.
5. To assist company management/supervision in any investigation into an accident or incident and to prepare a report on the accident or incident as deemed necessary.
6. On request, liaise with the enforcing authorities, client or client's representatives upon issues of health and safety.
7. To advise on health and safety training requirements and upon request to organise such training.
8. Advise and assist in the identification of hazards and risks, preparation of risk assessments and the development of preventative and protective measures to combat the risks.
9. Prepare as required, reports of Company health and safety performance and make available such reports for management review.
10. Conduct as required audits of the companies processes and procedures

3 LEGAL & OTHER APPLICABLE REQUIREMENTS

Prior to each quarterly Management Review meeting held by UCS, a variety of literature sources and internet sites will be examined to check for changes and forthcoming changes in the relevant SHE legislation.

The external safety advisor has a defined responsibility to advise the company on the relevant legislation and any forthcoming changes

Currently the following major pieces of legislation have been identified as being applicable to the business of the Company and accordingly the Company's occupational health & safety management system must cover the Company's activities to ensure (legal) compliance.

Relevant & applicable health & safety legislation includes

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- The Health and Safety at Work Act etc 1974
 - The Management of Health & Safety at Work Regulations 1999
 - The Health & Safety (Consultation with Employee Regulations) Regulations 1996
 - The Reporting of Injuries, Disease & Dangerous Occurrences regulations 1995
 - The Workplace (Health, Safety & Welfare) Regulations 1992
 - The Confined Spaces Regulations 1997
 - The Construction (Design & Management) Regulations 2007
 - The Construction (Head Protection) Regulations 1989
 - The Control of Asbestos Regulations 2006
 - The Control of Lead at Work Regulations 2002
 - The Control of Substances Hazardous to Health Regulations 2002
 - The Chemicals (Hazard Information & Packaging for Supply) Regulations 2002
 - The Electricity at Work Regulations 1989

- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Health & Safety (First Aid) Regulations 1981
- The Health & Safety (Information for Employees) 1989
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- The Lifting Operations & Lifting Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Control Of Noise at Work Regulations 2006
- The Control of Vibration at Work Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992
- Pressure Equipment Regulations 1999
- Pressure Systems Safety Regulations 2000
- The Provision & Use of Work Equipment Regulations 1998
- The Safety Representatives & Safety Committees Regulations 1977
- The Supply of Machinery (Safety) Regulations 1992
- The Transportable Pressure Vessels Regulations 2001
- The Working Time Regulations 1998/1999
- The Regulatory Reform (Fire Safety) Order 2005
- Gas Safety Installation & Use Regulations Regulations 1998

Other UK Health & Safety legislation or Codes of Practice, which applies, shall be indicated in the relevant client specifications and contracts.

The Company will ensure that the legislation shall be regularly reviewed for updates/revisions and relevance.

Forthcoming Legislation;

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Relevant Environmental legislation includes

- Environmental Protection Act 1990
- Control of Pollution (Oil Storage) Regulations 2002
- Hazardous Wastes (England & Wales) Regulations 2005
- Lists of Wastes Regulations 2005

4 ARRANGEMENTS FOR HEALTH & SAFETY

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- 4.17 `Display Screen Equipment**

4 ARRANGEMENTS FOR HEALTH & SAFETY

4.1 GENERAL ARRANGEMENTS

- A comprehensive assessment of common and/or special hazards and consequent risks involved shall be undertaken for all work involving the company's workforce.
- All precautions required to perform work safely will be detailed the work instruction/method statement after the health and safety risks have been assessed.
- In the case of an emergency evacuation of the company's premises or at a site where the company is working, the location of the emergency assembly/muster point will be organised by the site supervisor prior to the start of the work. All employees and company subcontractors will be informed about the location of the assembly point and actions to be taken in an emergency. All personnel will meet at the muster/assembly point and will remain there until such time as a thorough roll call/check has been completed to ensure that nobody is missing. No personnel will leave the assembly point until so authorised.
- It is essential that a high level of housekeeping is maintained on the company's premises and workplace and sites where the company is working.
 - There is a duty on everybody to
 - ensure that all areas are kept clean and tidy, unused equipment made safe or removed, waste removed, etc.
 - ensure safe access to and egress is maintained on company premises or on site.
 - to provide safe walkways free from obstructions.
 - all emergency exits be kept free from obstructions.
- No employee will operate any plant, machinery or equipment unless
 - they are fully trained or instructed on the machine etc.
 - deemed to be competent by experience which can be demonstrated;
 - they are fully conversant with all safety requirements and above any statutory age requirements
 - they are under direct supervision and are being trained..
- The Company will ensure that all employees are both trained and competent .
- Regular inspection of the safety arrangements controlling the company's premises and worksites will be undertaken by company management or a safety advisor.

4.2 HEALTH, SAFETY & WELFARE

The company on its premises will provide and maintain adequate welfare, hygiene facilities and accommodation for PPE/clothing including:-

- The facility for taking meals with seating accommodation and means for heating water.
- A supply of drinking water.
- Means of drying wet protective clothing

The welfare and hygiene facility must be kept in a clean and orderly condition and rubbish removed regularly.

At client sites and where practicable, reasonable access shall be provided to client hygiene and welfare facilities. Where such facilities are not available, UCS shall make alternative temporary arrangements.

All facilities, including those provided by the company or any client must be respected. Anyone found causing damage or misusing the facilities will be subjected to disciplinary action.

It is recognised that in some instances, eg a single employee visiting a client site, the company vehicle may be recognised as constituting some measure of temporary welfare. As such the vehicle shall be kept clean & tidy.

4.3 VISITORS & THIRD PARTIES

The company recognises and accepts its obligations to safeguard client personnel, other contractors, visitors and the general public as a result of the work activity.

The company and client shall take all practicable measures including barriers and warning signs to protect others.

Adequate supervision must be maintained while visitors etc are on the premises/site. .

Suitable risk assessments should identify the precautions necessary to prevent public or visitor exposure to danger. Supervision of the works must ensure the preventative and protective measures necessary to safeguard the public and visitors are implemented.

Visitors to the company's workplaces will be required to use such personal protective equipment as is necessary to safeguard their health and safety.

It is recognised that whilst on client sites, the client maintains primacy of control of visitors to that site.

4.4 ACCIDENT REPORTING & INVESTIGATION

In the event of an accident the following procedures must be followed:-

- The supervisor or senior employee will inform his manager and report the details.
- Where work is being undertaken on a client site, the site client will be informed
- All accidents, however minor, will be recorded in the company Accident Book B1 510 and as necessary first aid treatment sought.
- Treatment for any injury must be recorded in the first aid treatment record. (This may often be in the clients control for a site and UCS should ask for a copy of that record.)

- If the incident falls within the Riddor 1995 Regulations, the director will contact the Incident Contact Centre by fax or appropriate means within the required reporting period (ie Immediately for a fatality or major injury or within 10 days for an over 3 day injury) ICC tel 0845 300 9923: fax 0845 300 9924: e-mail riddor@natbrit.com
- For Riddor incidents or where a fuller report of the incident is required for insurance purposes or the accident may have longer term health considerations, use of the company accident proforma Saf 001 (Equivalent to HSE form F2508) is necessary.
- For accidents on client sites, UCS will organise the necessary investigation as necessary with the client and compile/issue the report.
- In the case of a major accident/incident, the UCS supervisor or senior employee must ensure that nothing is touched, unless to preserve the safety of all, at the scene of the accident before a full investigation is undertaken.

If any employee is absent from work for three days or more following an accident at work (not counting the day of the accident), the appropriate F2508 report or company equivalent form must be completed and sent to the enforcing authority (Incident Contact Centre tel 0845 300 9923; Fax 0845 300 9924: e-mail riddor@natbrit.com)

The Company can ask the help of the safety advisor with the investigation into any accident, dangerous occurrence or 'near miss' and to provide a report explaining how the accident occurred and what precautions should be taken to prevent a recurrence.

Supervision should consult with the Safety Advisor to determine whether or not an incident is reportable under the Riddor Regulations 1995. These regulations require the reporting of a dangerous occurrence or certain types of occupational disease

N.B. The reporting and investigation of accidents must be done quickly and accurately especially if reportable to the enforcing authority or company insurer.

UCS have introduced a system of reporting "near misses"-these being incidents where the incident did not produce an injury or damage but had the potential to so do. Proforma Saf 004 is used to record the detail in much the same way as an accident.

To exemplify UCS safety performance, annual statistics are produced including an accident frequency rate.

4.5 FIRST AID

The company shall provide suitable first aid facilities, eg a permanent first aid box in company premises and trained first aider, and small kits in all company vehicles for use on site.

The vehicle driver shall be responsible of checking the box contents weekly and for arranging the replenishment of the contents.

The company shall provide saline solution in sealed, disposable containers for eye irrigation. Opened or partially used solution is to be discarded immediately and replaced

with sterile sealed units.

Employees shall have some basic training in emergency first aid but in the event of an injury should revert to seeking aid from a client first aider or the A & E department of the nearest hospital at the earliest opportunity.

Details of all first aid treatment shall be recorded.(obtain copy from client or A & E department as necessary)

In the event of an injured person requiring treatment on a client site, he shall report to the resident first aider.

4.6 FIRE PRECAUTIONS

Company premises shall have precautions in place to minimise to risk to persons from the outbreak of fire. A fire risk assessment shall be maintained covering the premises.

Company vehicles shall carry at least one fire extinguisher.

Equally, when working on client sites, UCS shall adopt such safety precautions necessary to comply with the client fire precautions or those by assessing the fire risks of the contracted work. Company personnel should request sight of the client fire risk assessment or fire action plan when working in client's premises.

To reduce the risk of fire and the effects of it in the workplace, the Company fully endorses the following practicable measures:-

- Rubbish and food wastes must be cleared regularly
- Flammable materials must be stored correctly including bottled or pressurised cylinder gases, flammable solvents etc
- Flammables must be stored in secure, labelled containers within a fireproof cabinet.
- The amount of flammable solvent limited to 0.5 litre containers.
- Ban smoking in the workplace (July 1 2007 legislation)
- Hot process or naked flame processes only operated under strict control eg PTW)
- Control & monitor the storage of combustibles, eg wood, cardboard etc.
- Ensure the existing the fire safety precautions are commensurate with the fire risks.
- Comply with the landlord's fire arrangements for leased premises.
- UCS to review its fire arrangements at least annually against the fire risk assessment.
- Staff shall be familiar with the choice and use of suitable fire extinguishers and so trained in their use.
- Fire exits and internal routes to these exits in company premises or premises wherever the company is working shall be kept permanently clear of obstructions.
- Do not burn rubbish on any premises
- Do not allow equipment to overheat or dry clothing in front of radiant heaters in the workplace
- All portable electrical equipment must be PAT tested at an agreed frequency.
- All fixed electrical installations in the workplace be subjected to a periodic examination and test (NICEIC or similar) and so certified by a competent person.
- Company premises, ie leased storage, shall be formally assessed for fire risks. The fire actions shall be documented and reviewed regularly or consequent upon a significant

change in the fire risk. (See proforma Saf 006 and issue to the landlord.

Storage of Flammables.

- Petrol, paraffin, oils or flammable solvents must be stored in sealed metal, labelled containers in a separate fireproof container, e.g. a metal dustbin with metal lid properly marked with warning signs.
- Highly flammable liquids and materials should not be stored with LPG cylinders.
- Diesel or paraffin barrels on a stillage should be equipped with proper take-off taps with a spillage tray within a bund.
- A suitable fire extinguisher must be available close by.

Types of Extinguishers

Water : (Soda/Acid, Gas Pressure, Stored Pressure).
Suitable for use on wood, paper or textile fires. Not to be used on electrical equipment or where water could come into contact with electrical equipment.

Foam : Suitable for use on flammable liquids, Oil, Grease, Paint etc. Should not be used on electrical fires as they contain water.

Dry Powder & Carbon Dioxide:
Suitable for use in live electrical apparatus or flammable liquids but with extreme care in confined spaces due to potential oxygen depletion.

4.7 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

- The risk assessment would normally involve identifying the hazards present in any operations and evaluate the extent of the risks involved, existing controls, precautions etc. being taken into account.
- General risk assessments may suffice for single tasks but site or project specific risk assessments are required for multi task site operations, as necessary. The Company may also utilise generic assessments, which may be made site specific as appropriate.
- All risk assessments need to be discussed with the workforce before the operation begins. All persons affected, or likely to be affected by the risks detailed in the assessment are to be made aware of its requirements together with any necessary control measures, by the supervisor/employee in charge of the site works.
- For site work, the company issues both a method statement and a risk assessment to cover its contracted workscope.
- Safety proforma Saf 005 or similar covers assessment of risks.

- Temporary or young workers may require an individual risk assessment

Upon notification of a project being scheduled, the project manager shall organise the UCS supervisor/senior engineer to perform a project specific risk assessment based on the following factors

- Hazards identified on the project works and site environment
- Likelihood that accident could occur from the identified hazards
- Consequences that could occur
- The frequency of exposure to the risk
- The number of persons at risk

In some instances a more simplified assessment may be appropriate

The risk assessment will indicate whether the existing controls are adequate or whether further controls are necessary to control the risk to Alarp level.

The risk assessment and derived precautions will be discussed with the project personnel.

4.8 METHOD STATEMENTS & WORK INSTRUCTIONS

UCS operations on client sites are covered by documents in the form of a method statement (or work instruction). The format will vary but should include where practicable:-

- Title, author/submitter and date
- Project/site location and address
- UCS Project and Client reference
- Detail of work area
- Supervisor and labour requirements
- Planning or Programme details
- Outline of special hazards & risks
- Refer to task risk assessment
- Special equipment
- PPE or RPE requirements
- Signage
- Special conditions eg hygiene
- Stepwise sequence of the actions with safety precautions
- Emergency provisions
- References to other risk assessments eg COSHH, noise etc

The UCS project manager shall compile the method statement in conjunction with the project risk assessment. The method statements is issued to the client and site supervisor/senior engineer and *can only be amended* on site by agreement with UCS supervision.

4.9 PERSONAL PROTECTIVE EQUIPMENT PPE

The Company will provide all employees with the necessary protective equipment and clothing as required by statutory regulations, client site requirements or as identified by risk

assessments.

Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner and to take care of it, reporting any loss or damage to it immediately.

Disciplinary action may be taken against employees who fail to take care of the equipment and clothing, or fail to use the equipment/clothing once it is provided.

Head Protection

Safety helmets will be provided to all employees who work on or visit client sites. These must be worn in accordance with site rules, displayed notices, company policy, or when instructed to do so by the site occupier, manager or supervisor or otherwise identified by the task risk assessment.

Eye Protection

Eye protection will be provided as necessary or when identified by the risk assessment.

- The type provided will largely depend upon the work activity, but should be worn when, grinding, cutting (angle grinders/stihl saws), drilling, using heat gun for PVC welding and when using hazardous materials or materials which may splash.
- The eye protection may take the form of safety glasses, goggles or a full-face screen.
- Damaged or scratched eye protection must be replaced as soon as is practicable.

Hearing Protection

Ear protection will be provided to employees who are exposed to levels of noise, which may cause long-term hearing loss and where the noise cannot be reduced by other means.

- On client sites where eye protection is mandatory in certain areas or for certain tasks.
- The protection may be either ear plugs or ear muffs as appropriate (See section on control of noise).
- Ear protection provided must be adequate to attenuate and reduce the noise to below the 1st action level of 80dB.

Hand Protection

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified by the COSHH or risk assessment. Typical activities where gloves must be worn are during the handling of heavy or rough objects or hazardous materials or during spillages.

The type of glove will be specified in MSDS and COSHH risk assessments

Respiratory Protection

In all but the simplest of operations requiring general dust protection masks, supervisors will advise on the correct type of respirator to be provided and the training that may be required to be given to the employee.

Where a simple ½ mask or full-face respirator is required, it must be of the correct type, be clean and free of damage or contamination and be face fit tested to the individual.

Footwear

Safety footwear is a standard issue. Only safety boots providing both ankle support and 200joule impact protection will be provided. (Rigger boots are not acceptable)

The Company will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work clearly demands an alternative type and this is acceptable on client sites.

Wet Weather Clothing

Where employees are expected to carry out work in inclement weather, protective clothing will be provided. Means of drying wet clothing must be provided where practicable.

Issue and Recording

The Company will utilise an 'Issue of PPE" proforma (Saf 015) to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with the Company to reduce wastage and misuse of such items that are issued.

Where proformas are used, employees are expected to fully comply with the procedure for their use.

Employees are again reminded that

- They must take care of and maintain the equipment provided. Where negligence is found, disciplinary action will be taken.
- PPE or RPE must be worn correctly and not shared.
- Employees are to regularly inspect their PPE before use
- Damaged or contaminated PPE must be replaced
- PPE issued to company vehicles should be regularly re-ordered and re-stocked.

4.10 TRAINING & INDUCTION

The Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 require the Company to provide information, instruction, training and supervision to all employees.

- Induction training is intended to ensure new employees, including those with experience in the industry, are properly inducted on matters of health, safety and welfare both on relation to the company H & S policy and Client site rules and that this induction is conducted/recorded on a formal basis.

- For new starters, the supervisor must ensure the employee is informed and instructed on all aspects detailed in the company or site induction before being given any work task. The induction detail and scope must be recorded and signed by both parties.
- Any previous safety training undertaken by the employee, i.e. cartridge tools, forklifts, abrasive wheels, etc. should be recorded on the employee training file record.
- Certain training must be updated by refresher training to maintain awareness and employee competency.
- The company will also organise regular and appropriate awareness or update training.
- Supervisor shall give appropriate tool box training on longer term sites as part of the project awareness program.

4.11 CONSULTATION & COMMUNICATION

Health and safety issues affecting personnel shall be communicated to employees both verbally and in written form.

Regular task or project briefings including discussion of risk assessments/method statements and safety issues shall be standard practice.

Whilst no formal consultation, ie via a safety committee or safety representatives, presently exists, less formal consultation of H & S issues is encouraged within the company.

The Company and its employees have access to an external safety advisor.

4.12 HEALTH SURVEILLANCE

The Company via its supervisors shall monitor employees' health especially in relation to the use of hazardous materials or manual handling.

Employees with potential health issues are free to seek opinion from their own GP but should inform the company if this is thought to be work related.

The company and any employee has access to specialist and confidential occupational health advice from the external safety advisor or as necessary an occupational health professional.

4.13 DISCIPLINARY PROCEDURES

The company has a series of disciplinary procedures involving verbal warnings and written warnings depending upon the severity of the offence.

- A breach or repeated disregard of safety rules will render the employee to discipline by the company (or by a client). This may involve suspension or barring from a client site.
- Personal and safety offences will be dealt with under the disciplinary code. Severe

breaches of company rules, poor attendance etc together with a disregard of safety will require a formal manager or director interview. An employee so charged may request to have a colleague in attendance.

- Serious or repeated offences will render the employee to suspension or ultimately dismissal.
- The employee's file will hold details of the appropriate warnings but they will be time expired after 3 years

4.14 LEGISLATION & COMPLIANCE

The company and its employees are bound to comply with UK health and safety legislation.

Advice upon the current legislation is provided by the company director or through the external safety advisor.

Health & safety advice is also available through the HSE Infoline or the local HSE office.

4.15 MONITORING & REVIEW STRATEGY

The Company has an effective management structure in place to effect appropriate control over its activities and to ensure that these controls are sufficient to meet its needs.

- The controls include policy making, planning and policy implementation.
- It is also necessary to monitor and review the work activities and company procedures to enable the Company to maintain standards and manage risks to the best possible extent.
- To this end, the Company will, together with the external safety advisor, carry out regular monitoring/audit of its site activities, measuring compliance with policy and procedure and performance against known standards and accepted best practice.
- The Safety Advisor will report back his audit findings in a report with a copy being given to both the site supervisor and company director. (A client may also request an audit by or of the company)
- The supervisor is required to complete any corrective actions indicating what action has, or will be taken to correct any non-compliance with policy or procedures.
- The Company will from time to time carry out a review of its safety performance to determine areas of weakness and actions required. The findings of the reviews will be disseminated to all relevant employees.

The company's aim is to improve its overall H & S performance and protect employee health on a continual basis.

4.16 Emergency Preparedness & Response

The company business activities if operated incorrectly, could result in consequences involving either singly or in combination, harm, injury, environmental or asset damage.

These consequences to the company or one of its clients would reflect a serious lack of control.

Within the company's H & S management system is the procedure for identifying hazards and assessing risks. The risk assessment will identify the proactive actions to manage the risk to as low as is tolerable and dealing efficiently with an emergency.

Procedures or work instructions cover emergencies such as:

- Fire
- Accidents & incidents
- Failure of equipment
- Injuries-first aid
- Spillages or contact with hazardous materials

The company shall ensure that in the event of fire in its premises, staff can deal with the fire using suitable fire extinguishers or will evacuate all personnel to a muster point after calling the emergency services on 999.

Under no circumstances shall personnel re-enter the building until so directed by an officer of the emergency services or senior management.

For company employees working on client sites, they shall respond to an emergency in an appropriate manner and in accordance with the client site rules. Accordingly all employees must be inducted in and respond to the client emergency procedures.

4.17 DISPLAY SCREEN EQUIPMENT

Essential users of DSE equipment shall have the DSE equipment and work station risk assessed to ensure that lighting, chair and DSE position etc are optimum for user performance and health.

The risk assessment can be self assessed using proforms Saf 017.

5 SPECIFIC ARRANGEMENTS

5.1 Abrasive Wheels

5.2 Noise

5.3 Vibration

5.4 Hazardous Materials (COSHH)

5.5 Manual Handling

5.6 Work at Height

- 5.7 Work Equipment (PUWER)
- 5.8 Portable Equipment
- 5.9 Compressed Gases
- 5.10 Welding & Hot Work
- 5.11 Transport
- 5.12 Lifting Operations (LOLER)
- 5.13 Construction & CDM
- 5.14 Subcontractors
- 5.15 Environmental Precautions
- 5.16 Control of Waste
- 5.17 Asbestos
- 5.18 Electrical Installations & Use of Electricity

5 SPECIFIC ARRANGEMENTS

5.1 ABRASIVE WHEELS

All fixed or portable abrasive tools operating using a rigid abrasive wheel or disc must be maintained by a trained competent person under the Provision and Use of Work Equipment Regulations 1998.

- All guards and tool rests must be functional and secure.
- All wheels must be correctly mounted and be of the correct size and speed rating.
- Discs and wheels must be changed by a person *so trained and authorised in writing* by the company. A register of authorised persons (F2346) is maintained.
- For fixed installations HSE notice F2347 must be mounted adjacent.
- Wheels and discs must be inspected for fitness prior to use. A damaged wheel which cannot be redressed **must** be destroyed
- Users of abrasive tools shall wear a full set of PPE including eye and ear protection.

5.2 NOISE

All practicable steps shall be taken to reduce employee exposure to noise.

Practical Solutions to Reducing Noise and Exposure include;

- Operate plant with engine covers down unless that interferes with the natural cooling and ventilation processes.
- Specify, where possible, quieter and compliant plant when hiring or buying and ask for noise exposure data to be sent with the item.
- Maintain plant/equipment to reduce noise and/or vibration of plant covers, guards, etc.
- Repair leaking air-lines and unions to reduce levels of noise.
- Position generators, compressors etc. away from open doorways or solid walls so that noise is not transmitted into the building or reflected back into the work area where practicable. If possible the plant should be positioned so that a noise absorbing barrier, such as a wall, fence, bund etc. is between it and the place of work.
- Reduce the number of employees at risk from noise exposure by pre-planning. Request other employees to work away from the noisy task area until it is complete or to wear appropriate ear protection.
- Place static noisy producing plant as far away as possible from the majority of the workforce.

Only when it is not reasonably practicable to engineer a noise reduction is the provision of hearing protection to be considered.

The company shall assess and measure noise in the workplace.

- Where the noise exposure after primary measures have been taken is 85dBA, employees must wear the ear protection provided.
- Where the noise level is < 85 and > 80dBA the employee may request ear protection from the company who shall supply same.
- The company shall supply ear protection appropriate to the reduction in noise exposure required.
- An exposure limit value of 87dBA applies to the noise exposure level encountered when wearing ear protection.
- An upper exposure limit value of 140dBA peak value applies.
- Upper and lower exposure action values of 137 and 135dBA apply.
- Employees and subcontractors to the company are to observe the noise reduction measures adopted.

On client sites where noise is outwith the control of DWM, its employees must wear ear protection where advised.

5.3 VIBRATION

All plant and reciprocating tools together with bits/drills shall be maintained so as to reduce the adverse effects to employees of vibration either Hand - arm (HAV) or Whole Body (WBV)

- Equipment shall be purchased and used on the basis of the manufacturer's test vibration data.
- Operators shall be trained and use such equipment in the correct manner.
- Where measures to reduce vibration do not reduce the risk of employee exposure, the work task and equipment shall be risk assessed. Control measures adopted will include a limit on work duration (actual trigger time), work sharing or adopting other means or equipment.

Tool vibration m/s ²	Time (mins) to action level*	Time (mins) to Limit level**
2.5	480	>24 hrs
3.5	240	16hrs
5	120	480
7	60	240
10	30	120
12	21	83
15	13	53
20	8	30
25	5	19
30	3	13

The table charts trigger times in an 8hour working day

Typically

- large angle grinders have vibration magnitudes in range 4-8 m/s²
- small angle grinders have vibration magnitudes in range 2-6 m/s²

**Exposure action value which if exceeded requires action to further action to reduce the risk*

** *Exposure limit value, which must not be exceeded*

5.4 HAZARDOUS MATERIALS (COSHH)

The Company will take all practicable measures to comply with the above regulations.

Any arrangements will include:-

- Document the assessment of the risks to determine the actions needed to safeguard persons. (COSHH risk assessment – see safety proforma Saf 010) The company shall ensure that the relevant health & safety information (Material safety data sheet) is requested of the suppliers to enable production of the COSHH risk assessments, which will be made available and discussed with the employees at risk.
- All employees who use hazardous materials or products will be given appropriate instruction and/or training to enable them to safely use the material or product. The supervisor will ensure that the person using the product has been given the necessary

health and safety information.

- Adequate control of exposure which must be achieved by means other than the use of personal protective equipment (PPE), so far as is reasonably practicable.
- Control measures to be properly used and maintained.
- Provision of practical means to prevent exposure of the public to hazardous substances
- The provision of the necessary instruction, information and training related to the safe use, storage and disposal of hazardous material.
- Provision of appropriate PPE and approved respiratory protective equipment (RPE) (where required) is test fitted to the individual.
- Monitoring the health surveillance procedures necessary for protecting the health of workers. Where necessary, an external body specialising in analytical and related monitoring services will be used
- Hazardous materials must be correctly disposed of and in accordance with the COSHH assessment & manufacture's recommendations.

The Company will provide sufficient information to employees and others who may be exposed to any risk generated by the use of substances or as a result of work activities.

Similar measures will prevail when handling Client hazardous materials. UCS will seek copies of the MSDS and COSHH risk assessments from the Client.

5.5 MANUAL HANDLING

Under ideal conditions, the maximum load a person should handle is 25kg at waist height. The environment, personal capability, shape & size of the load, surface etc are all factors that need assessing via a manual handling risk assessment to ensure the load can be handled safely.

- Where practicable, mechanical means of lifting, eg hoists, forklift, barrow etc should be used.
- Where mechanical means are not possible, manual handling may be necessary.
- All manual handling tasks should involve kinetic handling, ie straight back, bent knees, load close to the body with a good grip.
- Where loads are heavy, team lifting principles should be used but the max load per person must be reduced.
- A manual handling checklist (proforma Saf 007) is used to aid risk assessment.

5.6 WORK AT HEIGHT (WORK AT HEIGHT REGULATIONS 2005)

All work at height will be planned and covered by an appropriate risk assessment.

- Supervision who shall plan and organise work at height shall be competent.
- Employees or subcontractors involved in working at height shall also be competent

Wherever practicable the work should be planned to avoid or minimise the risks associated with working at height.

The company shall adopt the following hierarchy of controls:-

- Avoid work at height if at all practicable-use alternative means
- Use work equipment and other collective measures with edge protection to prevent falls from work at height ie scaffold or work platforms with guards rails at 0.95m, intermediate rail and kickboard.
- Where the risk of a fall cannot be eliminated, work equipment or other measures to minimise the distance and consequences of a fall ie collective measures such as a correctly tensioned netting or airbags
- Use of personal fall arrest equipment suitable for the work task, certificated and inspected before use. Workers shall be trained in its use and maintained.

All work equipment shall be designed and maintained in a “fit for purpose” state and inspected before use. Scaffolding shall be erected by a competent scaffolding contractor and inspected every 7 days.

All alterations to scaffold must be made by the subcontractor and re-inspected. Formal statutory inspections must be carried out weekly, or after inclement weather, which may affect the scaffold.

Ladders and step-ladders are used for short term low risk tasks and priority shall be given to work platforms or the like.

LADDERS

Ladders will be used for scaffold access or for short duration work tasks. Where the task risks or work duration dictates then other more substantial means of access such as work platforms or tower access must be used.

Before use, ladders will be inspected for defects such as:-

- Missing, loose or defective rungs or treads.
- Rungs or treads relying for support solely on nails, spiles or similar fixings.
- An insecure tie rod.
- A defective stile or rod.
- A defective rope or fitting.
- Any sign of warping.
- Wooden ladders must not be painted in such a way that defects may be concealed. For protection, only clear varnish or wood preserve should be used.

The ladder must be long enough for the work and in any case must project at least one metre above the landing place or stepping off point. When in use all ladders must be adequately secured to the upper point of the structure. The ladder must be adequately footed during climbing and descending until such times as the ladder is adequately tied, or released when stripping.

Access platforms

UCS where practicable will use simple access platforms fitted with protective rails. They shall be inspected prior to use.

Fragile Surfaces.

Where the work surfaces are fragile the company shall with the client arrange for suitable crawling boards and ladders to access the surface. Other precautions may be essential as a result of the risk assessment.

Falling Objects

The risks to others from falling objects, eg tools, engineering materials, will be strictly controlled by restricting access, erecting barriers and erecting hazard warning/mandatory signage.

Accordingly no materials will be thrown or tipped from height where a risk to others or asset damage exists.

Roof Work

Where the inclination is greater than 10degrees, roof ladders and crawling boards are essential. UCS will not normally access roof surfaces. Clients will normally control all roof work under their site PTW system.

Weather

In all external work at height, weather conditions will be assessed to determine the safety of employees. Weather forecasts will be arranged.

Emergency Arrangements

In all work at height, arrangements will be made to cover emergency evacuation of an injured party.

5.7 WORK EQUIPMENT (PUWER)

- All work equipment shall designed, maintained and used in a “fit for purpose”
- No employee will operate any work equipment for which, he is not trained nor competent, unless under the direct supervision of a competent person.
- No work equipment shall altered or modified unless it is in accordance with the manufacturer’s recommendation.
- All guards and protective or warning devices shall be fully operational at all times. In the event of a failure of a safety critical device, the work equipment shall be quarantined and either repaired or replaced.
- Work equipment shall be maintained and inspected regularly in accordance with the

manufacturer's recommendations and records maintained.

- A register of authorised users will be maintained for high risk equipment.
- The company shall ensure that operators receive refresher training and/or are assessed for competency.

5.8 PORTABLE EQUIPMENT

- All portable equipment shall be maintained in a "fit for purpose" state and operated by employees so trained and competent to use it safely.
- All portable electrical equipment whether owned or hired in shall be subject to PAT testing at an agreed frequency and so certified. (See safety proforma Saf 014)

5.9 GASES UNDER PRESSURE

- All Propane/Butane/Oxygen bottles must be kept outside buildings in suitable secured enclosure.
- Empty gas cylinders & bottles shall be stored separately from full cylinders.
- All gas heating appliances must be fitted with independent control taps within 4 feet of the appliance.
- All gas heating pipe connections must be made with proprietary crimps.
- Smoking is not permitted when connecting up LPG, or when transporting cylinders.

DWM will not normally use gases under pressure.

SAFE USE OF LIQUID PETROLEUM GAS (LPG)

The use of LPG is covered by legislation governing its use and storage.

The following precautions should be observed:

- Cylinders must be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance then it may be used within an enclosed accommodation unit provided adequate ventilation is provided.
- All appliances must be fitted with their own 'ON-OFF' tap, and not flow controlled by the cylinder valve.
- All hose connections must be proprietary crimped and flexible hoses should not exceed 3 metres in length and be fit for purpose.
- The gas regulators (and gauges where fitted) must be maintained by a competent person.

- A dry powder fire extinguisher must be readily to hand.

5.10 WELDING & HOT WORK

UCS do not operate gas or electric arc welding. They do hot weld PVC and PE using electric heat guns.

- All welders shall be competent for the range of materials and techniques used by the company.
- Appropriate PPE shall be worn for all PVC welding work.
- All local flammable sources must be removed from the work area.
- Combustible materials shall be removed from a 3metre area or if this is not practicable, covered with a non-combustible material and a fire watcher employed.
- No welding shall be conducted without a suitable fire extinguisher within 1m of the workpieces.
- On client sites, welding may be conducted under the specific terms of a hot work permit.
- For all welding activity, a fire check shall be made 30 minutes from completion of the work.

5.11 TRANSPORT

- No person under the age of 18 years is allowed to drive any site vehicle unless under the direct supervision of a person competent to drive or operate that plant or vehicle.
- It is forbidden for any person, other than the driver, to ride on any vehicle not constructed for the carriage of passengers.
- Only trained, competent persons, who are also in possession of a current driving license for that vehicle, are allowed to drive specialised site transport (CITB plant operators registration card, or equivalent, may be required in order to demonstrate competence.)
- All drivers or operators should carry out daily inspection of their vehicle or item of plant. Essential checks should include brakes, steering, lifting or drive chains, hydraulic or engine oil, coolant water, tyre pressures, warning lights and beacons etc. All defects must be reported the supervisor immediately.
- If a serious defect renders the vehicle dangerous to operate, then that vehicle or item of plant must be removed from service immediately. The driver/operator is responsible for reporting the defect to the supervisor.
- Vehicle engines are not to be left running whilst unattended.
- Periodic maintenance and servicing must be carried out on a mileage or running hours basis in accordance with the manufacturer's/ supplier's/hirer's instructions.
- Vehicles must not be overloaded or used with the load unsecured. The driver must check the security of his load before moving off.

- In the event of difficult access or reversing, a banksman will be used to control the manoeuvres.

5.12 LIFTING OPERATIONS (LOLER)

If the Company hires in or uses cranes and other lifting equipment, supervisors should ensure that the essential safety requirements below are applied.

- All cranes, hoists, etc. must be operated and maintained to comply with the established and mandatory standards.
- All cranes and lifting gear must have current test and inspection record certificates.
- Only authorised personnel and suitable trained persons shall act as banksmen and shall use the hand signals prescribed by British Standard BS7071.
- Only lifting equipment and lifting gear that is within the statutory inspection period may be used.
- Only trained crane operators are allowed to operate cranes. Supervisors should check the operators training certificate, or registration record card.
- Where cranes are hired, ensure that the loads are correctly rigged and the weight of the load is known or can be correctly estimated.
- In the event of complex loads, a trial lift at 150 mm shall be undertaken.
- In any lifting operation ensure the lift supervisor/banksman is aware of all/any obstacles within the lifting radius and check before every movement.
- A test certificate must be available for all lifting gear and a six monthly thorough examination record may be obtained to demonstrate that the equipment is inspected as required by the LOLER Regulations.
- Damaged or out of certificate lifting gear must removed from the work area and securely quarantined.

SAFETY CHECK LIST

- All hooks used for lifting must be fitted with a safety catch or be shaped to prevent the load coming off the hook.
- Chains or slings must be the correct type and length for the required lift.
- Chains or slings must not be shortened by tying knots in them.
- Timber or sacking 'bights' must be used when slinging material which is liable to slip (i.e. steel) or has an applied protective coating

- When using 'brother' chains around the loads, the back of the hook must be facing the ring, otherwise the chain can pull from the hook.
- The weight of the material to be lifted must be known or estimated and must be with the safe working loads (SWL) marked on the lifting gear. On some multi-leg chains the SWL is stated with all legs in use. If only some legs are being used the SWL will be less than that stated on the equipment.
- Do not allow any personal to stand under loads, and warn personnel when loads are being slewed
- Use a tag line to assist positioning of suspended loads. Do not let it foul any structures.

5.13 CONSTRUCTION & CDM 2007

UCS frequently work on construction sites or under the Construction (Design & Management) Regulations 2007. The following apply:

- All installation activities shall be performed in accordance with the appropriate construction regulations and client site rules.
- Method statements and risk assessments shall document the company's work scope and be made available to the Client/Principal Contractor to enable all project risks to be assessed.
- The company will complete Clients/Principal Contractors competency assessment questionnaires and provide such evidence as is required (CDM Regulations)
- Where required (eg by the CDM Regulations or the client contract) the Company shall provide suitable "as installed" drawings or diagrams for the Client health & safety file (legal requirement)
- Company employees will attend the necessary site inductions & briefings and comply with site rules, emergency precautions and requirements of the construction phase plan.
- The Company will provide a supervisor to attend essential project meetings or safety consultation meetings/accident investigation.
- UCS will supply the Principal Contractor or CDM coordinator with the requisite H & S information for the project H & S file (legal requirement)

5.14 SUBCONTRACTORS

Where subcontractors are used by the Company, they are expected:-

- To comply with the provisions of the UCS policies as well as their own H & S policy.
- To ensure that operatives under their control are competent to carry out the tasks asked of them, and to ensure the appropriate health and safety training is provided.

- To ensure that operatives under their control do not alter/modify or otherwise interfere with any plant, scaffold or materials which is not under their direct control unless authorised to so do by the client/site supervisor
- To report all accidents, incidents or near misses to the site supervisor.
- To arrange for adequate welfare facilities and first aid provision for their own employees, unless these are provided by the site client. They shall ensure such facilities are not misused or abused.
- To comply with all statutory provisions and legislation applicable to their work activities.
- To keep all work places under their control clean and tidy and free from obvious hazards that may present danger to others. Arrange for the periodic cleaning, at least daily, of waste or excess materials as their work progresses.
- To provide and ensure the use of all PPE & clothing identified as required under COSHH/ risk assessments or site rules.
- To be familiar with any safety documentation issued by the Company and/or Client and perform their work in compliance with best industry practice & current legislation.
- Co-operate at all times with the Client/Principal Contractor and follow any reasonable health and safety instruction/directive issued by them.

5.15 ENVIRONMENTAL PROCEDURES

- The company will take all practicable measures to control all its activities so not to cause pollution or damage the environment. It is accepted that exhaust emissions from plant or welding operations cannot be eliminated but such plant will be maintained and only operated when required.
- The company will ensure all wastes are collected and placed in appropriate containers and removed in accordance with prevailing legislation
- The company's processes and activities will not create any environmental hazards.

5.16 CONTROL OF WASTE

- On a client site, the Company may not only be a waste producer, but may also act as a broker of any of its subcontractor's waste. Therefore, it is necessary to control all waste from work operations on site, record it and ensure its correct transfer and disposal in accordance with the Environmental Protection Act and Regulations supporting it.
- Most sites will have an appointed waste controller, who will be responsible for ensuring that the Company controls and monitors the waste produced by the Company and from subcontractors, organising skips and other waste receptacles, ensuring the correct tickets (waste transfer notes) for carriage are issued and that records are kept.

- All waste produced will be disposed of in accordance with the regulations. This may involve segregating waste into categories, i.e. general builder's waste, timber (especially tanalised or other treated wood), cans, food waste, etc. Different waste products may require removal by different waste carriers. Generally solid inert materials can be treated as general builder's waste and disposed of in a single load. However, liquids, semi-solids, powders, etc. must be disposed of separately.
- It is not permitted to burn any waste on site. UCS will exercise strict control to
 - Prevent the burning of rubbish and waste on their premises or client sites.
 - Food waste or wastes of occupation to prevent attack by vermin.
 - Ensure that all subcontractors are aware of the implications of the Environmental Protection Act and waste control.
- Skips should be covered to prevent accidental escape of waste during transport.
- Before using a waste carrier check the details of his registration with the issuing authority.
- Ensure that all transfer notes are signed by all parties and that each waste load is subject to separate transfer notes.
- Ensure that the carrier is disposing of waste to an authorised waste transfer site
- Ensure that the return transfer notes are matched with their original copies thus ensuring the correct handling sequence is completed.
- Report any inadequacies in the waste disposal system or in waste carrier
- Copies of all records of waste disposal are retained for at least two years.
- The company will utilise any opportunity to reuse and recycle materials eg maintenance fluids, steel, where possible and in full knowledge of our clients.

5.17 **ASBESTOS**

- The company is not licensed to work with Asbestos or Asbestos containing materials.
- Accordingly the company requires its clients to both inform the company if asbestos is present in its work area and secondly to advise the company where it is present, the nature of the risks it poses and the precautions in place.
- Company employees on encountering material in their work area believed to be or suspected of being Asbestos shall withdraw and report to their supervisor or the Client supervisor. No UCS employee shall be expected to re-enter the area until the problem has been resolved.
- Any work premise or storage unit of UCM shall conform with the requirements of the "Control of Asbestos Regulations 2006. An Asbestos register for the premises shall be constructed and made available together with any precautions for employees or visiting

contractors.

5.18 ELECTRICAL INSTALLATION & USE OF ELECTRICITY

All electrical installations whether fixed or temporary must be installed and maintained in accordance with 'The Electricity at Work Regulations 1989.

- Company premises shall be subject to a periodic examination and test every 5 years and so certified. (NICEIC)
- Additions or repairs will be carried out by a competent electrical person, who will also inspect, and as necessary test the repaired equipment before releasing for use.
- Any temporary site electrical installations shall be organised with the client and tested by a competent electrician.
- All electrical installation work for dosing equipment shall conform to current practise and be tested as "fit for purpose". UCS will work to the Client's PTW system and isolation certificates and/or lock out/tag procedures.

MAJOR REGISTERS, NOTICES ETC. TO BE KEPT ON PREMISES BY ULTIMATE COMMUNICATIONS SYSTEM LTD

- Health and Safety Law Poster
- BI 510 Accident Report book
- Certification of test and examination for lifting equipment/gear under Lifting Equipment & Lifting Operations Regulations 1998
- Records associated with portable equipment & equipment and plant covered by the Provision & Use of Work Equipment Regulations 1998
- Records and certification under the Electricity at Work Regulations 1989
- Safety Equipment test and certification and PPE issue Register.
- Employer's Liability Insurance Certificates, employees' hours of work, training records, working hours "opt out" records and fire risk assessment.

FOOTNOTE

Ultimate Communications Systems Ltd: Employee compliance of SHE Policy & Procedures

- All employees shall be familiar with the contents of this SHE policy and associated safe working procedures
- The company shall maintain a register of compliance with these policies and procedures for employees.

I (Print Full name)
 as a employee of Ultimate Communications Systems Ltd have received a safety induction relative to my duties and responsibilities and have read and understand* the Ultimate Communications Systems Ltd SHE Policies and associated safe working procedures.

I (Print full name)
 agree as part of my employment to comply with these policies and associated safe working procedures.

Dated:

Updated Policies and Procedures dated

Signed and dated:

* Employees should request of their employer an explanation for any part or parts that they do not understand prior to signifying their compliance.