

**M J CHURCH PLANT LTD**

**HEALTH & SAFETY POLICY  
& ARRANGEMENTS**

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## Health & Safety Policy Statement.

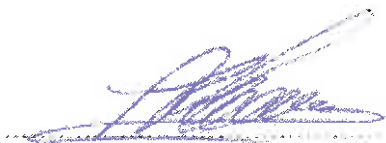
M J Church regards the promotion of industrial safety and hygiene within its business as an essential part of its responsibilities. Furthermore, it regards the promotion of safety and health matters as a mutual objective of all management and employees.

It is, therefore, the company's policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, insofar as they come into contact with the company or its plant and machinery.

The company will endeavour to:

1. Provide and maintain safe and healthy working conditions in accordance with the relevant statutory requirements.
2. Provide integrated safety and job training for all employees and additional safety training where appropriate.
3. Provide all necessary safety devices and protective equipment and supervise their use.
4. Ensure that articles and substances purchased for use at work are as safe as reasonably possible and necessary training is supplied.
5. Take all necessary steps to encourage that employees will: a) take reasonable care to ensure the health and safety of themselves and others affected by their actions, b) use any protective equipment provided and observe safe methods of working, c) report incidents that have led, or may, lead to injury, d) co-operate in the investigation of accidents with the objective of introducing measures to prevent reoccurrence.

The Management System will set objectives on a regular basis with the aim of continually improving the system and reducing risks within the company. These objectives will be monitored on a continual basis to ensure they are being achieved.



**S.P. Blower.**  
**Managing Director**

## Company Policy Statement

**M J CHURCH PLANT LTD**

**M J CHURCH LANDFILL LTD**

It is the company policy that steps will be taken to ensure, so far as is reasonably practical, the health, safety and welfare at work of employees and the public who may be affected by the company's activities.

To this end, the company will endeavour to make and give effect, such arrangements as are appropriate in planning, organisation, control, monitoring and review of those preventive and protective measures which are required for the effective management of health and safety.

It is the duty of employees to conform to the company policy and understand and accept their responsibilities for safe working practices. Employees owe a duty of care to themselves and their colleagues, and must contribute towards making the working place as safe as possible.

Those employees with specific responsibilities for health and safety must endeavour to ensure that those responsibilities are adequately delegated in their absence. They should also endeavour to ensure that the safest possible working methods are adopted and to promote the representations about health and safety by any employee are seriously considered.

The company will promote such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees and the general public. The company will bring this policy to the notice of employees and shall revise and update the policy as necessary. The company Directors and Commercial Director of this company will promote this policy statement and will support those who endeavour to carry it out.



**S.P. Blower.**  
**Managing Director**

**M.J. Church Plant Ltd**

**April 2015**

## 4. OBJECTIVE

It is the policy of this company to take reasonably practicable precautions to endeavour to achieve and maintain the highest possible level of health and safety for all employees and those others who may be affected by company operations, through the application of all reasonable practical methods and safe systems.

## RESPONSIBILITY FOR HEALTH & SAFETY WITHIN M J CHURCH PLANT AND M J CHURCH LANDFILL LTD

### 4.1 Managing Director

- 4.1.1 The Managing Director will promote the adoption and implementation of this Health & Safety Policy
- 4.1.2 He will monitor the effectiveness of this policy and will implement a revision as and when required.
- 4.1.3 Ensure all Rail related disciplines and Sentinel scheme requirements are complied with by the Compliance Manager.
- 4.1.4 Will Deputise or appoint deputy in the absence of the Health, Safety, Training and Rail Compliance Manager.

### 4.2 Directors

- 4.2.1 Will strive to maintain an effective policy for industrial health and safety within the company leading to the establishment of safe systems through a company Health and Safety Management Programme.
- 4.2.2 Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- 4.2.3 Will promote such a programme and publicly support all persons carrying it out.
- 4.2.4 Make suitable and adequate provision to appoint competent persons to assist him in applying the provisions of health and safety law as required by the management of Health & Safety at Work Regulations.
- 4.2.5 Maintain adequate staff, funds and materials for the effective management of health and safety at all of their establishments.
- 4.2.6 Will measure, appraise and correct company safety performance.
- 4.2.7 Will continually review his responsibilities.
- 4.2.8 Will liaise with their General Manager, other managers and employees company safety and health programme is understood at all levels.
- 4.2.9 Strive to maintain acceptable standards to ensure that responsibility is properly assigned and accepted at all levels.

### 4.3 Commercial Director

- 4.3.1 Will endeavour to ensure that the policy for industrial health and safety is effectively carried out within the establishments under his control as delegated to him by his Director.
- 4.3.2 Will promote the adoption and implementation of such policy and publicly support all persons carrying it out.
- 4.3.3 Will promote the adoption and implementation of the M J Church Plant and M J Church Landfill policies and written procedures, including those for Manual Handling of Loads, Use of Display Screen Equipment, the use of Electricity at Work and for the compliance with the Pressure Systems and

Transportable Gas Container Regulations, etc. as are appended to this safety policy document or published in the M J Church Plant and M J Church Landfill Ltd Health and Safety Procedure Guide Manual.

- 4.3.4 Strive to measure, appraise and correct the safety performance of those establishments under his control.
- 4.3.5 Maintain and review his responsibilities.
- 4.3.6 Liaise with all managers to make arrangements that the company Safety and Health Programme is to all levels.
- 4.3.7 Strive to ensure that responsibility is properly assigned and accepted at all levels.
- 4.3.8 To review Transfer Station/Depot Managers' reports on hazards, accident investigations and monthly inspections.

#### **4.4 Departmental Managers**

- 4.4.1 Will promote the adoption and implementation of the policy and will endeavour to maintain the safe and healthy working conditions in those areas of the company over which he has been given the day to day management and control.
- 4.4.2 Encourage the establishment of a company Health & Safety Programme.
- 4.4.3 Will promote the adoption and implementation in the programme and publicly support all persons carrying it out.
- 4.4.4 See that adequate materials and publicity are available to meet the Health & Safety Act requirements.
- 4.4.5 Will periodically review the company safety performance.
- 4.4.6 Strive to ensure that the company safety policy is understood at all levels. Commercial Director has overall responsibility for the policy as far as reasonably practicable, some areas of that responsibility will be delegated.
- 4.4.7 Strive to ensure that promoting, facilitating and encouraging the need for a Health & Safety culture throughout the company and workforce is properly defined at all levels.
- 4.4.8 Will liaise with other persons involved with accident investigations and co-ordinate that effort on behalf of the company.
- 4.4.9 To assist in the implementation and compliance with all rail related disciplines and Sentinel Scheme requirements.

#### **4.5 Transfer Station/Depot Managers**

- 4.5.1 To promote the requirements of the company Health & Safety policy effectively.
- 4.5.2 Must familiarise himself fully with the company safety policy and Safety Advisory Notices issued by the company.
- 4.5.3 Endeavour to ensure that the risk assessments required by Regulations for those day to day works and operations carried out under his direct control are made and that any significant findings are recorded.
- 4.5.4 Will, whenever possible, promote safe working practices among the employees.
- 4.5.5 Will endeavour to personally carry out not less than 4 safety inspections and audits per year in addition to those required by Regulations and must seriously consider any representation about safety and health from other employees.

- 4.5.6 Will review safety reports from the company and take necessary action.
- 4.5.7 Will review accident investigation reports and satisfy himself that they come to the correct conclusion and the corrective action is taken.
- 4.5.8 Endeavour to ensure that the operation conforms to requirements of 'The Health and Safety at Work Act 1974' and regulations made under it.
- 4.5.9 Encourage the need that personal safety equipment as is necessary is used by all employees under his control.
- 4.5.10 Take action to bring to the notice of the Commercial Director/Divisional Management any hazardous occurrences or dangerous conditions.
- 4.5.11 Promote the review of absences due to accident or injury at work and notify reportable occurrences to the Commercial Director and Health & Safety Manager.
- 4.5.12 Shall be familiar with the function of the company safety policy and the assistance available.
- 4.5.13 To make arrangements that adequate first aid facilities are available and records are kept of all accidents occurring at the works.
- 4.5.14 Endeavour to ensure that all employees receive adequate safety training during their initial work period in the company and are aware of their responsibilities.
- 4.5.15 Must report all accidents immediately to the Commercial Director and Health & Safety Manager, establish their cause, fill in appropriate forms for submission to the Commercial Director and Health & Safety Manager and endeavour to eliminate re-occurrence.

#### **4.6 Supervisors/Foreman**

- 4.6.1 Make arrangements to familiarise himself with the company Health & Safety Policy.
- 4.6.2 Endeavour to ensure that persons in his department or section are adequately training and fully aware of any hazards in the department.
- 4.6.3 Endeavour to ensure that all employees in his department or section know what to do in case of fire and know the location of how to use fire equipment where necessary.
- 4.6.4 Endeavour to ensure that all employees in his department or section know the whereabouts of First Aid facilities on all shifts.
- 4.6.5 Strive to continually develop safe practices in his department to ensure maximum safety for all under his supervision.
- 4.6.6 Endeavour to ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
- 4.6.7 Must report all accidents immediately to the Transfer Station/Depot Manager and Health & Safety Manager, establish their cause, fill in appropriate forms for submission to the Transfer Station/Depot Manager/Health & Safety Manager and endeavour to eliminate re-occurrence.
- 4.6.8 Will accompany the Transfer Station/Depot Manager and Health & Safety Manager on inspections of his section and co-operate with him on safety matters.
- 4.6.9 Strive to promote that all safety rules are observed and that protective equipment is worn or used where appropriate.
- 4.6.10 Endeavour to ensure that all machinery and equipment is properly maintained and safe to use by frequent inspections.
- 4.6.11 Strive to ensure that all defects in his work place are promptly reported and rectified.
- 4.6.12 Promote good housekeeping within his section or department at all times.



- 4.6.13 Take action as far as reasonably practicable of any representation about safety and health from other employees.
- 4.6.14 Must liaise with the Departmental Manager where appropriate, on all matters concerning safety.
- 4.6.15 Make arrangements to attend safety committee meetings when required.
- 4.6.16 To assist in the implementation and compliance with all rail related disciplines and Sentinel Scheme requirements.

## **4.7 Company Employees**

- 4.7.1 Strive to endeavour to make themselves familiar with and conform to the safety and health arrangements at all times.
- 4.7.2 Promote and observe all safety rules at all times.
- 4.7.3 Shall wear appropriate safety equipment and use appropriate safety devices at all times.
- 4.7.4 Must conform to all instructions given by the Transfer Station/Depot Manager and others with a responsibility for health and safety.
- 4.7.5 Must report all accidents and damage to the Departmental Supervisor whether persons are injured or not.
- 4.7.6 May make suggestions to improve health and safety in the company to the Supervisor concerned or to the Safety Representative.
- 4.7.7 Must report all hazards to the Supervisor or the Safety Representative.

### **All other Persons on Company premises**

- 4.7.8 Shall notify his or her presence by signing the relevant Visitors book.
- 4.7.9 Shall observe the company Safety Rules and the instructions given by persons enforcing the company Safety Policy.
- 4.7.10 Shall not work on the premises until the relevant safety rules are read, understood and accepted.
- 4.7.11 Shall not work on the premises unless covered by insurance against risk.

### **Health, Safety, Training and Rail Compliance Manager (or nominated Deputy)**

- 4.7.12 The Health, Safety, Training and Compliance Manager will endeavour to promote, oversee and advise on the management of Health & Safety within the company by working through the General Manager, Department Managers, Supervisors and employees and will endeavour to build and sustain a culture in which Health & Safety considerations are prioritised.
- 4.7.13 Comprise Reports on Health & Safety matters for the Commercial Director at intervals as required.
- 4.7.14 Encourage, promote and act in a supportive role to the Management Organisation.
- 4.7.15 Help the company to analyse and interpret relevant legislation and its impact upon them and advise on the possible strategies for compliance with such legislation.
- 4.7.16 To assist and develop and implement procedures to help achieve legal compliance.
- 4.7.17 To assist in the implementation and compliance with all rail related disciplines and Sentinel Scheme requirements.

## **5. SAFETY MANAGEMENT STRUCTURE**

- 5.1.1 Structure of Company

## **6. SAFETY ARRANGEMENTS**

## **6.1 Statutory Duties**

The company has a responsibility to comply with all relevant statutory duties where reasonably practicable. This will be achieved through line management structure with clear arrangements within each individual Company Health & Safety Policy.

## **6.2 Planning**

Our company will formally plan for Health & Safety on a regular basis. These plans must be integrated with the risk assessment system and must include clear objectives and targets which aim to minimise hazards and control risks to a safe level.

Legislative requirements, UK Standards and information from inspections, audits, risk assessments etc. must be considered ensuring efforts are concentrated where most needed.

Future expenditure plans for Health & Safety will be included alongside all other aspects of our business and will be included in financial forecasts as appropriate.

## **6.3 Management Meetings**

Management meetings will include Health & Safety as an agenda item. This will provide an opportunity for the management team to discuss Health & Safety along with other business matters, establishing effective Health & Safety policies best suited for their own operations.

## **6.4 General**

- 6.4.1 The company wishes to do all in its power to prevent accidents. All safety rules must be observed and employees are reminded of their obligations under the Health & Safety at Work Act 1974.
- 6.4.2 No employee must interfere with, or remove guards or other safety equipment whilst machines are in motion or use.
- 6.4.3 All machinery, plant, mobile plant and conveyors must be completely isolated before any repairs, maintenance or cleaning is carried out.
- 6.4.4 Defective or missing guards or any malfunction of plant must be reported to a Foreman or Supervisor.
- 6.4.5 No plant or equipment must be operated in an unsafe or dangerous condition. If in doubt, consult supervisory staff or management before starting work.
- 6.4.6 Employees who operate any plant or equipment in an unsafe or dangerous manner will incur disciplinary action against them. It is an offence under the Health & Safety at Work Act 1974 to jeopardise your own personal safety and that of any other employee.
- 6.4.7 All defects relating to company plant, hired plant including vehicles etc. must be reported to the Foreman or Supervisor who must advise the Manager.
- 6.4.8 No employee is allowed to operate any item of plant without the authorisation of the Foreman or Supervisor.
- 6.4.9 Care should be taken when working with, or heating bituminous substances, to prevent burns and inhalation of noxious fumes.
- 6.4.10 There must be no smoking or use of naked lights near any fuel/oil containers or in prohibited areas.
- 6.4.11 Anyone involved in an incident causing an injury must report for first aid treatment immediately. Details must be reported to a Supervisor/Foreman and entered in the official Accident Book, held at the Transfer Station/Depot Manager's office.
- 6.4.12 In the case of fire, the first priority is to raise the alarm and ensure the safety of personnel.
- 6.4.13 All personnel should make themselves familiar with the location and type of fire extinguishers available at the works and on site.

- 6.4.14 Fire drills will be arranged by the Manager and Transfer Station Manager at six monthly intervals to ensure all employees are trained in emergency procedures and use of fire extinguishers.
- 6.4.15 Protective clothing must be worn when compressed air, pressure hoses or steam is used for cleaning down plant and machinery. This is to include glasses and eye shields.
- 6.4.16 Under no circumstances should compressed air be used for cleaning down overalls or aimed at anybody etc. Air can be forced into the bloodstream and this can be fatal.
- 6.4.17 The Transfer Station/Depot Manager must be informed immediately of any dangerous occurrence whether or not it is caused by an accident or fire.
- 6.4.18 These rules are provided for the overall safety of all employees. Contravention of them will lead to disciplinary action in accordance with the company's disciplinary procedure.

## **6.5 Company Vehicles and Plant**

- 6.5.1 No persons shall drive or operate any mechanically propelled vehicle unless (a) they are licenced to drive that type of vehicle, (b) they are receiving training under the supervision of a competent person or (c) they have been authorised to do so by the Transfer Station/Depot Manager or Site Supervisor.
- 6.5.2 No vehicle should be operated unless it is in efficient working order. Malfunctions etc. must be reported and vehicles should not be driven if considered unsafe.
- 6.5.3 All vehicles must be driven with due care and attention and all speed limits observed.
- 6.5.4 No passenger can be carried on any vehicle unless accommodation is provided.
- 6.5.5 The transport of passengers on steps, wings, buckets etc. or any external part of a vehicle is expressly forbidden.
- 6.5.6 The utmost care must be taken whilst reversing, and if unsure, get out of the vehicle.
- 6.5.7 Before alighting from a vehicle the driver must ensure that it is so placed and secured that it cannot be accidentally set in motion.
- 6.5.8 The driver of a vehicle being loaded must remain in his cab or move to a place of safety before loading commences.
- 6.5.9 Each day drivers are responsible for carrying out routine checks of lights, brakes etc. before setting their vehicles in motion.
- 6.5.10 Work may only be carried out under raised bodies when a prop or other device has been secured in place.
- 6.5.11 Buckets or booms should never be left unattended in a raised position and no-one should walk under raised buckets or booms.
- 6.5.12 If in doubt about the safety of machinery or operating conditions, do not start work before consulting management.
- 6.5.13 The above rules are supplementary to any rules required to be formulated by any statutory provision.

## **6.6 Personal Protection**

Operatives will be assessed as to what PPE Requirements are needed involved in the tasks to be undertaken and the individual will be trained / retrained as necessary to identify when and what PPE should be used and how to wear it correctly, store and maintain it against damage and dispose of at end of use.

Records will be maintained in the supply and correct use of PPE.

### **6.6.1 Helmets**

Safety helmets are provided by the company and will be worn on hard hat sites or anywhere there is danger from falling objects.

## 6.6.2 Footwear

Safety footwear of an approved type will be worn by all personnel when working in those areas designated.

## 6.6.3 Eye Protection

Safety spectacles and goggles are provided and will be worn at all times when conditions warrant it.

## 6.6.4 Gloves

(a) Gloves of an approved type will be worn by all personnel where there is a possibility of injury to hands.

(b) Heat resistant gloves will be worn when operating welding and burning equipment or handling hot substances.

## 6.6.5 Barrier Cream

Personnel are encouraged to use barrier cream and skin cleanser as a protection against skin complaints.

## 6.6.6 Outer Clothing

(a) Suitable clothing must be worn at all times. This should not be loose enough to catch in moving machinery. Long hair and other items of dress liable to be caught in moving machinery must not be worn loosely at the place of work.

(b) Overalls should be cleaned immediately if they become heavily contaminated with process materials, grease or oil.

## 6.6.7 Ear Protection / Noise / Hearing

Certain working conditions are subject to continuous high noise levels. Employees will be trained with regards to hearing protection and a training program for all employees exposed to action levels will be implemented. The areas that exceed the established level will be informed to individuals at induction or advised by the client on site, they should be well signed as being a high risk area (above 85db). Employees working in these conditions must wear ear defenders or ear plugs to reduce the risk. The employees exposed to areas of Risk will be regularly monitored and tested for their hearing ability and to detect signs of damage, which will include a baseline audiogram.

## 6.6.8 Dust and Fume Respirators

(a) An approved type of dust/fume respirator should be worn when working where fine dust is airborne, or noxious fumes are present.

(b) The equipment should be maintained in a clean and usable condition by the employee.

## 6.6.9 High Visibility Garments

Reflective jackets will be worn when working on public roads or similar site locations where this requirement forms part of the Manager's rules.

## 6.7 **Health Care & Monitoring**

6.7.1 Managers will endeavour to ensure work they require employees to do does not expose them to unnecessary health risks. They should also endeavour to ensure that an employee's state of health does not put them at increased risk, or put others in danger.

6.7.2 Periods of sickness absence will be monitored in order to further the general aims of this policy and Managers will review the data from sickness absence monitoring and health screening on a formal basis every year.

**6.8 Accident Investigation and Reporting**

All accidents will be reported, however slight. This will include 'near miss' incidents which may have had the potential to cause harm, damage or loss.

An investigation should be carried out for each incident, identifying not only the immediate cause but the underlying reasons behind each event. These investigations should be carried out by an appropriate member of the management team for each incident, unless the incident is considered by the manager to be trivial and posing no further increased risk.

All accident investigations must result in positive action being taken by the company to prevent possible reoccurrence.

**6.9 Emergency Procedures**

Emergency procedures must be in place at each location and shall be designed to assist people in responding promptly and effectively should a serious incident occur.

The names of people or organisations who are to be contacted in the event of an emergency should be prominently displayed together with their phone numbers at strategic points within each location. Contacts will include key members of the management team together with first aiders, safety personnel and emergency services organisations, e.g. Fire, Ambulance, and Electricity Board etc.

Risk assessments should be used to identify where more detailed and comprehensive emergency procedures will be required.

**6.10 Company Reports**

Company reports to Directors/Managers will include health and safety information which will assist as part of the monitoring process. It is not intended that every detail on health and safety matters should be included, but that they will include: - progress on major projects, major accident information, compilation of policies, etc. or any other matter considered to be of particular importance.

Management reports at all levels shall contain important health and safety information. This will ensure that matters are communicated to each manager, filtering through to the Commercial Director for consideration when compiling the company report.

**6.11 Risk Assessments**

Risk assessments will be carried out for all activities at each location within the company. The significant findings of these risk assessments will be recorded and brought to the attention of all employees, e.g. on notice boards at strategic points, etc.

The assessments will be reviewed if there is any change in the process, staff working conditions etc. as required by current legislation. In addition, all assessments will be reviewed at least once every twelve months.

Assessments shall involve both the management and the workforce ensuring a team commitment at all times.

**6.12 Health and Safety Information**

The Commercial Director will distribute health and safety information to the management team who will be responsible for the circulation of health and safety information to the employees under their direct control.

Initial sources of such information may include, accident investigations, health monitoring, risk assessments etc.

## 6.13 Control of Contractors

- 6.13.1 The Manager will compile and maintain an approved list of contractors.
- 6.13.2 Contractors will only be included on the approved list when they have provided sufficient information to the company demonstrating their competence in their area of expertise. This information must then be kept on file for future reference and reviewed on a regular basis.
- 6.13.3 A permit to work system will be used for all work involving contractors, ensuring that effective control measures are adopted at all times. The only exception to this will be where the work is of a trivial nature and all risks to contractors, their staff, to M J Church employees and third parties, are judged to be of a very low level. It is the responsibility of the manager or supervisor in control to make a positive decision to this effect and, where doubt remains, a Permit to Work will be issued.
- 6.13.4 Method Statements, which include the significant findings of a risk assessment, will be required for work which is considered to be of a high risk nature.
- 6.13.5 Within many of our operations the M J Church Plant and M J Church Landfill Companies may become a contractor to someone else. Where this occurs every effort must be made to ensure full co-operation with any additional health and safety requirements that may be specific to the project or place of work.
- 6.13.6 Where any contract work falls within the scope of the Construction Design and Management Regulations, the Company policy for this must be followed at all times.

## 6.14 Compliance with C.D.M Regulations 2007.

### Construction (Design and Management) Regulations 2007

All those who work in the construction industry have their part to play looking after their own health and safety and in improving the industry's health and safety record.

A principal contractor is only required where the project is notifiable.

The principal contractor needs to:

- Plan, manage and monitor construction phase in liaison with contractor(s)
- Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)
- Give contractors relevant parts of the plan
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check competence of all appointees
- Ensure all workers have site inductions and any further information and training needed for the work
- Consult with the workers
- Liaise with CDM co-ordinator regarding ongoing design
- Secure the site

### Principal Contractors / Contractors: roles and responsibilities

All those who work in the construction industry have their part to play looking after their own health and safety and in improving the industry's health and safety record.

On all projects Principal Contractors / contractors will need to:

Plan, manage and monitor their own work and that of their workers / contractors.

Check the competence of all their appointees and workers.

Train their own employees.

Provide information to their workers / contractors.

Ensure that there are adequate welfare facilities for their workers / contractors.

In addition, where projects are notifiable under the Regulations, contractors must also:

Check that the client is aware of their duties, check that a CDM co-ordinator has been appointed and ensure that HSE has been notified before the work starts

Contractors must co-operate with the principal contractor in planning and managing work, including reasonable directions and site rules

Contractors must provide details to the principal contractor of any contractor engaged in connection with carrying out work

Provide any information needed for the health and safety file

Contractors must inform the principal contractor of any problems with the plan

Contractors must inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

## 7. Training and Instruction

### 7.1 Induction Training

All new employees, including temporary staff will undergo a period of induction training to ensure safe methods of working are adopted at all times. Training must commence on day one of employment and will consist of a formal programme designed to meet the individual requirements of the employee carrying out the work which they are employed to do. Office staff, for example, may only need to receive information on fire drill procedures etc. on day one and additional training may be provided over a period of time. Someone in an operational role however, would require more detailed information, etc. on day one as well as receiving ongoing training.

### 7.2 Training and Instructional Requirements

The Health and Safety at Work Act 1974, Section 2 (2) requires employers to give training and instruction to employees to ensure their health and safety at work so far as is reasonably practicable. All employees whether newly recruited or in employment, will therefore be given training and instruction by their employing department in the following:

- (a) Operative training – Training and instruction on the safe, efficient and correct operation of the plant, equipment or process for which he or she is employed.
- (b) Materials Instruction – The content, nature and possible hazards of materials or substances associated with the job for which employed; correct usage, handling and storage.
- (c) Environmental Hazards – Other potential hazards in the workplace, and codes of practice and working methods in force; principles of good housekeeping and waste disposal.
- (d) Emergency Procedures – Emergency drills including Fire Precautions, and availability of first aid, telephones, lighting etc. Specific fire drills instructions are posted at individual locations within the company.

All site Operational related personnel, including management will have undertaken or arrangements made to undertake, depending on their relevant position and department from the following:

C.I.T.B Site Managers Safety Training Scheme (5 day course)

C.I.T.B I.O.S.H Health & Safety for Site Supervisors course (2 day course)

C.I.T.B Health & Safety Course and Touch Screen Test – relevant to position and upgrading

C.I.T.B Construction Skills Competency Scheme – applicable qualification to labour, trade

C.I.T.B Construction Plant Competency Scheme – relevant applicable categories of plant

C.I.T.B. Accredited Assessors In-house Certificates of Training achieved

City & Guilds Level 2 Qualification or higher

Safety Passport Alliance (EPIC) Card – for Quarries

Network Rail PTS (Personal Track Safety) for Railway work

St Johns Ambulance – First Aid at Work (4 day course)

St Johns Ambulance – Appointed Persons (1 day course)

St Johns Ambulance – Fire Marshall Course

Fire Extinguisher Training

Site Specific/Company related Safety Inductions

LGV Cat C, C+E, C1 Goods Licence

Cat B Car Licence

Any job/work related courses and qualifications.

### **7.3 Ongoing Training**

- 7.3.1 All training is to be identified and planned for training needs will be assessed and a training and development programme planned for each employee.
- 7.3.2 Competent personnel are to be appointed within each division to carry out basic health and safety training.
- 7.3.3 It is advised that each Manager keep up to date records of all health and safety training, this should include all on-site training and that which is carried out away from the work location.
- 7.3.4 All employees are to be given necessary instruction to familiarise them with the existence of any new plant, equipment or substance introduced to their workplace, any hazards associated with such innovation as may affect them and any associated procedure or safety measure.

### **7.4 Refresher Training**

Management will review training and instruction given and provide refresher training as often as necessary, or as deemed by the renewal of their competency cards/certificates.

### **7.5 Training Records**

Management at the workplace will maintain a record of training achieved, certificates, competency cards, qualifications and site specific inductions for all employees.

### **7.6 Drug Use**

#### **Policy**

The company will not tolerate drug abuse in its workplaces and will deal with all instances of proven, alleged or suspected abuse according to the Code of Practice detailed below.

#### **Definition**

Drug abuse generally relates to deliberate use of illegal drugs and the misuse of prescribed drugs and substances such as solvents. It can, however, in certain circumstances, refer to the unintentional misuse of prescribed drugs.

#### **Code of Practice**

- 7.6.1 The Commercial Director should be the consultant for all drug related matters.
- 7.6.2 The identification and reporting of drug abuse shall be the responsibility of every employee.
- 7.6.3 The Policy and Code of Practice forms part of the company health and safety policy.
- 7.6.4 Having identified an employee who has a drug related problem, the Company will encourage the employee to seek help from an external suitably experienced body. The employee will be reminded that drug abuse in the workplace is forbidden.
- 7.6.5 The Company will, as far as is practicable, give advice on the source of such help as described in Clause 4.
- 7.6.6 All discussions with such employees will be recorded, although they will remain confidential.
- 7.6.7 Refusal to seek help in itself will not constitute a disciplinary matter, although if this is accompanied by impaired job performance attributable to drugs or evidence that drug abuse at work is continuing, then this will be treated at once as a serious case of gross misconduct.
- 7.6.8 Selling of drugs or making them available to others will result in instant dismissal and will be reported to the Police.
- 7.6.9 The company reserves the right to determine whether absence due to a self-inflicted drug illness will be treated as a normal sickness period. Where the employee can prove that absence is due to



attendance at a place for treatment or rehabilitation then normal sickness periods up to those detailed in the Employee's conditions of employment will be allowed.

## **7.7 Smoke Free Policy**

### **Purpose**

This policy has been developed to protect employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **Policy**

It is the policy of M J Church Plant Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. This policy shall come into effect on Sunday 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

### **Implementation**

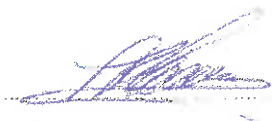
Overall responsibility for policy implementation and review rests with **Steve Blower**. However, all departmental Managers, Supervisors and staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

### **Non-compliance**

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **Help to Stop Smoking**

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.



**S.P. Blower.  
Managing Director**

Signed .....

Date 20<sup>th</sup> June 2007

On behalf of **M.J.CHURCH**

## 8. Conclusion

Every person in the company has a responsibility for, and a contribution to make, to encourage, promote, and facilitate the need for a health and safety culture throughout the workforce.

The Health and Safety at Work Act 1974 Section 7 & 8, clearly outlines the responsibility of each individual for the safety of himself and other persons who may be affected by his acts or omissions at work.

**Accidents are caused** – Usually by momentary carelessness, lack of concentration or a failure to recognise the consequence of certain actions. Avoid an accident to yourself as this could have a serious and lasting effect on your livelihood and do not cause or contribute to an accident to others through your actions as this will be on your conscience for the rest of your life.

The Management can – and will – strive to achieve high standards, but the support of all employees is absolutely vital to make the policy a success.