



TOTALIS

Totalis

HEALTH & SAFETY POLICY

Revised May 2020

Copy No. 1

Totalis

Health and Safety Policy

Amendment List Health & Safety Policy Guidance.

| Date | Amendment No: | Description of Amendment | By Whom (Print Name) | Description of change. |
|------------|---------------|--------------------------|----------------------|---|
| 18/08/2011 | 1 | New policy | | New policy |
| 18/08/2012 | 2 | Annual Review | GT | Annual Review |
| 15/11/2012 | 3 | PPE Issue Form | GT | Amalgamation PPE / Uniform |
| 22/08/2013 | 4 | Annual Review | GT | Annual Review |
| 01/05/2014 | 5 | New Director | GT | Change of signatory |
| 01/05/2014 | 6 | Annual Review | GT | Annual Review |
| 01/05/2015 | 7 | Annual Review | GT | Annual Review |
| 01/05/2016 | 8 | Annual Review | MC | Annual Review |
| 31/05/2017 | 9 | Annual Review | MC | Annual Review |
| 01/03/2018 | 10 | New appointments | MC | Appointment of new director responsible for Health and Safety |
| 15/04/2019 | 11 | New appointments | MC | Appointment of new director responsible for H&S |
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Distribution List

| | |
|------------|---|
| Copy No 1 | Health & Safety Coordinator (Master Copy) |
| Copy No 2 | Chairman |
| Copy No 3 | Human Resources & Support Services Director |
| Copy No 4 | Group Financial Controller |
| Copy No 5 | Signage Operations Managers |
| Copy No 6 | Scotland Operations Manager |
| Copy No 7 | Head of Operations NI/ROI |
| Copy No 8 | Business Development Manager |
| Copy No 9 | Head of Construction |
| Copy No 10 | Stores and Procurement Manager |
| Copy No 11 | Paisley Office |

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FOREWORD BY THE CHAIRMAN

The Health Safety at Work (NI) Order 1978, combined with The Health, Safety and Welfare Regulations 1992, The Management of Health and Safety at Work Regulations NI 2000 are some of the most important legislation which can affect our industry.

Our company policy has always been and will always be one of '**Safety First**'. It will be our aim to strive for improvements in all procedures and thereby promoting a good safety record.

Totalis will plan for the necessary financial and physical resources and facilities to meet the requirements of our policy. By making certain that allowance is made for adequate welfare facilities, plant, equipment, systems of work and training to prevent injury and damage to health of employees and others who may be affected by the company's undertakings.

The following sections detail a statement of our Health and Safety Policy, together with duties and responsibilities of Managers and Employees towards providing a safe working environment.

Details of the company's health and safety policy will be made available to all employees. Copies will also be made available to any other person upon request.



Signature:

Alastair Pollock

Position:

Chairman

Dated:

29th May 2020

Totalis

Health and Safety Policy

Health & Safety Policy Statement

At Totalis we recognise one of our greatest assets and keys to our success is the people we work with. Totalis has a policy to conduct its activities with due regard to the safety of all employees, the public, sub-contractors and others who may be affected by its operations.

The company will comply with the requirements of the Health and Safety at Work Act 1974, The Health and Safety at Work (NI) Order 1978 and any Regulations or Codes of Practice made under these orders.

Health and Safety is not just a responsibility of Management, it is the responsibility of everyone employed by Totalis and should be a personal objective of each one of us.

We strive to ensure effective risk management and hazard identification to provide effective controls and eradicate the risk of personal injury and suffering.

Totalis will provide information, instruction, training and supervision to secure the skills required to effectively work in a safe and competent manner.

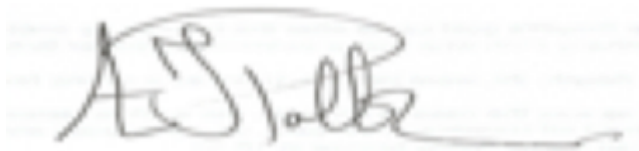
We recognise that communication and consultation is an integral part of our daily behaviour, and an effective tool in the elimination of accidents.

Our occupational health and safety management systems will identify our organisational structure, its responsibilities, our standards, procedures, controls and resources provided to achieve a world-class management system.

We will monitor and audit our performance internally and externally to ensure that we do not become complacent. The continuous improvement of our Health and Safety Systems will always be our objective.

The Chairman has overall responsibility for the implementation of this policy. The Health and Safety Policy statement will be revised on an annual basis or at times when changes in legislation or work practices make a review necessary.

This Health and Safety Policy is publicly available and has been approved and authorised by:



Alastair Pollock
Chairman

DATE: 29th May 2020

Totalis

Health and Safety Policy

Organisation

Chairman:

The Chairman is responsible for:

1. Overall responsibility and implementation of all aspects of health and safety for the company.
2. Providing a personal example and ensuring that both financial and physical resources are made available for the implementation of the health and safety policy and procedures.
3. Ensuring good and safe working practices are conducted.
4. Ensuring that he is kept informed of any incidents and accidents that involve any employee or any other person who has been affected by company activities.
5. Ensuring that the company complies with all current statutory legislation that effects health and safety at work.
6. To ensure that the company has a written Health and Safety Policy which is reviewed on a regular basis considering significant changes in practices or procedures.
7. He will seek specialist advice and or assistance on health and safety where deemed necessary.
8. The appointment of a member of the board to chair the company health and safety committee.
9. Agree the annual safety objectives and health and safety plan.

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Health and Safety Policy

Organisation

Health & Safety Coordinator

1. Shall maintain the Company Health and Safety Policy and procedures.
2. Shall advise the Chairman and company management in all aspects of health and Safety, especially of any change in legislation that may affect the company's operations and amend the Company Health and Safety policy as necessary.
3. Shall liaise with relevant statutory and advisory Health and Safety organisations on all aspects of Health and Safety.
4. Shall assist with training of all members of staff in all aspects of Health and Safety, including Induction training and toolbox talks when necessary.
5. Shall maintain the company accident book and near miss reports, investigate and report to the Chairman and Chairman all health and safety incidents. He/she shall provide end of year statistics to the board and the Health and Safety Committee with recommendations, which will be included in the annual safety plan.
6. Ensure that health and safety requirements are communicated to all levels of staff as necessary.
7. Shall carry out Health and Safety audits and inspections of all sites and premises where company employees are employed. He shall provide written reports outlining findings and recommendations.
8. Shall carry out spot inspections on Company issued Personal Protection Equipment as required.
9. Shall maintain health surveillance records as necessary.
10. Shall supervise / conduct risk assessments especially COSHH, manual handling and any specialist risk assessments required.
11. Produce supporting documentation for tender applications. Advise in the production of Safety Method Statements (SMS) for works/ operations carried out by company representatives.
12. Shall work with all levels of management to provide and maintain safe systems of work for all operations carried out throughout the company.
13. Shall seek specialist advice when required.
14. Shall audit the company policy on a regular basis to ensure that it remains appropriate. Shall issue amendments as necessary and ensure that all personnel are made aware of such changes.
15. Shall act as the standing member for the health and safety committee.

Totalis

Health and Safety Policy

Organisation

Company Senior Management

For this policy document senior management will assume the position of the employer and execute the duties as outlined in the above, mentioned regulations. In addition to the general requirements, senior management has responsibility for plant, transport, tools and equipment within their areas of responsibility.

Their specific responsibilities are to:

1. Ensure that all company employees are conversant with the company Health and Safety Policy.
2. Ensure that first aid kits and fire extinguishers are serviceable within their area of responsibility and comply with the company policy and procedures.
3. Arrange for the periodic inspections and testing, in compliance with current legislation of all plant, vehicles and equipment and ensure that necessary remedial action is taken where necessary
4. To ensure that risk assessments are carried out when required. They are to seek advice from the Health & Safety Coordinator as and when required.
5. To ensure that all operatives are conversant with current Safe Systems of Work and method statements as appropriate.
6. Ensure that they are fully informed of any accident or incident and take appropriate action, including informing the Health & Safety Coordinator.
7. To liaise with the company Health & Safety Coordinator in all matters relating to health and safety.
8. Ensure that sufficient and suitable protective clothing and equipment is provided to all employees.
9. Ensure that all employees are fully conversant and aware of their individual responsibilities in relation to health and safety.
10. Ensure that adequate provision is made to ensure the safety of the public or other people when conducting company activity.
11. Ensure that the appropriate level of training, including induction training is provided for all employees before allowing them to start work. All training is to be documented. For induction training the company- induction training forms will be completed to indicate what subjects were covered.
12. They will ensure that the health and safety committee representative is given assistance to carry out their duties and time to attend the company committee meetings.

Totalis

Health and Safety Policy

Organisation

Management

1. Managers are responsible for ensuring that the safety policy is implemented within their own departments/ areas. They shall ensure that all employees are aware of the policy and its contents.
2. They are to ensure that all employees are fully conversant with the site emergency plan, including fire escapes, procedure for reporting accidents and near miss incidents.
3. They shall continually monitor the workplace to ensure that safe conditions are maintained at all times.
4. Where risks are identified the manager must ensure that the Health & Safety Coordinator is informed so that that the situation can be rectified and documented.
5. They are to ensure that any sub-contractor or visitors are made aware of any safety procedures in place.
6. That they inspect company capital equipment held by crews on a regular basis to check that they are serviceable and safe to use. This to include inspection and maintenance records.
7. They shall bring to the attention of senior management any health and safety issues that may require their attention.
8. Ensure that all relevant health and safety information is relayed to personnel under their control.
9. Any manager who has a particular responsibility in the duties of health and safety will be given full and complete training to allow them to carry out those duties.
10. They will ensure that all accidents, incidents and near misses are reported to management and assist in the investigation as necessary.
11. They will proactively encourage employees to report any health and safety concerns.

Totalis

Health and Safety Policy

Organisation

Company Employees

Employees have a legal responsibility of duty of care to themselves and others as well as assisting the Chairman in executing his duty in all aspects to health and safety.

Company employees shall also:

1. Ensure that they familiarise themselves with the company Health and Safety Policy and procedures.
2. Work in accordance with the information and training provided
3. All employees must report any hazardous defects to equipment or dangerous operations being conducted including near misses to a responsible person without delay.
4. They shall take care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
5. They are to co-operate with management so that they can carry out the duties imposed upon them.
6. They are not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. For example, machinery guards, safety rails or protective equipment.
7. They are to report to management immediately any incident or accident.
8. They are responsible for the care and maintenance of Personal Protection Equipment (PPE) issued to them. They are to report any defects and/or damage to the PPE immediately and ensure that it's replaced or repaired before carrying on with their work.
9. All employees have a legal duty to themselves, their colleagues and others to act in a reasonable manner and to co-operate in all matters relating to health and safety. Failure to do so may lead to disciplinary action being taken.

Totalis

Health and Safety Policy

Organisation

Health and Safety Assistance

1. To assist management in meeting their statutory and moral obligations the following duties will be carried out by the following company personnel and external Health & Safety Advisors. They will receive the appropriate training to ensure that they can carry out their duties in a competent manner:

| | |
|--------------------------------------|--|
| External Health & Safety Consultants | ComplyNI Ltd |
| Totalis H&S Coordinator | Mark Connor |
| Approved First Aiders | Elizabeth Savage – Commercial Coordinator Brian Thompson – NI Building Manager Stephen Barr – Signage Contract Manager |
| Fire Marshall | Mark Connor – Health & Safety Coordinator |
| Risk Assessors | Mark Connor – Health & Safety Coordinator All Managers |
| Company Welfare Officer | Linda Given – Human Resources Director |

2. The company recognises that there may be occasions when specialist's advice is necessary. In these circumstances, the services of our External Health & Safety Consultants will be obtained.

Totalis

Health and Safety Policy

Organisation

Health and Safety Committee

1. The company fully acknowledges the importance of employee's involvement in health and safety to achieve and improving a safe working environment. This will be achieved by holding committee meetings on a regular basis with the company elected Representatives of Employee Safety.
2. The committee will consist of senior management and elected personnel from each region as outlined below. They will meet once every three months and the minutes will be published for all company employees to read.

Totalis Health and Safety Committee

- a. Chairman
- b. Health & Safety Coordinator
- c. NI Maintenance representative
- c. Signage Representative
- d. Employee Representative
- e. Scotland Office Representative
- f. Human Resources

Function

3. The aim of the safety committee is to establish and maintain 2-way communication between senior management and the company employees in all matters relating to health and safety and to improve the safety culture throughout the company.
4. To achieve this senior management through the committee will relay relevant health and safety information to all employees including any new machinery or procedures being introduced to the company.
5. The Committee will bring to the attention of all company personnel hazards identified by risk assessments and how they shall be controlled.
6. Representatives are to bring to the attention of the committee any concerns that have been noted by company personnel within their region.
7. The committee will review, discuss and identify annual targets for health and safety and all members of the committee will be encouraged to assist in meeting the goals.
8. The committee will also review the promotion of health and safety through the company by way of posters, publications, talks and further education.

Totalis

Health and Safety Policy

Organisation

Health and Safety Committee

Function cont'd

9. The committee will review the company accident record book and report sheets with the view to identify if there is a trend and what control measures may be implemented to limit that type of accident reoccurring.

Training

10. The company will ensure that suitable and appropriate training and time is provided to the elected representatives to allow them to execute their duties.

Totalis

Health and Safety Policy

Organisation

Sub Contractors

1. If the services of any sub-contractor are required the company will only use sub-contractors listed on the company approved sub-contractor list who have met the strict vetting procedure.
2. All sub-contractors will be required to supply the following details:
 - a. Completed questionnaire (OP11.1)
 - b. Health & Safety Policy (if they employ 5 or more)
 - c. Evidence of suitable insurance cover (to include employers / public liability and contractors all risk)
 - d. Proof of competent training in skills and health and safety awareness (IPAF/CSR/CSCS/UKPIA)
 - e. Evidence that they can provide sufficient resources to meet the task
 - f. Accident / incident and HSE action history
3. Sub-contractor will be required to submit method statement and risk assessments no later than 48 hours before commencing work on a company site or on the company's behalf.
4. Sub-contractors will be required to provide evidence of association to CSR or equivalent
5. The Health & Safety Coordinator will be responsible for maintaining the approved sub-contractors list.

Totalis

Health and Safety Policy

ARRANGEMENTS

Access and Egress

1. The company is committed to providing a safe place of work and a safe means of access and egress within all parts of the work place. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace. This shall include construction sites that the company is responsible for as the Principle Contractor.
2. The Workplace (Health and Safety Welfare) Regulations 1993, require the floors, stairs, steps, passages and gangways in premises to be of sound construction and properly maintained. They must be well lit and kept free from obstructions and any substance likely to cause persons to slip.
3. Senior managers through their management team are responsible for implementing the policy, which covers the following.
 - a. Access to and egress from the workplace
 - b. Routes through working areas
 - c. Accessibility of storage areas
 - d. Access to and egress from an individual's workplace
 - e. Emergency exit routes
 - f. External pathways and roadways around the workplace
 - g. Common parts of the building, e.g. reception and staircases etc.
4. This will be achieved by consultation with employees to ensure that:
 - a. All pathways are kept clear in inclement weather, e.g., compacted snow and ice shall be cleared.
 - b. Passageways and doorways are free from obstructions such as stacked materials, trailing cables, etc.
 - c. Floors shall be in good condition, with damage to steps or staircases repaired.
 - a. Loose boards, frayed carpets shall be repaired to prevent any trip hazards.
 - e. Employees are strongly encouraged to report any situation where safe access or egress is restricted or obstructed so that appropriate remedial action can be taken.
5. The Health & Safety Coordinator shall undertake periodic assessments of pathways, doorways and conditions of flooring to reduce risks of injury by tripping or slipping. He/she shall inform the person responsible of any finding so that immediate action can be taken.

Totalis

Health and Safety Policy

ARRANGEMENTS

Accident and Near Miss Reporting

1. This Policy outlines the procedures, which are to be adopted when any employee, visitor or contractor experiences, an accident, near miss or dangerous occurrence on the company's premises during their employment. This will also apply to visitors who are members of the public and therefore not at work.
2. For this policy, brief definitions and examples of an accident and a near miss are given below:

Accident

An unplanned event, which causes injury to persons, damage to property or a combination of both.

Examples include a fall resulting in a fracture, incorrect operation of machinery leading to break down.

Near Miss

An unplanned event, which does not cause injury or damage, but could do so.

Examples include articles falling near to people, short circuits on electrical equipment.

Dangerous Occurrence

An unplanned event, which has the potential to cause death or serious injury. Dangerous occurrences are certain, specified near-miss events.

3. This policy covers the reporting and recording procedures for management and employees. Suitable information and training will be provided to all personnel regarding reporting and completion of the company accident form.
4. The Health & Safety Coordinator will be responsible for recording, co-ordinating and investigating all accidents and near misses.

THE ACCIDENT BOOK

5. The Accident Book is a legal document and is held and maintained by the company Health & Safety Coordinator at head office. All accidents resulting in personal injury must be reported and recorded using the company accident report form.
6. Senior management and the company safety committee to ascertain the nature of the incidents, which have occurred and identify any potential trends, shall review the accident report book.
7. If an employee is involved or is injured due to an accident at work no matter how minor (either on or off site) they are to inform their manager as soon as possible, or they can inform the Health & Safety Coordinator direct.

Totalis

Health and Safety Policy

ARRANGEMENTS

Accident and Near Miss Reporting Cont'd

REPORTING PROCEDURE

8. They are to complete the company accident report form within 24 hours of the accident. If they are unable to complete the form personally, they are to seek assistance from a colleague.
9. If the accident has occurred on a client's site the occupier or their agent must also be informed.
10. On being informed of an accident, managers are to inform the company Health & Safety Coordinator as soon as possible. If the accident has resulted in serious injuries or death, the Health & Safety Coordinator must be informed by the quickest means. Such scenes of incidents must be cordoned off until the proper authorities arrive on site.
11. The manager / supervisor will ensure that the company accident form is completed (including witness statements) and passed on to the Health & Safety Coordinator.
12. The Health & Safety Coordinator or Human Resources shall conduct follow up reviews with any employee who has been involved in an accident. These reviews shall be documented. The frequency of reviews will be as follows: -
 - a. On immediate return to work
 - b. 4 weeks after returning to work
13. The Health & Safety Coordinator shall complete the accident report book with the information contained in the report form. They will carry out an investigation and submit recommendations with remedial action if required within 72 hours. Copies will be forwarded to senior management, and others throughout the company who may be affected.
14. The Health & Safety Coordinator will be responsible for reporting accidents to the enforcing authority as defined in RIDDOR. He/she will also inform the enforcing authority in the event of any of the following using the form NI2508/ NI 2508a

| | |
|-----------------------------|---|
| OVER 3 DAY INJURIES | where an injury results in the employee taking more than 3 consecutive days off from work (including days off) within 10 days. |
| MAJOR INJURY | Inform the authority by the quickest means followed up by a written report within 10 days of any injury as listed in schedule 1 of reference A&B. (Listed overleaf) |
| DANGEROUS OCCURRENCE | Inform the authority by the quickest means followed up by written report within 10 days of any dangerous occurrence as listed in schedule 2 of reference A&B. (Listed Overleaf) |

Totalis

Health and Safety Policy

ARRANGEMENTS

Accident and Near Miss Reporting Cont'd

15. The following lists are not exhaustive of all injuries or occurrences that are reportable under RIDDOR. Further information can be sought from the company Health & Safety Coordinator.

| MAJOR INJURIES As listed in schedule 1 of RIDDOR (NI) 1997 | DANGEROUS OCCURRENCES As listed in schedule 2 of RIDDOR (NI) 1997 |
|--|---|
| <ul style="list-style-type: none"> ◆ Any fracture, other than fingers, thumbs or toes ◆ Any amputation ◆ Dislocation of the shoulder, hip, knee or spine ◆ Loss of sight (temporary or permanent) ◆ Chemical or hot metal burn or penetrating injury to the eye ◆ Any injury resulting from an electric shock or electric burn leading to unconsciousness or requiring resuscitation or admission to hospital ◆ Other injuries leading to hypothermia or requiring resuscitation or admission to hospital for more than 24 hours ◆ Loss of consciousness caused by asphyxia or exposure to harmful substances or biological agents ◆ Loss of consciousness or acute illness requiring medical treatment resulting from absorption of any substance by inhalation, ingestion or through the skin. ◆ Acute illness requiring medical treatment resulting from exposure to a biological agent or infected material. ◆ Violence in the work place | <ul style="list-style-type: none"> ◆ Failure of lifting machinery ◆ Failure of pressure systems ◆ Failure of freight containers ◆ Contact or discharge associated with overhead power cables ◆ Electrical short circuit, fire and explosion which results in stoppage for more than 24 hours. ◆ Failure of breathing apparatus ◆ Collapse of scaffolding (more than 5 m high) ◆ Incidents relating to well (not water wells) ◆ Failure of pipe lines ◆ Collapse of building or structure ◆ Explosion or fire which results in stoppage of more than 24 hours ◆ Escape of flammable material |

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ARRANGEMENTS

Accident and Near Miss Reporting Cont'd

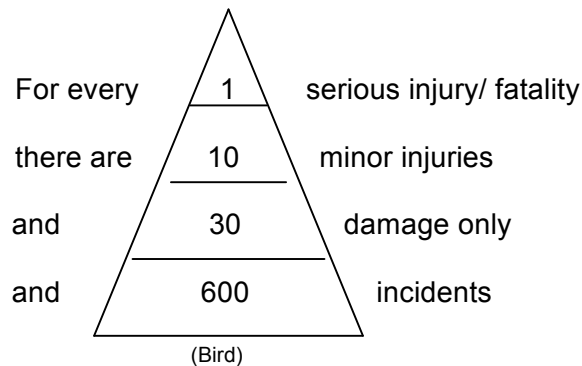
VISITORS/ CONTRACTORS

16. All visitors and contractors who have an accident on any company site are to comply with this company's accident reporting procedure at all times.

NEAR MISS REPORTING

17. Definition of an Incident or near miss is an unplanned event that *could* have caused loss or injury to persons or property.
18. Reporting near miss incidents is not a legal requirement however it does make perfect sense. If, as a company we can identify potential accidents before they happen not only would this save injury but also save us time and money.
19. The following diagram is a study carried out highlighting the need to report near misses.

ACCIDENT ICEBERG



20. All company staff is to be actively encouraged to report near misses to management using the company Near Miss Report form. All reports will be investigated with the appropriate remedial action taken if necessary.

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Health and Safety Policy

ARRANGEMENTS

Asbestos in the Workplace

INTRODUCTION

1. The use of asbestos in the construction industry was wide spread since the 1950's in all manners of applications. It has been illegal to use any form of asbestos material since 1999 however, due to the nature of our operations employees could be exposed to the hazard of asbestos fibres.
2. Asbestos related diseases are currently responsible for approximately 5000 deaths a year in the UK alone and it is believed that this annual figure will rise for some time to come.
3. There is a hazard to employees from repeated low – level as well as long periods exposure to asbestos fibres. The minute fibres which can be released in to the air when the material is disturbed, if inhaled may lodge themselves inside the lung and could be the cause of a fatal disease many years after exposure.
4. It is believed that there are thousands of tonnes of asbestos still in existence especially in buildings built before 2000. There are 3 types of asbestos that are still found in buildings, they are:
 - a. White Chrysolite
 - b. Brown Amosite
 - c. Blue Crocidolite

POLICY PROCEDURE

5. The company acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons from exposure to asbestos as far as is reasonably practicable. This will be achieved by minimising exposure by proper control measures and work methods supported by training of employees most likely to be exposed. This policy requires the full co-operation both of management, staff and Clients at all levels.
6. Any employee who is carrying out maintenance or refurbishment work in buildings built before the 1980's has a higher risk of exposure. Therefore, management must establish if asbestos is likely to be present especially if the building was built between 1950 – 2000.
7. The following information is required from the client or managing agent under the legislation which shall be provided before any employee can carry out any works:
 - a) Do they have an Asbestos register?
 - b) The Location of the asbestos?
 - c) The form of the asbestos (lagging, ceiling tiles, AIB, etc.)
 - d) The condition of the asbestos
 - e) And if known the type of asbestos.

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Health and Safety Policy

ARRANGEMENTS

Asbestos in the workplace Cont'd

8. It is the responsibility of the business development team to liaise with senior management to ensure that the client provides suitable information at either the tender or pre-contract stage.
9. If any employee is working or suspects they are working on or near uncontrolled material, they are to stop work, evacuate the area immediately and contact their manager / Health & Safety Coordinator for advice.

PLANNED WORKS

10. Where planned work is required the client / facility management are required to ensure that all suitable information etc. is provided before work is carried out.

TRAINING

11. Before starting work, employees required to work will undergo training in work with asbestos covering:
 - the properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
 - the types use and likely occurrence of asbestos and ACMs in buildings and plant;
 - the general procedures to be followed to deal with an emergency, e.g. an uncontrolled release of asbestos dust into the workplace;
 - how to avoid the risks from asbestos, e.g. for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACMs are not present.

Totalis use licensed contractors to remove and dispose asbestos containing materials.

CONTROL MEASURES

12. Adequate materials and equipment will be provided and maintained to; so far as reasonably practicable effectively minimise the risk of exposure to any employee and others to asbestos.
13. Employees will check that work equipment is working properly and will report all faults to management immediately.
14. Asbestos containing material cannot be disposed of in the normal way. All waste material containing asbestos must be handled under licence and disposed of at registered sites. Further advice may be sought from the Health & Safety Coordinator.

PERSONAL AND RESPIRATORY PROTECTIVE EQUIPMENT

15. Where Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) has been provided employees are required to use the equipment correctly, carry out routine user maintenance as necessary and report any fault to their manager immediately. Training in the correct use in the above equipment will be provided.

Totalis

Health and Safety Policy

ARRANGEMENTS

Asbestos in the workplace Cont'd

HYGIENE AND WELFARE PROCEDURES

15. Adequate washing, toilet and canteen facilities will be provided adjacent to the site to allow employees to rest, change and wash, especially after working near asbestos. Under no circumstances are employees to take any contaminated clothes home. If contaminated, they are to be treated and disposed of as special waste.

MEDICAL SURVEILLANCE

16. Medical surveillance and medical examinations will be provided for employees who have been exposed to asbestos over and above the action levels, and thereafter every 2 years. The company will maintain the medical records. Employees will be entitled to inspect their own records upon request.

AIR MONITORING

17. Specialist advice will be sought to provide accurate measurements of exposure risk to employees as necessary. All records shall be kept by the company and will be available for inspection by employees upon request.

Totalis

Health and Safety Policy

ARRANGEMENTS

Construction/ Site Contractor

1. On the occasions when the company is working on site acting as Principle Contractor or as sub contractor the company shall plan, co-ordinate, control, co-operate and monitor the activities of our employees and others on site.
2. Furthermore, the company is committed to ensuring that where any construction work is being carried out it is done so without risks to the health and safety of its employees, or others working on the site in accordance with the regulations noted.
2. The Construction (Design, Management) Regulations 2015 / NI 2016 are very detailed. Managers undertaking any construction work are to inform the Health & Safety Coordinator especially if the work is likely to
 - a. last more than 30 days and have more than 20 workers working at the same time at any point on the project or
 - b. exceed 500-person days of construction work

PRINCIPAL DESIGNER

4. When requested by clients the company Health & Safety Coordinator will act as the CDM Advisor and will conduct the duties as outlined below:
 - a. Advise company designers and clients in matters of health and safety
 - b. Produce the health and safety plans (Pre-tender and Construction phase)
 - c. Assist in vetting sub-contractors
 - d. Create and maintain the health and safety file
 - e. Conduct health and safety inspections and provide written reports.
5. He/she will also when required inform the appropriate authorities of intended projects:

| | |
|--------------------------------------|----------------------------|
| ➤ F10 Notification of Project | United Kingdom (except NI) |
| ➤ NI10 (Rev) Notification of Project | Northern Ireland |
| ➤ CR1 Notification of Project | Republic of Ireland |

HEALTH AND SAFETY FILE

6. The Contract Manager shall be responsible for the production of the health and safety file. The Health and Safety Coordinator, Managers and subcontractors shall provide all necessary information and data as required for this document.

Totalis

Health and Safety Policy

ARRANGEMENTS

Construction/ Site Contractor Cont'd

PRINCIPLE CONTRACTOR

7. When the company is appointed as the Principle (Main) Contractor the nominated project manager, will liaise with the company Health & Safety Coordinator to produce:
 - a. The health and safety plan (construction phase)
 - b. Vet approved sub-contractors
 - c. Produce the company method statement and risk assessments
 - d. Liaise with the Client, CDM co-ordinator and Designers.
 - e. Validate and approve other contractor SMS and risk assessments
 - f. Provide Health and Safety Induction Training for all site personnel
 - g. Control the health, safety and security of the site.

SITE SAFETY RULES

8. When the company is responsible for a site as the main contractor all personnel shall adopt and comply with the site rules produced by the company. The project/site manager shall be responsible for ensuring that the site rules are displayed around the site, including:
 - The site office
 - Site Canteen
 - Entrance to the site
9. When company employees are working on site as sub-contractors they shall comply with the existing site rules.
10. Any employee or sub- contractor found not complying with any site rules may face disciplinary action as in accordance with the company discipline code or shall be removed from site.

EQUIPMENT/ PLANT/ TOOLS

11. Plant, equipment and company tools such as ladders, tower scaffold, drills etc. will not be loaned to other contractors on site, unless under special circumstances and with the written permission of the site manager which will indicate the time period of the loan. The contractor will be required to provide evidence of competence for use of the equipment.
12. The site manager shall hold and maintain all certificates of compliance for plant equipment.
13. The site manager shall confirm that only qualified and competent persons operate plant machinery, MEWP etc., a register shall be maintained on site and made available for inspection as necessary.

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Health and Safety Policy

ARRANGEMENTS

Construction/ Site Contractor Cont'd

14. Employees and sub – contractors shall carry out a visual inspection of equipment on a daily basis before commencing work and report all defects and damage to management immediately. Reported items are to be removed from site until repaired or replaced. A qualified or competent person shall carry out repairs.

SAFETY METHOD STATEMENTS (SMS) & RISK ASSESSMENTS

15. Before attending any site to carry out work, the company shall be required to provide a Method Statement (MS) and or risk assessments (RA).
16. A method statement detailing how the work will be carried out in a logical and safe way, by including identifying any potential hazards and how they shall be controlled.
17. The manager responsible using the template provided shall produce this document with assistance from the Health & Safety Coordinator as and when necessary. High risk method statements are to be verified by the Health & Safety Coordinator before submission.
18. The method statement is to be explained to all employees who may be affected. They shall be required to read, understand and comply the SMS. All personnel involved shall sign the compliance form attached to each SMS.
19. Risk assessments shall be carried out as necessary using the company template (See appendix
20. The foreman/ supervisor shall be responsible to ensure that all employees affected are informed and trained if necessary concerning the risk assessments.
21. Copies of the method statements and associated risk assessments are to be passed on to all interested parties who may be affected by the activity.

PERMIT TO WORK

22. Any task involving the following activity shall require a Permit to Work before work can commence. The site manager shall be responsible for the issuing and monitoring of all permits to work on site. (See Permit to Work Procedure)
 - Hot work of any description
 - Live work
 - Confined space works
23. Company employees working on site not controlled by this company shall comply with site permit to work rules.

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Health and Safety Policy

ARRANGEMENTS

Construction/ Site Contractor Cont'd

DISPLAYS & NOTICES

24. As Principle Contractor, the company shall ensure that the appropriate notices are displayed throughout the site and are maintained through the period of being on site.
- F10/ NI 10
 - Site Rules
 - Health and Safety Statutory Notice
 - Insurance certificate
 - Health and Safety warning signs as appropriate

SUB CONTRACTORS

- 25 The Company will only use contractors who have proved able to discharge their responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be in the form of a list of approved contractors, they will be required to complete and submit the company questionnaires and provide method statements and risk assessments before being allowed to commence work. The list will be reviewed, and sanctions placed on contractors with poor health and safety standards.

HEALTH AND SAFETY SITE INSPECTIONS

26. The company Health & Safety Coordinator shall as necessary conduct health and safety inspections on sites that the company is responsible for. All points will be discussed with the persons affected and the site manager. Copies will be passed to the Contracts Manager.
27. When the company is acting as sub – contractor the Health & Safety Coordinator shall with the agreement of the site management conduct an inspection on the activities being carried out by employees. He/she will advise site management of his/her findings and provide a copy of the report if requested.

TRAINING

28. Training is very important in ensuring a safe environment on a busy multi – disciplined site. The company will continuously monitor the needs for training company employees required to work on site. The minimum is being that of CSR training.
29. Employees required to operate plant equipment, MEWP or machinery outside their normal remit shall undergo appropriate training to IPAF standards before being allowed to use the equipment.
30. Sub – contractors shall be required to provide documentary evidence of training in the use of plant they intend to use before commencing work. This shall also include evidence of H&S training.

Totalis

Health and Safety Policy

ARRANGEMENTS

Display Screen Equipment

1. All reasonable steps will be taken by the company to secure the health and safety of employees who work with Display Screen Equipment (DSE).
2. The company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the risk associated with the use of DSE is comparatively low, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all employees and management.
3. The company will, in consultation with staff:
 - a. Carry out an assessment of each workstation, considering the furniture, the working environment and the worker.
 - b. Take all necessary measures to remedy any risks found because of the assessment.
 - c. Take steps to change tasks if necessary, within the working day to prevent intensive periods of on-screen activity.
 - d. Review software to ensure suitability for the task
 - e. Arrange for the provision of eye and eyesight tests at regular intervals for employees who are DSE operators
 - f. Arrange for payment towards the cost/ supply of any corrective appliances (Glasses or contact lenses) where required specifically for working on DSE.
4. Where a problem arises in the use of DSE, the employee shall inform their manager immediately. In the case of adverse health conditions, they should advise their own GP.
5. The company on receipt of the information shall:
 - a. Take all necessary steps to investigate the problem
 - b. Take corrective measures where appropriate
 - c. Advise all employees affected of the actions taken

TRAINING

6. The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE.

EYE AND EYESIGHT TESTS

7. The company will offer an eyesight test to employees whose significant part of their job involves working with DSE's. This test will also be offered to employees who have transferred to a job that requires them to use DSE.
8. Where the result indicates that corrective glasses are required specifically for DSE work the company shall arrange the provision of those glasses.

Totalis

Health and Safety Policy

ARRANGEMENTS

Display Screen Equipment Cont'd

COST OF TESTING

9. The cost of eye and eyesight tests will be met by the company, if the test has been arranged through the company. Where an employee obtains a test independently and without the knowledge of the company, even if the test is specifically related to display screen use, the company shall not be responsible for the costs incurred.

SUPPLY OF GLASSES

10. Where glasses are found necessary, specifically for the use of DSE, these can be obtained following the information given on the Eye test Voucher supplied by the company.

CARE AND REPLACEMENT OF GLASSES

11. The employee is personally responsible for the safekeeping of glasses. Where there is a change in an employee's visual defect which results in a change to prescription requirements, the company will bear the cost of replacement subject to the procedures outlined above.

REST BREAKS

12. The purpose of a break from DSE work is to prevent the onset of fatigue. There is no prescribed frequency or duration from DSE work. Where possible users will be given the discretion to decide the timing and extent of off- screen tasks. Any employee who believes that their DSE workload does not permit adequate breaks should bring this to the attention of management. Users of DSE equipment are encouraged, and will be expected, to take the opportunities for breaks. Other tasks away from the DSE

RISK ASSESSMENTS

13. Risk assessments shall be carried out each time a new user is assigned to a station or if users are permanently moved to a new station. DSE users will be invited to assist the company in carrying out risk assessments.
14. Portable computer users and users required to work from home shall all also carryout DSE risk assessment.

Totalis

Health and Safety Policy

ARRANGEMENTS

Driving Company Vehicles

1. Due to the nature of our business, we rely heavily on vehicles. The safe operation of any motor vehicle by company employees is considered very important by senior management. This policy outlines the procedures that all company drivers are required to follow.

DRIVING LICENCES

2. Before any employee will be allowed to drive a company vehicle, they will be required to provide a copy of their driving licence. This will be kept on company records. The Health & Safety Coordinator will annually carry out a 10 % check of all licences. Employees will inform the Health & Safety if there is any change to their licence i.e. fines, points awarded for driving offences and disqualification.
3. Drivers may be subject to a random driving assessment by management or appointed person to assess their driving skills. Results will be recorded and kept on company files.
4. Any driver who has been involved in more than three accidents in one year will be required to undergo a driving assessment.

ACCIDENT REPORTING

5. Any driver involved in a Road Traffic Accident (RTA) no matter how minor must inform their manager or the Health & Safety Coordinator by the quickest means.
6. They are not to leave the scene of the accident unless told to do so by the emergency services or until agreed with the other parties.
7. The emergency services must be informed if any person is injured.
8. All drivers of company vehicles are to be conversant with the company driver's handbook.

DRUGS AND ALCOHOL

9. The Company has a zero tolerance to drivers operating their vehicles under the influence of drugs or alcohol.
10. The common cause of death and injury at work is Road Traffic Accidents (RTA's). To reduce the risk drivers are to follow these guidelines:

- Drive defensively
- Plan your journey
- Regularly check
Tyres
Lights
Screen and wipers
Oil levels
Mirrors
- Always wear your seat belt
- Remain within the speed limits
- Read the road ahead
- Keep the vehicle regularly
maintained
- Reduce speed in bad weather

Totalis

Health and Safety Policy

ARRANGEMENTS

Driving Company Vehicles Cont'd

DRIVING SKILLS

HAZARDOUS CARGOS

11. Hazardous materials must be stored in a lockable container that is to be secure in the rear of the vehicle.
12. All gas bottles must be stored in an upright position and well secured inside the vehicle. The appropriate hazard warning stickers displayed at the rear of the vehicle.

WORK EQUIPMENT

13. All work equipment where possible is to be carried in the rear of the vehicle. If equipment or material must be carried on the roof of the vehicle it is to be secure by using load straps as provided by the company, under no circumstances is rope oddments to be used.

FIRST AID

14. Each vehicle is to carry a small first aid kit, the driver will be responsible for inspecting it and for organising re supply as necessary

TRAINING

15. The company will arrange hazardous goods training for drivers carrying such items. The company as necessary will arrange defensive driver training.

DOCUMENTATION

16. Drivers shall complete the vehicle check sheet at the end of each month. Completed forms are to be filed and kept by the manager responsible. Senior management will carry out random auditing.

Totalis

Health and Safety Policy

ARRANGEMENTS

Electricity at Work

1. The Electricity at Work Regulations 1989 applies to every work situation in which electricity is used or is available for use.
2. Under these regulations, the management has an absolute duty in ensuring and providing a safe place when working with electricity. Employees also have a duty in assisting management in complying with these regulations
3. All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as possible
4. The implementation of this policy requires the total co-operation of all members of management and staff.
5. The Qualified Supervisor as appointed by the company shall be responsible for implementing this policy.
6. Where a problem arises related to electricity at work, employees shall inform their supervisor or manager immediately and management shall take the necessary measures to investigate and remedy the situation.
7. Managers shall not over rule any decision made by the Qualified Supervisor in relation to any electrical safety matter. Arbitration shall be conducted by the Principle Duty Holder whose decision will be final.
9. The company shall ensure that all systems installed or repaired are to the standards laid down in Reference B.

COMPETENT PERSONS

9. Only qualified engineers shall work on electrical systems, records of their competency and qualifications shall be kept on company training record files.
10. Apprentices must always be supervised and must not be in the position where they are working alone. They shall not be allowed to work on live systems at any time.

Totalis

Health and Safety Policy

ARRANGEMENTS

Electricity at Work Cont'd

LIVE WORK

11. If possible, all work should be carried out on dead systems with suitable lock out device put in place. The senior engineer shall ensure that the system is dead by conducting tests with the appropriate test equipment before allowing work to be carried out.
12. If work is required to be carried out on the system whilst it is live the engineer is to obtain a Permit to Work. He will ensure that he complies with all instruction and control measures put in place.
13. All practical precautions must be taken when working on live systems including:
 - a. The use of intrinsically safe tools, rubber mats, rubber soled boots and gloves.
 - b. Engineers to work in pairs in case of an emergency
 - c. The erection of barriers to keep unauthorised persons away.
14. The Qualified Supervisor shall be informed of any work required on systems above 650v He will issue the appropriate Permit to Work.

PORTABLE ELECTRICAL EQUIPMENT

15. Company issued equipment shall be visually inspected at least once a week by the user, all faults shall be reported immediately and recorded in the company capital equipment check sheet.
16. All portable electrical equipment used outside or on sites shall use 110v supply via a transformer if necessary. Under no circumstances is 240v direct supply to be used unless specific permission is given by the site manager in writing and an RCD in put in line.

TESTING

17. The Qualified Supervisor shall ensure that all fixed wire systems on company property has been tested in accordance with NICEIC requirements. He shall keep and maintain the test certificates.
18. He shall also ensure that the PAT register is maintained for all company owned equipment.
19. Any system installed or repaired by the company shall be inspected and tested by a qualified engineer from the testing section and certificates issued as in accordance with NICEIC and RECI guidelines.
20. The Qualified Supervisor shall arrange regular testing of all company held electrical equipment as in accordance with NICEIC requirements. A label shall be stuck to each item indicating that the test has been carried out, and date for re-test.

Totalis

Health and Safety Policy

ARRANGEMENTS

Electricity at Work Cont'd

STATIC ELECTRICITY

21. Company personnel working on petrol forecourts must ensure that they reduce the risk of generating static electricity by wearing natural material clothing, anti static boots/ shoes, and use intrinsically safe equipment and tools.

DEFAULT REPORTING

22. Employees are to report faults to their supervisor or manager responsible immediately. Unqualified persons are not to carry out repairs; this even includes the fitting of plugs unless they are authorised to do so.

RECORD KEEPING

23. The following records are to be kept:
 - a. Inspection and test results of all portable and fixed equipment
 - b. Copies of any Permit to Work issued for work on electrical systems or equipment.
 - c. Meters and test equipment used for electrical equipment (to include calibration dates)
 - d. Qualifications of personnel Competent to work on electrical systems.
24. Managers shall maintain an electrical equipment register of all equipment issued to engineers. It shall include:
 - a. Description of equipment
 - b. Serial No (if present)
 - c. Date due inspection
 - d. Result of inspection
 - e. Issued to whom
 - f. Final disposal and date

TRAINING

25. The company will provide information, instruction and training for employees to enable them to conduct their duties in a safe manner. Electrical work will only be carried out by trained and competent persons.
26. The Principle Duty Holder and Qualified Supervisor shall ensure that all electrical engineers are kept up to date with current information and trends on a regular basis.
27. Apprentices shall be provided with additional training to complement their standard training.
28. Personnel who are required to work on petrol retail sites shall be required to have successfully attended UKPIA accredited course.

Totalis

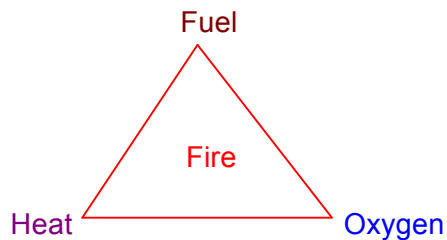
Health and Safety Policy

ARRANGEMENTS

Fire Precautions

1. A fire can be devastating in any circumstance, but it can have far worse effects in the workplace. People have lost their lives, and many have been seriously injured due to fires in the workplace. Some businesses never reopen after a fire. It is everybody's responsibility to know the precautions that are in place.
2. There are three elements to a fire and all three needed in varying degrees to start and keep a fire going, this is known as the fire triangle:

FIRE TRIANGLE



3. If one or more element is removed, the risk of fire is greatly reduced.

FIRE CATEGORIES

| | |
|------------|--|
| CLASS A | Fires involving solids (wood, paper, plastics, etc.) |
| CLASS B | Fires involving liquids or liquefiable solids (petrol, oil, paint, fat, wax, etc.) |
| CLASS C | Fires involving gases (L.P.G, Natural Gas, Acetylene, etc.) |
| CLASS D | Fires involving metals (Sodium, Magnesium, and many Metal Powders) |
| ELECTRICAL | Electrical |
| CLASS F | Fires involving cooking Fats/Oils |

Totalis

Health and Safety Policy

ARRANGEMENTS

Fire Precautions Cont'd

ELECTRICAL FIRES

4. Electricity is a cause of a fire and not a category and therefore must be treated separately. Extinguishers such as carbon dioxide (CO₂) or dry powder is to be used on electrical fires. Caution must be taken if using a CO₂ extinguisher in a confined space.
5. In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.
6. If a fire is discovered the alarm shall be raised **immediately** by the person discovering the fire no matter how small the fire may appear.
7. The alarm shall be raised by operating the nearest break glass fire alarm, or shout **FIRE, FIRE, FIRE**. All employees are empowered to take this action if they believe there is a fire. The company will always support any employee who operates the fire alarm system in good faith regardless of whether it is ultimately determined that a fire existed.
8. All personnel must immediately evacuate the building (s) as soon as the alarm has been sounded. On evacuation, personnel are to report to the assembly point (As indicated on the fire plan). Fire wardens will account for all personnel from their building.
9. Re-entry to the building is strictly prohibited until either the fire marshal or the senior fire officer gives permission.
10. Employees are not expected to fight the fire however personnel may attempt to extinguish the fire if it is safe to do so.

TRAINING

11. All employees shall receive regular training in fire precaution, prevention and Fire Wardens shall receive training in the safe use of fire extinguishers.

Totalis

Health and Safety Policy

ARRANGEMENTS

Fire Precautions Cont'd

RESPONSIBILITIES

12. Each company buildings / site has a nominated fire warden (see Health and Safety Assistance). Their responsibilities are:
 - a. Regularly check that all fire doors and escape routes are kept clear
 - b. Regularly check fire extinguishers to ensure that they are in the right place and are serviceable. All defects are to be reported to the Health & Safety Coordinator immediately.
 - c. Regularly check fire alarm panels and call points. All defects to be reported to the Health & Safety Coordinator.
 - d. Account for personnel on evacuation.
 - e. In the event of a fire, fire wardens are to report to the fire marshal once they have accounted for personnel (including visitors) from their area of responsibility.
 - f. Amend the company fire plan to suit the location and ensure that it is displayed
13. The Health & Safety Coordinator shall maintain the company fire diary.
14. Employees are strongly encouraged to report any concerns regarding fire procedures to their committee representative so that it can be investigated, and remedial action taken if necessary.
15. It shall be the Health & Safety Coordinators responsibility to arrange for an annual inspection and test of all first aid fire fighting equipment.

Totalis

Health and Safety Policy

COMPANY EMERGENCY PLAN

REMEMBER

FOR THE EMERGENCY SERVICES DIAL 999

- REMAIN CALM
- * GIVE CLEAR AND RELEVANT INFORMATION
- * GIVE THE FOLLOWING ADDRESS:

Address **Grove Street East**
Belfast
BT5 5GH

Telephone: 028 9045 4544

IN THE EVENT OF A FIRE OR EMERGENCY:

- RAISE THE ALARM BY THE QUICKEST MEANS
- EVACUATE THE BUILDING
- ONLY FIGHT THE FIRE IF ITS SAFE TO DO SO
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- ACCOUNT FOR ALL PERSONNEL

***THE ASSEMBLY POINT FOR THIS BUILDING IS:
MAIN CAR PARK IN FRONT OF HEAD OFFICE***

IN THE EVENT OF AN ACCIDENT

- THE FIRST AIDER FOR THIS BUILDING IS: Elizabeth Savage
- THE FIRST AID BOX IS LOCATED AT: Reception & Stores Office
- DO NOT LEAVE THE CASUALTY ALONE
- DO NOT MOVE THE CASUALTY UNLESS THERE IS FURTHER DANGER TO LIFE

In all events the H&S Coordinator must be informed OFFICE: 028 90 454544

Totalis

Health and Safety Policy

COMPANY EMERGENCY PLAN

REMEMBER

FOR THE EMERGENCY SERVICES DIAL 999

- REMAIN CALM
- * GIVE CLEAR AND RELEVANT INFORMATION
- * GIVE THE FOLLOWING ADDRESS:

**Address 41 McGowan Street
Paisley
PA3 1QJ**

Telephone: 0141 889 0089

IN THE EVENT OF A FIRE OR EMERGENCY:

- RAISE THE ALARM BY THE QUICKEST MEANS
- EVACUATE THE BUILDING
- ONLY FIGHT THE FIRE IF ITS SAFE TO DO SO
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- ACCOUNT FOR ALL PERSONNEL

***THE ASSEMBLY POINT FOR THIS BUILDING IS:
MAIN CAR PARK IN FRONT OF THE BUILDING***

IN THE EVENT OF AN ACCIDENT

- THE FIRST AIDER FOR THIS BUILDING IS: Joe Tibbs
- THE FIRST AID BOX IS LOCATED AT: Office
- DO NOT LEAVE THE CASUALTY ALONE
- DO NOT MOVE THE CASUALTY UNLESS THERE IS FURTHER DANGER TO LIFE

In all events the H&S Coordinator must be informed OFFICE: 028 90 454544

Totalis

Health and Safety Policy

ARRANGEMENTS

First Aid in the Workplace

1. The company is committed to providing sufficient number of first aid personnel to deal with accidents and injuries occurring at work. To this end, the company will ensure that elected company personnel attend training on first aid to HSE standards.
2. Should employees have concerns about the provision of first aid within the organisation, they should inform their safety representative so that it can be investigated and rectified if necessary.

FIRST AID PERSONNEL

3. First aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements. First aid personnel will be provided with re-training at regular intervals in order that their skills are maintained.
4. Company first aiders are to inform the Health & Safety Coordinator when they need re-certification before their run-out date.
5. Notices will be displayed in all workplaces giving the location of the first aid equipment and the name and location of the first aider. (See company emergency plan)
6. The persons trained in first aid are as listed at health and safety assistance in this policy.
7. The company will make suitable arrangements for first aid training to be provided to crews working on construction sites.

LEGAL INDEMNITY OF FIRST AIDER

8. It is unlikely that first aid personnel rendering assistance to a colleague will become subject to legal action. However, the company has arranged insurance policy indemnification for trained member of staff who assists an employee who becomes ill or is injured at work either on or off the premises.

Totalis

Health and Safety Policy

ARRANGEMENTS

First Aid in the Workplace Cont'd

FIRST AID BOX

8. There are first aid boxes provided throughout the company, which have adequate supplies for the nature of the hazards involved. The boxes will contain the minimum supplies, which are required under current laws. No creams, lotions or drugs, will be stored in the first aid box.

CONTENTS LIST

9. The following list of first aid equipment is the minimum that shall be kept in each company first aid box:
 - a. Guidance card
 - b. Twenty individually wrapped sterile adhesive plasters
 - c. Two sterile eye pads
 - d. Four triangular bandages
 - e. Two pair of latex gloves
 - f. Six medium size sterile unmedicated wound dressing
 - g. Three large size sterile unmedicated wound dressings
 - h. Twelve individually wrapped cleansing wipes
10. The location of the first aid box and the name of the person responsible for first aid will be clearly indicated on the company emergency plan.
11. The first aid box will be checked monthly and restocked when necessary by company first aider.
12. Each company vehicle will carry a portable first aid kit. The driver will be responsible to ensure that it is inspected and restocked as necessary.

ACCIDENT REPORTING

13. All accidents and near misses are to be reported to the company Health & Safety Coordinator by the quickest means using the appropriate forms.

ACCIDENT BOOK

14. The company accident book is held by the company Health & Safety Coordinator at head office, he/she will be responsible for the completion and maintenance of the document.

Totalis

Health and Safety Policy

ARRANGEMENTS

Harassment in the Workplace

1. As part of our overall commitment to equality of opportunity, Totalis is fully committed to promoting a good harmonious working environment where every employee is treated with respect and dignity. In which no worker feels threatened or intimidated because of his or her age, disability, marital status, political opinion, race, religious beliefs, sex or sexual orientation.
2. Bullying either by physical or mental means is a form of harassment and therefore will not be tolerated within the company. This form of harassment if found proven will be deemed as gross misconduct which may result in instant dismissal.
3. The aim of this policy and the accompanying procedure is to prevent harassment, provide guidance to resolve any problems should it occur and prevent recurrence.
4. Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned, sexual, sectarian and racial harassment, as well as harassing a disabled person on account of disability, constitute discrimination and are unlawful under the sex discrimination, fair employment, race relations and disability legislation. Harassment may also be a civil offence and it also may contravene health and safety legislation.
5. Harassment detracts from a productive working environment and can affect the health, confidence, moral and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have direct impact on the profitability and economic efficiency of the company.
6. Harassment is inappropriate behaviour at work and will be treated by the company as a level of misconduct, which may include gross misconduct warranting dismissal.
7. All employee shall comply with is policy.

Totalis

Health and Safety Policy

ARRANGEMENTS

Harassment in the Workplace Cont'd

COMPLAINTS PROCEDURE

8. An employee may make a complaint of harassment either verbally or in writing to:
 - a. Their immediate superior
 - b. Any other manager
 - c. If the complaint is of sexual harassment, the complainant may report to a person of the same sex.
9. All complaints received shall be taken seriously and will be dealt with promptly (within 10 working days) and in confidence.
10. There are two stages in dealing with harassment complaints:
 - a. Informal
 - b. Formal

INFORMAL STAGE

11. **This stage is appropriate where the employee simply wants the behaviour to stop, where the harassment is not serious or where it has not been reported.**
12. Employees may wish to resolve matters informally by:
 - Approaching the alleged harasser directly making it clear to the person (s) that their behaviour in question is offensive, is not welcome and should stop.
 - Approaching the alleged harasser with support from a colleague/ manager.
13. If it is too difficult or embarrassing to do so personally, employees may request that a manager or another person to approach the alleged harasser on their behalf.
14. Where an employee seeks the support of a manager or another person, they must be sensitively advised that their role at the informal stage can only be one of support or assistance.
15. The employee shall be advised that:
 - a. A formal investigation is the only procedure where possible disciplinary action can take place.
 - b. That a written record of the action taken at this stage to assist with any formal procedures which may arise if the harassment or behaviour does not stop.
16. All reported incidents of harassment shall be monitored and in case of any pattern or trend identified, the board of directors may wish to initiate their own formal investigation and take the appropriate remedial action where necessary.

Totalis

Health and Safety Policy

ARRANGEMENTS

Harassment in the Workplace Cont'd

FORMAL STAGE

17. **The formal complaint procedure is appropriate if the harassment is of a serious nature, if the person making the complaint prefers this, or if the harassment continues after the informal procedure has been used.**
18. Employees may raise a formal complaint preferably in writing but can also report verbally to the human resources manager. They will be responsible to initiate and conduct a formal investigation in to the allegations.
19. The complaint shall be investigated, and a report produced (with the appropriate action) within 10 working days of receiving the complaint. Where this is not possible the matter will be dealt with as soon as practicable.
20. The procedure is as follows:
 - a. The investigation team will conduct a meeting with the complainant within 3 working days to:
 - Verify the allegations.
 - Advise them of the next procedure
 - b. Interview the alleged harasser within five working days
 - Outline the nature of the complaint
 - Confirm that a formal investigation is to be conducted
 - Advise them of the next stage
 - c. Following these initial meetings, the investigating manager will formally inform both parties in writing of the complaint and the setting up of a formal meeting which should be held within 5 working days.
 - d. Both parties may be accompanied by another person during any of the interviews.
 - e. The investigating Director/ Manager assisted by another (not connected to either party) shall formally interview both parties separately and any other person who may have witnessed the event or who may have information relating to the allegation.

Totalis

Health and Safety Policy

ARRANGEMENTS

Harassment in the Workplace Cont'd

- f. Having obtained all the information, the investigating Director/Manager will produce a written report to the Chairman with their recommendations and whether any disciplinary action should be taken.
 - g. A meeting shall be held between the Chairman and the investigating Director/ Manager where the recommendations and possible disciplinary actions will be agreed.
 - h. The decision will be communicated in writing to both parties
21. If any party disagrees with the recommendations or the disciplinary action to be taken, they may appeal to the Chairman as in accordance with the company discipline code.

Totalis

Health and Safety Policy

ARRANGEMENTS

Control of Substance Hazardous to Health (COSHH)

1. The company acknowledges that no substances can be considered completely safe. All reasonable steps will be taken to ensure that exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. The company undertakes to control exposure by engineering means where reasonably practicable.
2. Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees.
3. All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.
4. The implementation of this policy requires the total co-operation from all members of staff.
5. The company will, in consultation with the staff implement the following:
 - a. An inventory of all substances hazardous to health kept on site will be maintained with appropriate hazard information.
 - b. Management (or the Health & Safety Coordinator) will carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
 - c. All operations, which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
 - d. Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventive maintenance and annual performance monitoring. Employees who work in the area will be informed of the purpose and safe operation of the engineering controls.
 - e. PPE will be used only as a last resort or as a back up measure during testing or modification of other controls. The PPE will be carefully assessed and maintained according to manufacture's instructions.
 - f. Each assessment will be reviewed annually, and all operations using hazardous substances will be reassessed every 2 years.
 - g. If an employee requires health surveillance management will arrange for it to be carried out by qualified professionals. The subsequent records will be retained for a minimum of 40 years.
 - h. All employees will be provided with information and appropriate training on the nature of the hazardous substances with which they are working. They will be informed about any monitoring and health surveillance results.
 - i. All changes to control measures and change of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Totalis

Health and Safety Policy

ARRANGEMENTS

Hazardous Substances (COSHH) Cont'd

6. Where an employee raises a point related to the use of substances hazardous to health, the company will:
 - a. Ensure that the hazard associated with the substances has been correctly identified.
 - b. Ensure that the assessment of the use of the substances is correct and up to date.
 - c. Ensure that the control measures in place are adequate.
 - d. Correct any observed deficiencies in the control of the hazards.
 - e. Inform the employee of the results of the investigation and actions taken.
7. The company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as visitors and temporary staff.
8. Poorly maintained or adjusted control measures can result in inadvertent exposure to substances hazardous to health. This can be avoided by adhering and adopting the control measures put in place. Employees are encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls.

Totalis

Health and Safety Policy

ARRANGEMENTS

Housekeeping & Waste Disposal

HOUSEKEEPING

1. Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/ or organisational deficiencies within the workplace.
2. The company recognises the need to ensure that adequate standards of housekeeping are achieved. This policy is designed to ensure that the company attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.
3. Examples of poor working practices include:
 - a. Untidiness.
 - b. Lack of thought and consideration by the individual
 - c. Ignoring rules and procedures.
4. Poor housekeeping resulting from organisational arrangements includes:
 - a. Badly designed systems of work.
 - b. Insufficient space for work activity.
 - c. Inadequate storage facilities.
 - d. Lack of training or information
 - e. Poor supervision
 - f. Infrequent or inefficiency of cleaning arrangements.
5. Workplace inspections will be carried out on a regular basis by the Health & Safety Coordinator to identify areas where standards require improvement and discuss areas of concern with the manager responsible.
6. Floors will be cleaned on a regular basis and waste bins shall be emptied daily. Rubbish will be kept in suitable containers and should not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard, such as obsolete items of furniture, should be removed immediately.
7. Suitable information and training will be provided to all employees in housekeeping arrangements within the workplace and in standards that must be achieved and maintained.

Totalis

Health and Safety Policy

ARRANGEMENTS

Housekeeping & Waste Disposal Cont'd

8. Managers and supervisors must ensure that the premises are maintained to a satisfactory standard of housekeeping at all times. The following duties will apply.
 - a. Ensure that articles are not left in walkways or on the floor
 - b. Ensure that there are no trailing cables
 - c. Ensure that articles are stored in designated places
 - d. Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.
 - e. Arrange for obsolete or unwanted articles of furniture to be removed.

9. Employees are responsible for the following:
 - a. Ensure that they do not allow waste material to accumulate in their working area and keeping their workstations tidy.
 - b. Acting in accordance with information and training relating to housekeeping in the workplace.
 - c. Reporting problems relating to storage or removal of articles to a responsible person.

10. In order to ensure that satisfactory standards of housekeeping are achieved the following safe system of work should be adhered to.
 - a. Check that the workplace is free from hazards at the beginning of each day.
 - b. Always put articles away immediately after use.
 - c. Clear up any spillage, etc. immediately.
 - d. Do not allow objects to protrude into walkways
 - e. Ensure that waste materials are properly stored and are removed on a regular basis.
 - I. Ensure that special arrangements are made for the removal of unusual or extra-large objects or substances.
 - II. Do not store articles or substances anywhere other than in designated areas.
 - III. Ensure the workplace is tidy and articles and substances have been put away at the end of the working day.

Totalis

Health and Safety Policy

ARRANGEMENTS

Housekeeping & Waste Disposal Cont'd

WASTE DISPOSAL

11. This organisation is committed to ensure the health, safety and welfare of its employees and of others that may be affected by the waste material, which may result from our work. Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory regulations.
12. The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources as in accordance with the company environmental policy.
13. Suitable waste receptacles will be provided throughout the premises. The containers must be adequate to prevent the escape of waste.
14. Waste containers will be emptied by an appointed person on a daily / weekly basis.
15. Suitable arrangements will be made for the disposal of hazardous waste that is generated as a by- product of a work process. The procurement manager will be responsible to ensure that the correct documentation and procedures are followed for the disposal of hazardous waste.
16. No hazardous waste is to be disposed of through the sewage system; any employee found doing so may face disciplinary action.
17. Employees will be provided with suitable Personal Protective Equipment (PPE) when dealing with any form of waste material.
18. If required training will be provided to employees to ensure the safe handling of waste material.

Totalis

Health and Safety Policy

ARRANGEMENTS

Induction of Employees & Training

1. In order to secure the health and safety of all employees, the company will provide health and safety training to new employees, which will be part of the company induction training.
2. The manager responsible for new employee shall liaise with the Health & Safety Coordinator / human resources manager who shall arrange induction training. This training should be conducted within the first month of employment. The training should not take any more than half a day.
3. The health and safety component of induction training will contain the following:
 - a. Company health and safety policy – the contents of the policy statement will be covered in detail, including the responsibilities set out in the policy and will enable the employee to become acquainted with the organisational arrangements.
 - b. Accident reporting procedures / first aid, - this will cover the action to take when an accident occurred. The person to be informed and where to go for first aid treatment (this section will also cover the accident investigation report procedure so that the employee will be aware what will happen if an accident occurs).
 - c. Fire procedures and precautions – this section covers action to be taken when the fire alarm sounds and will include:
 - I. The location of the fire exit (s)
 - II. The assembly points
 - III. The responsible person the employee must report to
 - IV. Further instructions on the action to be taken in the event of fire
 - V. What to do with machinery or processes left prior to evacuating the building
 - d. Introduction to safety legislation – the employee shall be introduced to the legislation that applies to the company and the workplace. Examples that may be covered are:
 - The Health and Safety at Work (NI) Order 1978
 - The Management of Health and Safety at Work Regulations 2000
 - Display Screen Equipment Regulations 1992
 - The Provision and Use of Work Equipment Regulations 1999
 - Control of Substances Hazardous to Health Regulations 2005
 - Manual Handling Operations Regulations 1992
 - Workplace (Health, Safety and Welfare) Regulations 1993

Totalis

Health and Safety Policy

ARRANGEMENTS

Induction of Employees & Training Cont'd

- e. Site safety rules – this section will cover the company safety rules.
- f. Safety procedures – items for discussion in this section may include:
 - Personal protective equipment
 - Use of ladders and access equipment
 - Safe working with soldering equipment
 - Safe manual handling of loads
4. Written information will be provided on the subjects covered on the induction course.
5. After a suitable period of time, the training will be followed up to assess the effectiveness of the course and to correct any deficiencies or misunderstandings.
6. Confirmation of Induction training will be formally documented on the employee's company training record.
7. All employees will undergo regular training for the jobs which they are to carry out. Their competence will be assessed on an on-going basis and will be reviewed on an annual basis.

Totalis

Health and Safety Policy

ARRANGEMENTS

Manual Handling

1. Statistics show that manual handling is one of the most common causes of absence through injury in the workplace. More than one third of lost time accidents are caused in this way.
2. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace
3. All managers have a responsibility to ensure that this policy is followed. The Health & Safety Manager shall have overall responsibility in promoting this policy throughout the company.
4. The company will ensure that operations, which involve manual handling, are eliminated, so far as reasonably practicable. Measures to achieve this will include the ergonomic design of the workplace and activities and introduce mechanical devices if necessary and appropriate.
5. A competent person using the company assessment form (see appendix 1) will carry out an assessment of manual handling activities.
6. The following factors will be taken into consideration during the assessment.

The Task

7. Bending and stooping to lift a load. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced with the risk of injury increased. If items are required to be lifted above the shoulder a stand or suitable means of access should be provided.
8. Items that are pushed or pulled should be as near to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage.
9. Carrying distance should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided where possible.

The Load

10. The load should be kept as near as possible to the body trunk to reduce strain and should not be of such a size as to obscure vision. An indication of the weight of the load should be indicated where appropriate.
11. Unstable loads should be handled with particular caution. Ensure that there are secure handholds, using gloves where necessary to protect against sharp edges or splinters.

Totalis

Health and Safety Policy

ARRANGEMENTS

Manual Handling Cont'd Other factors

The Individual

12. Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitations; employees must not handle loads beyond their own limitations. They should always seek assistance where required.
13. Employees who have any physical or clinical disability are to be given allowances. Pregnant women are not to be allowed to lift loads, which will put them at risk.
14. Sufficient knowledge and understanding of how to move loads in a correct manner is an important factor in reducing the risk of injury.
15. Individuals lifting or carrying will be given suitable instructions, training and information to undertake the task with minimum risk.

The Working Environment

16. There must be adequate space to enable the activity to be conducted in safety and the route must be free from obstruction. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.
17. Use of PPE may be necessary whilst carrying out manual handling activities. If the PPE restricts safe and easy movement then it should be reported to management so that remedial action can be taken.
18. Management must ensure that:
 - a. Manual Handling risk assessments are to be carried out where relevant and records are kept.
 - b. Employees are to be suitably supervised, trained and sufficient information given in carrying out manual handling tasks.
 - c. Any injury sustained during manual handling is to be investigated, with remedial action taken.
 - d. The Safe System of Work is to be adhered to by all employees; they are to be reviewed on a regular basis.
19. Employees must ensure that:
 - a. They report to management (in confidence) any personal conditions, which may be detrimentally affected by the manual handling activity.
 - b. They comply with instruction and training which is provided in safe manual handling activities.
 - c. They use equipment, which has been provided to minimise manual handling activities.

Totalis

Health and Safety Policy

ARRANGEMENTS

Permit to Work

1. As part of the duties under s.2 of the Health and Safety Order (NI) 1978, the company has introduced permits to work system for the following work activities:
 - a. Hot works (including welding, flame cutting and brazing)
 - b. Entry into confined spaces
 - c. Electrical work (live electrical circuits in high-risk situations)
 - d. Roof work
2. It is the intention of the company to continuously monitor, modify and review their use as necessary.
3. The permit to work system applies to all work carried out on any of our company sites. Contractors and visitors will be expected to comply with this policy when carrying out works on any company site.
4. Employees working off site, for example on another site or clients premises they are expected to comply and abide with the permit system being operated on that site. If no such permit system is in operation employees are to liaise with site management or client's agent to arrange the appropriate system. If employees are in any doubt they are to adopt the company system as good practice.
5. Should any employees experience any problems with the operation of the permit to work system they are to inform management as soon as possible so that the problem can be investigated and rectified as necessary.

RESPONSIBILITY

6. The following personnel will be responsible for issuing and monitoring permits to work:
 - a. Contracts Manager
 - b. Site Manager

AUDITING

7. The company Health & Safety Coordinator will conduct regular audits of the systems to ensure that they are operating safely. He/she will report to the health and safety committee with results and recommendations as necessary.

Totalis

Health and Safety Policy

ARRANGEMENTS

Permit to Work Cont'd

PERMIT TO WORK PROCEDURE

8. Permits to work are designed to check that all eventualities have been considered when planning and organising such activities and are an important means of minimising any risks involved. The permit to work will involve following the steps shown below:
 - a. List items that need to be checked before work can proceed.
 - b. Prevent work if conditions fail to meet the accepted standard.
 - c. Limit times of work especially in confined spaces.
 - d. Prohibit other types of work in adjacent areas when a permit is in operation, e.g. solvent cleaning and welding should not be permitted in close proximity of each other at the same time.
 - e. Specify the precautions to be taken e.g. the use of PPE, the erection of barriers or the display of warning signs.
 - f. Display the permit to work at the site of operations and ensure that all employees and others are made aware of the requirements of the permit.
 - g. Ensure that the permit applies to all personnel including contractors and visitors.
 - h. Ensure that the person responsible signs off the permit once the works are completed.
 - i. All Hot work must cease one hour before the end of normal work time.

TRAINING

9. The company will provide the necessary information and training to ensure those employees, supervisors and managers are fully aware of the permits in use and are competent to undertake the tasks outlined in the permits.

COMPANY FORMAT

10. Company employees and contractors working on any company site are to use the permit to work format

Totalis

Health and Safety Policy

ARRANGEMENTS

Personal Protective Equipment

1. The company will provide Personal Protective Equipment (PPE) free of charge, when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.
2. It is the intention of the company to ensure, through the proper use of the equipment, that any risks are reduced to a minimum.
3. Whilst it is generally recognised that the use of PPE can be undertaken without undue risk to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues.
4. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with all employees before implementation.
5. The company will, in consultation with employees and the safety committee:
 - a. Carry out an assessment of proposed PPE to determine whether it is suitable
 - b. Take any necessary measures to remedy any risks found as a result of the assessment.
 - c. Ensure that where two (or more) items of PPE are used simultaneously, that they are compatible and are effectively used together as they are separately.
 - d. Arrange for adequate accommodation for correct storage of the PPE.
 - e. Implement steps for the maintenance, cleaning and repair of PPE
 - f. Train staff in the safe use of PPE.
 - g. Replace PPE that has been provided to meet a statutory obligation, as necessary and at no extra cost to the employee.
 - h. Reassess as necessary if substances used or work processes change.
 - i. The company shall maintain a PPE register for each employee under their control.

EMPLOYEES DUTIES

6. Employees are responsible to ensure that they wear the PPE provided when at work, they are also responsible to ensure that they maintain the equipment provided, they are to report to management any defects with PPE immediately. It is the company policy that engineers shall wear boots provided whilst working on behalf of the company, continuous failure to comply may result in disciplinary action.

TRAINING

7. The company will give sufficient information, instruction and training to ensure the health and safety of workers using PPE, which includes temporary staff, persons gaining work experience with the company

Totalis

Health and Safety Policy

ARRANGEMENTS

Risk Assessments

1. The Company accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others who maybe effected by our operations. We will therefore take all reasonably practicable measures to reduce these risks to an acceptable level.
2. The company will take all reasonable steps to ensure that risk assessments are carried out which will detail the hazards associated with working operations together with any necessary control measures required to reduce the risk.
3. Any employee who discovers a hazard during their working operations shall report the hazard to management so that remedial action is taken.
4. The company believes that a team approach to risk assessment would be more effective. Assistance will be provided as necessary by the company Health & Safety Coordinator. The team will comprise of two company personnel as nominated by senior management.
5. Members of the teams where necessary will be given the appropriate training:
 - a. Provide and or improve their knowledge of the risk assessment procedure.
 - b. Given any additional information to conduct assessments within their working environment.
6. All risk assessments shall be formally recorded using the appropriate risk assessment forms
7. The company has produced a set of generic risk assessments that are to be complied with by all company personnel on tasks relating to the assessment. These risk assessments shall be reviewed and amended as necessary on a regular basis.

Totalis

Health and Safety Policy

ARRANGEMENTS

Risk Assessments Cont'd

9. The company will adopt the following system to rate potential hazards under the following criteria.

| Severity of harm from the hazard | | Likelihood of occurrence | |
|---|---|---------------------------------|---|
| Slight Injury | 1 | Unlikely to occur | 1 |
| Minor Injury | 2 | may occur in time | 2 |
| Serious Injury | 3 | Probably will occur | 3 |

Risk rating = Severity x Likelihood

| | |
|-----|--------|
| 1-3 | Low |
| 3-6 | Medium |
| 6-9 | High |

10. When control measures have been agreed all company, staff are to be informed and trained as required before the implementation of the control measures.
11. The company health and safety committee shall discuss and review the risk assessment procedure as necessary or when members of staff raise concerns.
12. All engineers working on client's sites will conduct their operations within the guidelines of the risk assessments. They are to ensure that a copy of the risk assessment is given to the client's management if requested.

Environmental issues are also to be incorporated into all site-specific risk assessments and method statements

Sub – Contractors:

- Prior to work commencing at site, a method statement with risk assessments will be supplied by the contractor. This will be reviewed for suitability, usually by the Safety and Contracts Managers, and work shall only commence when this document is deemed sufficient. This is the controlling document regarding safety management of contractors. Their actions at site will be constantly referred to the requirements of this document. Labour only Sub-Contractors that do not provide this will be either included in specific risk assessment or complete a standardised method statement. On first arrival at site, contractors will be given an induction talk to inform them of the project and site. This will usually contain site rules, extracts of the safety plan, project description, safety policy and risk assessments. All inductees will sign a form on receipt of this, and their supervisor given a copy.

Totalis

Health and Safety Policy

ARRANGEMENTS

Smoking in the Workplace

1. From Monday 30th April 2007 it became against the law to smoke in enclosed and substantially enclosed workplaces and in certain vehicles.
2. The law covers almost all enclosed and substantially enclosed workplaces including restaurants, bars, cafes, hotel, theatres, schools, hospitals and all clubs. It also covers vehicles including Lorries, vans, taxis and public transport.
3. Totalis has implemented a Smoking Policy, the aim of which is to guarantee the rights of non – smokers to breathe smoke free air at work, whilst considering the need of those who smoke. The policy is not concerned with whether people smoke but with where they smoke whilst at smoke.
4. Any concerns employees may have regarding smoking at work should be reported immediately to their line manager so that corrective action can be taken if necessary.
5. Smoking should be limited during working hours, to morning tea break and to lunch break. Should you require an afternoon smoke break this can be authorized by your manager only and should be only for a few minutes.
6. Smoking is not permitted in the following areas;
 - a) Totalis offices
 - b) Stores
 - c) Garages
 - d) Vehicles
 - e) Any other enclosed space
7. Smoking shall only be permitted in the designated areas as defined by Senior Management.
8. Smokers must use ashtrays provided and shall ensure that cigarettes are extinguished properly. All visitors or temporary staff will be expected to abide by the terms of the smoking policy. Appropriate signs will be displayed at the entrance to the premises and company staff should tactfully remind visitors of the policy if necessary.

Totalis

Health and Safety Policy

ARRANGEMENTS

Stress in the Workplace

1. Stress is the natural reaction to excessive pressure from either within or outside the working environment. If not controlled or monitored this can lead to mental and physical illness
2. Being under pressure can sometimes be positive and can lead to improved productivity however, too much will lead to stress. This is a very fine line in we all walk.
3. Stress in the workplace can lead to a problem with retention of staff, reduction in productivity and poor time keeping.
4. The company recognises that, whilst a degree of stress can be a positive force at work. Excessive pressure can have a negative effect on health and performance at work. We are committed to promoting good health at work, therefore, we are concerned to recognise any negative effects that stress may have on individual members of staff, and to provide suitable support for those suffering from the effects of stress.
5. The company will continually identify hazards which may affect mental and physical well being with the objective to reducing them, so far as is reasonably practicable.
6. Senior management acknowledge that stress may occur within the work place to any member of staff and recognise that it is not a sign of weakness and or incompetence and expect all employees to adopt the same attitude.

CONFIDENTIALITY

6. Any employee who raises their concerns about undue pressure or believe that they are suffering from stress will be treated in complete confidence.

CAUSES OF STRESS IN THE WORK PLACE

7. There are many causes that lead to stress. The following are some of the causes.
 - a. **The Job**
 - Unachievable tasks with the time given
 - Imbalance of training provided
 - Inflexible work schedule
 - b. **Responsibilities**
 - Confusion about where the individual fits in within the group
 - Concern of responsibility for looking after others under their control

Totalis

Health and Safety Policy

ARRANGEMENTS

Stress in the Workplace cont'd

CAUSES OF STRESS IN THE WORK PLACE

c. **Relationship**

Poor relationships with others in the group
Bullying, racial or sexual harassment

d. **Conditions**

Physical danger
Physical working conditions

e. **Management influence**

Lack of control and understanding over work activities
Lack of communications
Negative culture from management
Lack of understanding and support for individuals under their control

SIGNS AND SYMPTOMS

8. It is important that the symptoms of stress are recognised in the early stages so that the individual can receive help or counselling. Some of the symptoms may include:
- a. Change in personal behaviour
 - b. Irritability
 - c. Increase in absenteeism
 - d. Reduced or poor productivity
 - e. Deteriorating relationship with colleagues
 - f. Unable to make decisions
 - g. Poor time keeping
 - h. Frequent headaches
 - i. Excessive drinking of alcohol or taking drugs

REPORTING PROCEDURE

9. Employees who believe that they are suffering from undue pressure or stress should initially bring it to the attention on their line manager who will attempt to rectify the situation.
10. If this line of approach is unsuccessful or the problem persists, the employee should then bring the matter to the attention of the company Health & Safety Coordinator and or the Human Resources Manager.
11. All parties shall be consulted so that a solution can be found, as far as is reasonably practicable.

Totalis

Health and Safety Policy

ARRANGEMENTS

Stress in the Workplace cont'd

TRAINING

12. Where appropriate training and guidance will provide for managers to enable them to recognise symptoms of stress in their staff and themselves.

COUNSELLING

13. If any employee believes they require or would benefit from counselling they are to bring it to the attention of the Health & Safety Coordinator who shall assist in arranging suitable assistance.

Totalis

Health and Safety Policy

Use of Hand Tools

1. The company will, in accordance with its general duties make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools. This shall include battery operated, mains powered equipment either owned or on loan.
2. These risks will then be controlled so far as is reasonably practicable so that neither the company's employees or others who could use them will not be put at risk.
3. Responsibility for the implementation of the provisions of this policy lies with each divisional manager and engineer using the equipment.
4. The company will, in consultation with employees:
 - a. Ensure that the correct tool for the job is provided.
 - b. Ensure that employees do not misuse tools, which could lead to damage of materials, equipment and the tools as well as leading to injury.
 - c. Implement a system for reporting defective tools, which will include the responsibility of the user to report defects to management
 - d. Arrange for tools to be repaired by qualified personnel only.
 - e. Arrange for tools to be regularly inspected and tested as in accordance with the Electricity at Work Regulations (PAT); all such tools will be tagged showing the date of the last test.
 - f. Provide suitable and appropriate personal protective equipment.
 - g. Ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools
 - h. Provide suitable storage facilities for tools

TRAINING

5. All employees using tools will be trained in their use and the use of any associated equipment used in conjunction with the tool. Any employee who is not conversant with a tool must make it known to their supervisor.
6. The following safe system of work will be adopted when using any hand tool to ensure safe use:
 - 6.1 All electrical powered tools with trailing leads shall comply with the following guidelines so far as is reasonably practicable:
 - a. The length of the lead should be kept to a minimum.
 - b. The cable should be heavy duty and capable of serving the equipment that it is to supply
 - c. Cable on a drum should be fully played out and must be protected from damage.
 - d. It should be laid with care to ensure that it does not present a trip hazard to others or to the user of the equipment.
7. Power tools designed with guards must be used with the guard in place. Under no circumstance are guards to be removed unless it is for repairs.

ARRANGEMENTS

Totalis

Health and Safety Policy

Use of Hand Tools Cont'd

8. Power tools must be isolated from the power source before any routine adjustments are carried out.
9. The correct fuse rating must be used for all electrical tools.
10. It is the responsibility of management and employees (users) to ensure that the right tool is used for the right job and that the tools are properly maintained and repaired.

Totalis

Health and Safety Policy

Warehouse

1. The company is committed to maintaining and raising standards in health, safety, and welfare within the warehouse environment. The company will be supportive of any safe systems, procedures that can bring about measures to reduce risks to all persons working or visiting the warehouse. Assessments will be carried out and where necessary suitable safe systems of work put in place for warehouse activities.
2. The person responsible for the implementation of this policy is the Procurement Manager. Plans will be communicated to all employees affected and the health and safety committee.
3. Should any employee become aware of any problem concerning health and safety in the warehouse, they are to notify the Procurement Manager so that the appropriate remedial action can be taken.
4. There are many activities carried out in the warehouse sometimes at the same time. Some if not all require the development of a safe system of work.
5. The Procurement Manager is responsible for ensuring that assessments are carried out and safe systems of work are produced and that these are communicated to all personnel working in the warehouse. He should ensure that:
 - a. Design and layout allow for safe movement throughout the warehouse
 - b. All floors are clean and free from obstruction
 - c. That there is adequate heating, lighting and ventilation
 - d. That all electrical equipment is maintained and properly used
 - e. That all paints and hazardous chemicals are properly handled and stored correctly. That employees are made fully aware of potential hazards, also that they read and comply with any hazard data sheet.
 - f. That all manual handling operations are assessed, and proper risk assessments are carried out and employees subsequently are informed of the potential risks.
 - g. That safe system of work is to be adopted for the receipt, storing and issuing of stock, especially with regards to
 - I. Stock stored on pallets
 - II. Racking systems
 - III. Gantries/ pole signs/ large signs
 - h. Forklift trucks and trolleys are properly maintained and are used by trained, competent operators.
 - j. Loading and unloading of vehicles is carried out safely.

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Warehouse cont'd

- j. Flammable substances, gas bottles and LPG are used and stored safely in the company gas cage.
- k. Emergency procedures for fire, spillage, accidents etc. are prepared and communicated to all employees. That spill kits are available for the bulk fuel tank.

PERMITS TO WORK

- 6. Any work that involves hot work (grinding, welding), working on live electrical systems, roof work in or around the warehouse must have a Permit to work issued by the procurement/ warehouse manager before work can commence.

FORK LIFT TRUCK

- 7. The forklift truck must only be operated by a trained, competent person. Keys must be removed when not in use, and a daily check must be made before use.
- 8. It must not be taken on any public road without prior agreement by the Procurement Manager.
- 9. The operator must always abide with the site traffic rules.
- 10. The operator must sound the horn on all occasions when leaving or entering the warehouse.
- 11. The operator is to wear a high visibility jacket when working outside.

PEDESTRIAN ROUTES

- 12. Pedestrian route marked in yellow through out the warehouse. These walkways have been produced so that persons may have safe access through the warehouse, therefore they shall always be kept clear. At no time shall materials or work in progress block these walkways.

MEANS OF ESCAPE

- 13. All means of escape from the warehouse are always to be kept clear of materials and rubbish.

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Totalis

Health and Safety Policy

Warehouse cont'd

HOUSEKEEPING

16. The Procurement / Warehouse Manager is responsible for ensuring that all areas within the warehouse are kept clean and clear of waste materials, and bins are emptied on a regular basis.

SMOKING POLICY

17. There is no smoking within the warehouse. Employees found disregarding this policy may face disciplinary action under the company discipline code.

WELFARE FACILITIES

18. Employees shall use the facilities provided for their breaks. Food or drink is not to be consumed in the warehouse storage areas.
19. Toilet and washing facilities are provided for all company employees and visitors. The Procurement/ Warehouse Manager is to ensure that these areas are always kept in a clean and tidy state.
20. Employees shall use lockers provided to change in to their work clothes. Their PPE shall also be kept in the lockers provided.

GASES/ LPG

21. All gas cylinders and LPG shall always be stored in the company gas cage. Only gases required for work shall be brought into the warehouse and returned to the gas cage once work is completed.
22. The mechanical maintenance manager shall control access to the company gas cage. A register is to be maintained identifying stocks and quantity held and to whom stocks have been issued.

VISITORS

23. Visitors and or members of the General Public must not have lone access to the warehouse. All visitors must always make themselves known at the warehouse office and be escorted whilst on the premises. They are to be advised of any potential hazards and provided with appropriate PPE before being allowed on the floor of the warehouse.

VENTILATION

24. Employees operating equipment producing dust or fumes shall ensure that the ventilation system provided is switched on and operating before carrying out their work.

ARRANGEMENTS

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Health and Safety Policy

Warehouse cont'd

PERSONAL PROTECTIVE EQUIPMENT (PPE)

25. Warehouse personnel shall wear items of PPE issued at the appropriate times when required. They are to report any defects to the Procurement/ Warehouse Manager who, shall ensure that the item is repaired or replaced as soon as possible.
26. The Procurement Manager shall be responsible for maintaining the PPE register for warehouse personnel.

TRAINING

27. All warehouse staff shall be given suitable training and information to ensure that they are aware of the risks within the warehouse and can carry out their work in a safe manner. Subjects covered will include manual handling, COSHH and fire prevention and precaution.

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Health and Safety Policy

Welfare

1. It is the policy of the company to ensure the health, safety and welfare of all its employees, so far as is reasonably practicable. The Company recognises the need to provide a safe working environment and this includes the provision of sufficient washing, sanitary and canteen facilities.
2. Appropriate facilities will be provided throughout the company. Sufficient number of conveniences will be provided for both men and women.
3. Where employees require welfare facilities when working away from the company site, management will make suitable arrangements, which will be communicated to the employee before work commences.
4. Appropriate facilities will be provided for disabled persons when necessary.
5. Arrangements will be made for all welfare facilities to be clean and maintained. Employees are to report to management any defects, which will be remedied as soon as possible.
6. Water temperatures will be controlled to ensure the health and safety of users.
7. When company employees are using client's welfare facilities they are to ensure that they are left in a clean and tidy condition.
8. Food shall only be consumed in the canteen provided. Under no circumstance is food or drink to be consumed in the warehouse.

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Work at Heights Procedure

The Work at Heights Regulations are in place to protect staff and others against risks to their health while working at height.

Work at height is work in any place including a place as or above or below ground level where a person can be injured if they fell from that place. This can also include means of access to and from any place of work.

This policy outlines the steps to be taken by Totalis employees and sub-contractors to ensure that all staff or others do not work at height if it can be avoided. Where this is not possible a written suitable and sufficient Risk Assessment must be undertaken, and a safe system of work developed.

Any work at heights needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner. Careful consideration should be given to the selection and use of work equipment.

This policy is applicable to all staff throughout the group, and sub-contractors.

Senior and Contracts managers are responsible for:

- ✓ Ensuring that every effort is made to avoid working at height.
- ✓ Ensuring that where working at height cannot be avoided, a suitable and sufficient Risk Assessment has been carried out.
- ✓ Ensuring employees and their representatives are consulted when assessing the risks connected with working at heights.
- ✓ Providing suitable work equipment or other measures to prevent falls where work at height cannot be avoided.
- ✓ Ensuring all work equipment used while work at height is being carried out is properly inspected and maintained.
- ✓ Ensuring that prior to working at height, a written safe system of work is produced and permit to work if required.
- ✓ Ensuring that all members of staff are aware of this policy, understand its content and comply with procedures and safe systems of work.
- ✓ Ensuring that all employees who are required to work at heights are fit to do so.
- ✓ Ensuring that all staff have received information, instruction, training and supervision, regarding work at heights.
- ✓ Ensuring all contractors employed are competent to work at heights and are properly managed while on site.

Site Foremen and Line Managers are responsible for:

- ✓ Assessing all associated risks involved with working at heights.
- ✓ Developing a safe system of work.
- ✓ Ensuring all necessary precautions are, including emergency procedures are taken.
- ✓ Checking safety at each stage of the work.
- ✓ Acting upon any report of an activity or defect likely to endanger safety.

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Health and Safety Policy

Work at Heights Procedure cont'd

- ✓ Checking the workplace before it is used.
- ✓ Checking work equipment installed or assembled prior to use.
- ✓ The issue of the permit to work and its cancellation.
- ✓ Managing contractors while they are on site.

Employees are responsible for:

- ✓ Assisting with the assessment of risks.
- ✓ Complying with any safe system of work developed through risk assessment and any requirements of a permit to work.
- ✓ Using any safety equipment supplied.
- ✓ Following instruction and training.
- ✓ Informing their managers if they suspect that the system of work in place is ineffective or inadequate.
- ✓ Reporting any activity or defect likely to endanger safety.

Operational System:

If work at heights cannot be avoided, a suitable and sufficient risk assessment must be completed, and a safe system of work developed, to include the provision of emergency arrangements.

Developing a safe system of work:

In the development of a safe system of work, the information gathered during the risk assessment will be used to construct a document which will give the information and instruction to the employees who are to carry out the work.

This will include ALL the risk control measures and the reason for their application. It will also detail, where necessary:

- ✓ The means for preventing unauthorised access to the area underneath the work being carried out.
- ✓ Any supervision that may be necessary.
- ✓ Any weather conditions that workers may be exposed to e.g. icy roofs, slippery surfaces in the rain, wind etc.
- ✓ Any emergency or rescue conditions.

Training:

Training will be required for all operatives required to work at height and managers or supervisors who issue permits to work. This will enable them to be competent and confident with procedures, legislation and equipment associated with work at height. Training may include the use of ladders, erection and use of scaffold or use of a cherry picker.

ARRANGEMENTS

Totalis

Health and Safety Policy

Working at height cont'd

Scaffolding

- 1 Suitable precaution must be taken to prevent falls. General access scaffolds provide a means of working at height while preventing falls and should be provided whenever practicable.
- 2 Scaffolds must be designed, erected, altered and dismantled only by competent people and the work should always be carried out under the direction of a competent supervisor.
- 3 Scaffolders should always adopt methods of work to prevent falls during the erection of scaffolding. This can be achieved by using an advanced guard rail system. Where this is not practicable, harnesses should be worn to provide a means of fall arrest.
- 4 Scaffolds should never be erected or dismantled over people or busy pavements. If the work presents a danger to the public, you must apply for a road closure to eliminate the risk of a member of the public being injured. If this is not granted, erection and dismantling should be done inside a segregated area and during the times when there are fewer members of the public in the vicinity.
- 5 Ensure the scaffold is based on a firm, level foundation. The ground or foundation should support the weight of the scaffold and any loads likely to be placed on it. Watch out for voids such as basements or drains, or patches of soft ground, which could collapse when loaded. Provide extra support as necessary.
- 6 Ensure it is braced and tied into a permanent structure or otherwise stabilised. Rakers only provide stability when they are braced and footed adequately; single tube rakers alone do not usually provide this and need to be braced to prevent buckling.
- 7 Put ties in place as the scaffold is erected and only remove them in stages as it is struck. If a tie is removed to allow work to proceed, an equivalent tie should be provided nearby to maintain stability. Ties must be used within their safe working load limit. Proprietary system scaffolds should be erected and tied according to the manufacturers' instructions.
- 8 Scaffolds must be capable of supporting loads likely to be placed on them. Scaffolds are not usually designed to support heavy loads on their working platforms. If you are intending to load out platforms, inform whoever is providing the scaffold – a special design is likely to be required. The duty rating of your scaffold should be appropriate to the work you are doing. Scaffolds should be assumed to be 'general purpose' (2 kN/m²) unless informed otherwise by the scaffold contractor.
- 9 Those specifying scaffolds need to be clear about the duty rating required, e.g. an 'inspection and very light duty' scaffold should be 0.75 kN/m² whereas a 'heavy duty' scaffold should be 3.0 kN/m².
- 10 Ensure you never sheet or attach debris netting to a scaffold without informing the supplier you are going to do so, as they will need to ensure the scaffold is designed for it.

ARRANGEMENTS

Totalis

Health and Safety Policy

Working at height cont'd

Scaffolding

- 11 Before using any scaffold, make sure that it is safe and suitable for the intended job:
- ensure platforms are fully boarded and wide enough for the work and for access (usually at least 600 mm wide);
 - check that scaffold boards are properly supported and not overhanging excessively (e.g. no more than four times the thickness of the board);
 - ensure there is safe access onto the work platforms, preferably from a staircase or ladder tower;
 - check that loading bays are fitted with fall protection, preferably gates, which can be safely moved in and out of position to place materials on the platform; and
 - make sure the scaffold is suitable for the task before it is used and checked whenever it is substantially altered or adversely affected, e.g. high winds.

Guard rails, toe boards and brick guards

- 12 Guard rails, toe boards and other similar barriers should be provided to prevent falls whenever practicable. They should:
- be strong and rigid enough to prevent people from falling and be able to withstand other loads likely to be placed on them. For example, guard rails fitted with brick guards need to be capable of supporting the weight of stacks of bricks which could fall against them;
 - be fixed to a structure or part of a structure capable of supporting them;
 - include:
 - a main guard rail at least 950 mm above any edge from which people are liable to fall;
 - a toe board and brick guards where there is a risk of objects rolling or being kicked off the edge of the platform; and
 - a sufficient number of intermediate guard rails or suitable alternatives positioned so that the unprotected gap does not exceed 470 mm.
- 13 Barriers other than guard rails and toe boards can be used, so long as they are at least 950 mm high, secure and provide an equivalent standard of protection against falls and materials rolling or being kicked from any edges.
- 14 Brick guards are designed to prevent falls of material between the gaps in the guard rails and are not intended to protect against people falling. Brick guards should always be used in addition to the required fall protection consisting of guard rails and toe boards or other similar barriers
- 15 If the risk comes from falling through openings or fragile surfaces (e.g. roof, roof lights or asbestos roof sheets), an alternative to guard rails or a barrier is to cover the opening or material. Any covering should be:
- strong enough to support any loads likely to be placed on it (including the weight of a person); and
 - fixed in position to prevent accidental dislodgement. To prevent people removing coverings, mark them with a warning (e.g. 'Hole below – do not remove').
- 16 If possible, discourage passage across covers by directing people around them, e.g. using a high-visibility tape barrier.

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Totalis

Health and Safety Policy

Working at height cont'd

Tower Scaffolding

- 17 Tower scaffolds (also known as mobile access scaffolds) are widely used and can provide an effective and safe means of gaining access to work at height while preventing falls. However inappropriate erection and misuse of tower scaffolds are the cause of numerous accidents each year. Aluminium towers are light and can easily overturn if used incorrectly. Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out.
- 18 Before selecting or specifying a tower you must be satisfied that it is the most suitable item of equipment for the job. Tower scaffolds are more likely be suitable for work either at single locations or at the same height at a series of locations, eg work to first floor windows. Tower scaffolds are more difficult to use safely for work that must be done at varying height, e.g. underneath a sloping factory roof.
- 19 The manufacturer or supplier has a duty to provide an instruction manual that explains the erection sequence, including any bracing requirements and the height to which the tower can be erected safely. If the tower has been hired, the hirer has a duty to provide this information. This information must be passed on to the person erecting the tower.
- 20 Towers should be erected by trained and competent people who are following a safe method of work. There are two approved methods recommended by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA), which have been developed in co-operation with HSE.
- 21 The first method, an advanced guard rail system, makes use of specially designed temporary guard rail units, which are locked in place from the level below and moved up to the platform level. The temporary guard rail units provide collective fall prevention and are in place before the operator accesses the platform to fit the permanent guard rails. The progressive erection of guard rails from a protected area at a lower level ensures the operator is never exposed to the risk of falling from an unguarded platform
- 22 The second is the 'through-the-trap' (3T) method of erection. This method allows the person erecting the tower to position themselves at minimum risk during the installation of guard rail components to the next level. It involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform but installs the components to a particular level while positioned within the trap door of that same level. The 3T method makes use of standard tower components
- 23 If a tower scaffold is used:
 - make sure it is resting on firm level ground with the locked castors or base plates properly supported – never use bricks or building blocks to take the weight of any part of the tower;
 - install stabilisers or outriggers when advised to do so in the instruction manual;
 - provide a safe way to get to and from the work platform, e.g. using an appropriately designed internal ladder;
 - provide edge protection (guard rails and toe boards) on all working platforms and platforms used for storing materials.

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Health and Safety Policy

Working at height cont'd

Tower Scaffolding

- 24 The stability of any tower is easily affected. Unless the tower has been specifically designed for such use, activities such as those listed below should never be carried out:
- sheeting or exposure to strong winds;
 - carrying out grit blasting or water jetting; or
 - using the tower to hoist materials or support rubbish chutes
- 25 If ties are needed, check that they are put in place as required when the scaffold is erected and that necessary ties are kept in place when the scaffold is dismantled.
- 26 When erecting tower scaffolds:
- do not exceed the safe height-to-base ratio in the instruction manual. Towers should never be erected to a height not recommended by the manufacturer;
 - do not use the working platform as a support for ladders, trestles or other access equipment;
 - do not overload the working platform;
 - do not fix ties to the centres of thin-walled aluminium tubes;
 - do not climb up the rungs on the end frames of the tower to reach the platform unless the rungs have been specifically designed for getting to and from the working platform – these have rung spacings of between 230 and 300 mm and an anti-slip surface.
- 27 When moving a mobile tower:
- reduce the height to a maximum of 4 m;
 - check that there are no power lines or overhead obstructions in the way;
 - check that the ground is firm, level and free from potholes;
 - never move it while there are people or materials on the tower.
- 28 When towers are used in public places, extra precautions are required:
- erect barriers at ground level to prevent people from walking into the tower or work area;
 - minimise the storage of materials and equipment on the working platform;
 - remove or board over access ladders to prevent unauthorised access if they are to remain in position unattended.
- 29 To prevent the use of incorrectly erected or damaged tower scaffolds, they must be inspected regularly by a competent person. A new inspection and report is not required every time a tower scaffold is moved to a new location. However, if guard rails or other components must be removed to enable the tower scaffold to be moved past an obstruction, then a pre-use check should be undertaken by a trained and competent user to make sure the tower has been reinstated correctly. In this situation, the use of a visible tag system (which can be updated each time a check is carried out) to supplement inspection records is one way of recording that the pre-use check has been undertaken.

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Health and Safety Policy

Working at height cont'd

Inspections and reports

- 30 All working platforms must be inspected by a competent person:
- after installation or assembly in any position;
 - after any event likely to have affected its stability, e.g. following strong winds or substantial alteration; and
 - at intervals not exceeding seven days
- 31 The person in control must have the inspections carried out by a competent person. This is someone with the appropriate training (e.g. attendance at a scaffolding inspection course) and experience to enable them to identify any risks that are present and decide upon the measures required to control the risks.
- 32 Whoever controls the activities of others who use a scaffold also needs to ensure it is safe before they use it for the first time.
- 33 If the competent person is not satisfied that work can be carried out safely, they should advise the person the inspection was carried out for (e.g. a senior manager) as soon as possible. Stop work if the inspection shows it is not safe to continue.
- 34 The result of an inspection should be recorded and kept until the next inspection is recorded.
- 35 However, if the inspection is carried out after installation or assembly or to comply with the seven-day inspection regime, the competent person must:
- complete the inspection report before the end of the working period;
 - provide a copy of the report to the person the inspection was carried out for within 24 hours.
- 36 The person receiving the report must:
- keep it at the site where the inspection was carried out until construction work is completed;
 - thereafter, keep it at an office for three months.
- 37 The report should contain the following information:
- name and address of the person the inspection was carried out for;
 - location of the place of work or work equipment inspected;
 - description of the place of work or work equipment inspected;
 - date and time of the inspection;
 - details of any matter identified that could give rise to a risk to the health or safety of any person;
 - details of any action taken as a result of any matter identified in the point above;
 - details of any further action considered necessary;
 - name and position of the person making the report.

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Health and Safety Policy

Working at height cont'd

Ladders and Step Ladders

1. Working at height using ladders and step ladders in an essential part of our activities and therefore we must take all reasonable actions to ensure the safety of employees who work on ladders.
2. Any activity using ladders will be risk assessed to ensure that the right ladder is used.
3. Control measures will be introduced to reduce the risks to a minimum and training will be provided to employees.
4. Managers shall be responsible for implement this element of the policy. They shall:
 - a. Ensure that all ladders supplied are of good construction and comply with current BS standards.
 - b. Ensure all ladders under their control are clearly marked and are regularly inspected.
 - c. That all ladders are listed on the divisional ladder register, which will include inspection dates, location, serial No, date purchased and final disposal date.
 - d. That all ladders are repaired / replaced when necessary
 - e. Ensure that ladders are stored in such a way that prevents warping or reduction in strength
 - f. Immediately react to report of damage or defects by replacing or repairing
6. Many accidents involving ladders can be avoided by adopting the following procedures:
 - a. Do not overreach, move the ladder to the position required
 - b. Select the right type of ladder for the task
 - c. Don't use the ladder as work platform
 - d. Inspect the ladder before using it and report all defects immediately
 - e. Ensure correct storage between uses
 - f. Use the ladder at the correct angle (75degrees, i.e. one metre out at the base for every four metres up (1:4))
 - g. Secure footing or fixing during use
 - h. Ensure that only one person is on the ladder at any one time
 - i. Ensure suitable footwear is worn
 - j. Use tool carrying belts or bags to leave both hands free to hold the ladder
8. The borrowing and or lending of any ladder or tower scaffold other than within the company is strictly forbidden.
8. Ladders shall only be used for short duration (less than 30 minutes) light work

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Noise at work

Totalis are committed to adhering to all regulations pertaining to noise at work, not just to our employees on site but also to the public. Where noisy activities take place on site, where appropriate, noise assessments will be carried out to determine if the noise action levels have been reached. If the noise action levels have been breached, then actions will be taken to protect all affected by the noise levels. Alternative methods of carrying out the work involving lower levels of noise, will be explored first, PPE will only be endorsed as a last resort in accordance with the hierarchy of control measures.

Where there has been a breach of the action levels Totalis will carry out the course of action as detailed within legislation. Where alternative means cannot meet the desired level of protection the piece of equipment, which is causing emitting the high levels of noise, will be replaced or removed off site.

It will be the responsibility of the Contracts Managers to investigate the noise levels for any piece of equipment if it is to be hired, and in the case of generators etc. insist that silencers are fitted to the piece of equipment if possible.

Young Persons / Inexperienced Workers

About the Procedure

This procedure explains Totalis' approach to the protection of young persons employed or on work experience with Totalis.

Risk Assessments / Health and Safety Considerations

Under the Health and Safety at Work Act and the Management of Health Safety at Work Regulations, Totalis has a duty to assess the risks to young persons and provide a safe system of work to protect them.

Procedure

A Young person is anybody under the age of 18. A child is anyone who has not reached official age of 16.

Totalis is strongly committed to providing work experience placements to schools and work opportunities for young people. However, it is important to ensure their safety whilst in Totalis Young persons are to have a Risk Assessment carried out on them upon commencement of employment with Totalis.