



Fitzgerald Contractors Limited

Safety, Health & Environment Policy

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By Mark Godfrey, Health and Safety Advisor

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SECTION 1

Health Safety & Welfare Policy Statement

Environment Policy Statement

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General Intent of the Company

Health Safety & Welfare Policy Statement

It is the firm policy of the Company to take all reasonable steps to ensure the health & safety and welfare of all employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day to day working activities.

The Company will maintain close co-operation with Clients, Principal Designers, Suppliers, Sub- Contractors, the Health & Safety Executive and Safety Advisors to ensure, as far as is reasonably practicable, that procedures and practices are satisfactory.

It is a Management function to provide the right circumstances under which work may be carried out safely. However, all employees must understand that they have a legal duty not only to work in a safe manner, but also to co-operate with the Management in any efforts made to create safe working conditions.

The Company will ensure that the necessary training will be provided and updated at all levels to enable employees to carry out their responsibilities. The Company will make every reasonable effort to promote amongst its employees a genuine awareness of health and safety matters and to create an understanding of the importance of safe working practices and the use of protective clothing and safety aids.

Employees will be encouraged to involve themselves fully in safety activities and the reporting of unsafe conditions or practices. The Company will ensure that every possible assistance is given to Clients and Principal Designers with regard to safety requirements.

The Company will establish appropriate documented procedures and will define responsibility and accountability for health and safety at all levels. Continual identification and assessment of hazards within the company will be made, with the assistance of Safety Advisors, and effective policies introduced, monitored and audited. It is a condition of all orders that subcontractors possess a Company Health & Safety Policy of their own which is at least equal to that of this Company - sight of which is required prior to work commencing.

Alternatively, a signed acceptance to adopt the Fitzgerald Contractors Limited Health, Safety & Welfare Policy will be allowed.

The Company will encourage such safety representation as required by legislation and will consult with all employees and subcontractors on matters appertaining to health and safety. Consultation with employees will form an important part of promoting good co-operation and ensure that high standards of health and safety are maintained within the company.

The Company engages the services of an in-house Safety Advisor. The Safety Advisor is appointed to advise on health and safety matters and to ensure that the Company is in full compliance with all health & safety legislation. The company will pursue a policy of continuous improvement and produce statistics on safety performance, reported to the Board, to measure progress. This Policy Statement will be reviewed annually and amended from time to time as new legislation is introduced.

Approved by Nick Coley
Managing Director (January 2018)



Environmental Policy

Introduction

The Company undertakes construction projects which includes infrastructure, and civil engineering works for local authorities, developers and contractors and has particular expertise in the areas of road improvements, traffic calming and town centre improvements including drainage, traffic signals, street lighting, traffic signs and landscaping.

We recognise that our activities have an impact on the environment and we are committed to minimise that impact through seeking to continually improve our environmental performance and prevent pollution.

Environmental Policy

The Company is committed to operating an Environmental Management System that satisfies the requirements of BS EN ISO 14001:2015. Maintaining this will provide stakeholders with independently verified evidence of the Company's commitment and enable us to substantiate our claims.

This Policy has been approved by the Board of Directors and will guide our actions. The Company will put its Environmental Policy into practice by pursuing the following. We will:

- Meet all the relevant legislation, regulations, government guidance and industry codes of practice on environmental issues;
- Ensure that all of our staff have a good understanding of the environmental impacts of our business and what they are expected to do to minimise these impacts, with training and induction for all;
- Make efficient use of natural resources by minimising waste and conserving energy, water and other resources;
- Offer an increasing range of alternative materials, which are more environmentally benign, starting with recycled road stone, always providing that these are acceptable to our Clients, of suitable quality and economic to use;
- Keep sites clean and tidy and liaise with local people, regulators and other stakeholders to ensure that our activities cause minimum disturbance and disruption;
- Ensure that our suppliers and sub-contractors have copies of this Policy and actively encourage them to apply similar environmental standards to their work and abide by our procedures on our sites;
- Make this policy available to the public via our web site, notice boards on site and upon request.
- Set objectives and targets based on review findings, to enable proactive improvements; and
- Management Reviews will take place at least once a year.

Approved by Nick Coley
Managing Director (May 2018)



Quality Policy

The Company undertakes the Management of Design and construction of projects ranging from small works up to contracts valued at up to ten million pounds. In all of the areas in which it operates it is Fitzgerald Contractors policy to provide a quality service in all respects and to complete projects on time, within targets, in conformance with the requirements of the contract and to the complete satisfaction of the Client.

Client confidence and satisfaction is essential for the future growth and well being of the Company and the management

places great importance on experience, training, competence, safety, reliability, quality and environmental matters. A primary objective is the prevention of non-conformities. To achieve these objectives it is the policy of the Company to exercise skill and care in every aspect of the business through the implementation of an effective Quality Management System consistent with the Specification, Drawings, Industry Standards or other criteria which determine the expected standard and to meet completion or partial completion dates, together with providing professional management services irrespective of the work or specification.

A Quality Management System is in use and the Company was assessed and registered as meeting the standards, in accordance with ISO 9001- 2015. The Company's Quality Management System is considered to be the minimum standards to be achieved by the Company to ensure that the requirements of its Clients are adhered to in all respects.

This Policy has been approved by the Board of Directors and will guide our actions. It is the policy of the Company to apply this Quality Management System to all contracts. All procedures and principles detailed in the Quality Manual are fully mandatory such that Company employees permit no deviations or alternatives and will be put into practice by pursuing the following.

We will:

- Meet all relevant legislation, regulations and industry codes of practice on quality issues;
- Ensure that our staff has good understanding of the Quality Management System through training and inductions;
- Ensure that our suppliers and subcontractors have copies of this Policy and make it available via our website, notice boards on site and upon request;
- Set objectives and targets based on review findings, to enable proactive improvements;
- Hold Management Reviews at least once a year; and
- Review this Policy at twelve-month intervals.

Approved by Nick Coley
Managing Director (May 2018)



SECTION 2

Safety Organisational and Control

Objectives of Safety, Health & Environment Policy

The Health and Safety at Work Act 1974 places legal duties and statutory responsibilities on all employees. These are:

Section 7 of the Health and Safety at Work Act 1974:

- a. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work.
- b. To co-operate with their employer to enable the employer to carry out his legal duties or any requirements which may be imposed.

Section 8 of the Health and Safety at Work Act 1974:

- a. No person shall intentionally or recklessly interfere with or misuse any items provided in the interests of health or safety.

Objective of Safety, Health and Environment Policy

To identify and evaluate hazardous areas within the Company's full range of activities and provide codes of practice and procedures, to be followed as standard safe systems of working, which will assist in:

- a. Identifying the need for employee training, both on and off the job, to ensure their competence in the task.
- b. Identifying the need for provision of suitable approved safety clothing and equipment where required by the nature of the task.
- c. Identifying the need to promote a full involvement towards the Health & Safety forum by providing the opportunity for employees and their representatives to be consulted.
- d. Identifying areas or tasks exposing employees to Health risks which can then be removed or reduced, as practicable, with the provision of Health Surveillance to employees as necessary.
- e. Ensuring that all statutory obligations are satisfied
- f. Ensuring that systems or regimes are developed for maintenance of any plant and/or equipment.
- g. Creating a safety awareness culture by encouraging employee involvement in Health & Safety matters.

Monitoring

The Company will carry out active monitoring of Safety, Environment & Quality compliance by regular inspection and checking to ensure that standards are being maintained and management controls are working.

Accidents/Incidents will be investigated to identify cause and to assist in future prevention.

Accident/Incident statistics will be monitored to evaluate performance, identify trends and set targets for continuous improvement.

Responsibilities

Managing Director: Nick Coley

Will be responsible for the implementation of the Company's Safety, Environment and Quality Policies and will ensure that all employees and sub-contractors engaged by the Company observe the Company Health & Safety Rules and:-

1. General

Will give priority to the need for the objectives of the Company's Health, Safety & Welfare Policy to be fully understood and observed by all levels of Management and Employees.

2. Funds

Will sanction adequate funds, resources, materials and equipment to meet the Company's health, safety and welfare requirements.

3. Structure

Will arrange for the appropriate management structure to be maintained in terms of competence, to meet the demands of their roles and responsibilities in implementing the Company's Health, Safety and Welfare Policy.

4. Communication and Consultation

Will continually review channels of communication within the Company, so that information concerning health and safety brought up by any employee is directed to the appropriate member of the Management. (As Appendix 1).

5. Insurance

Will evaluate all risks within the Company relating to health and safety and in particular, accidents, loss or damage to company property or risks to members of the public through any company activity and ensure that the company's liabilities are adequately covered by insurance.

6. Review of Policy and New Legislation

Will arrange for a regular review and update of the Company's policies, taking in to account any new legislation or change in company's development. In addition, will implement the provisions of all legislation by the dates required.

7. Training

Will arrange training of office staff to meet requirements of legislation, e.g., D.S.E, COSHH, Fire, P.U.W.E.R, Environmental Protection Act 1990 etc.

8. Funds

Will sanction adequate funds, resources, materials and equipment to meet the health and safety requirements of the Company

9. Insurance

Will evaluate all risks within the Company relating to relating to health and safety and, in particular, accidents, loss or damage to Company property or risks to members of the public through any Company activity and arrange for the Company's liabilities to be adequately covered by insurance, and for all other insurances to be in place.

Directors

Have overall responsibility for Safety, Health and Environmental matters.

1. General

Will continually appraise the effectiveness of the Safety, Health and Environment Policy and ensure that any necessary changes are made so that the Policy is maintained in line with the Company's development and will liaise closely with the Contracts Managers to ensure that the objectives of the Company's Policy is being met and that all necessary support is given to enable employees to implement all aspects of the Policy.

2. Communication.

- 2.1 Will ensure that the requirements of CDM regulations are being met and that Construction Phase Plans are prepared and developed for all qualifying projects.
- 2.2 Will ensure that any information concerning health and safety is communicated to all employees and subcontractors working on the Company premises or on construction sites and that any health and safety matter raised by an employee is investigated and necessary action taken.
- 2.3 Will ensure that employees are allowed to offer advice and discuss Health & safety matters with Management

3. Safety and Environmental Equipment

Will arrange for adequate funding to be made available for suitable and sufficient (and correct) safety equipment, and personal protective equipment (PPE), to be provided and properly maintained in all areas of the Company's activities.

4. Systems of Work

- 4.1 Will take account of Safety, Health and Environmental issues when adjudicating tenders.
- 4.2 Will arrange for safe systems of work to be carried out on company premises and construction sites in accordance with statutory regulations, the Construction Phase Plan, the Company's policies and rules, and for risk assessments to be in place at the time.
- 4.3 Will ensure that permits to work are provided and instigated by Site Management.

5. Accidents

Will ensure that all accidents and/or dangerous occurrences requiring notification to the Health and Safety Executive and Environment Agency are reported on the appropriate forms and notified to the HSE/EA by the Health & Safety Adviser.

6. Safety Checks

Will ensure that any items arising from the Site Safety inspections, as notified on the Site Report Form, are rectified immediately and action taken to prevent any re-occurrence.

7. Training

Will liaise with the HR Manager/Health and Safety Adviser with regards to safety training and the arrangements for any meetings organised on health and safety matters.

8. Plant & Equipment

- 8.1 Will place safety as a primary consideration in all forward planning in the purchase or hire of plant and equipment used on construction sites and the installation of machinery used in the office and workshop premises.
- 8.2 Will arrange for a regular maintenance schedule to be maintained for all plant and equipment, including visible and audible warning systems.
- 8.3 Will ensure that the requirements of PUWER and LOLER are implemented and that inspections are carried out and recorded.

8.4 Will make the necessary arrangements with Site Management Teams for the planning of the movement of vehicles and pedestrians on site, including control procedures, signage and instructions of site personnel by inductions.

9. Health & Safety File

Will arrange for a health and safety file to be produced in accordance with CDM requirements and handed to Client, via the Principal Designer, upon completion of the project.

10. Health Surveillance

Will meet their statutory duty in relation to health surveillance for workers who may be exposed to any health risks e.g. COSHH, Asbestos, Lead, Noise, Vibration, Stress, DSE, etc. Stress Management will be included and training and assessments will be carried out.

11. Safety, Health and Environment Monitoring

Will assist the Managing Director monitoring the safety, environmental and quality performance of the Company and ensuring that targets and standards are being met.

Will assist in the implementation of a regime of continuous improvement.

Health & Safety Advisor

1. General

The Health & Safety Advisor will advise the Directors in meeting their responsibilities with regard to Safety Health and Environment

2. Communication

2.1 Will co-ordinate the Company's approach to health, safety & welfare and ensure that all necessary information is channelled to management, staff and employees.

2.2 Will liaise with Directors and CM's to ensure smooth running of the advisory and inspection service.

2.3 Will liaise with representatives from Health and Safety Executive, Environment Agency and Employment Medical Advisory Service.

2.4 Will assist the company in meeting its requirements under the CDM regulations and act as part of the project team by advising on the requirements of the Health and Safety Plan and Health and Safety File.

2.5 Will continually assess and improve Safety Health and Environmental documentation within the company.

3. Training

Will liaise with Management to ensure adequate training is maintained at all levels and company employees are trained in accordance with the requirements laid down by the Health and Safety at Work Act 1974 and other Health, Safety and Environmental legislation.

4. Accidents

4.1 Will report all notifiable accidents and dangerous occurrences promptly to H.S.E./Environment Agency and carry out investigations where appropriate.

4.2 Will provide all details of accidents, reportable injuries, diseases and dangerous occurrences for record purposes.

5. Fire

Will ensure that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised.

6. Statistics

6.1 Will produce statistics to analyse accidents, incidents and ill health trends within the company.

6.2 Will assist in the review of Safety and Environmental measurement and the implementation of a regime of continuous improvement.

7. Risk Assessments

7.1 Will arrange for the monitoring of compliance with the Company's policies on:

- identification of hazards
- assessment of noise and vibration
- substances to be used
- equipment to be used
- recording of assessments

7.2 Will ensure that any PPE, information, instruction and training required as a result of the assessment is given to employees and subcontractors.

7.2 Will ensure that, where significant risk is identified, that a written method statement is produced and advised to everyone that is affected. Will ensure that Method Statements & Risk Assessments are adequate and 'signed off'.

7.3 Will arrange for monitoring and health surveillance where necessary.

8. Permits

Will ensure that any necessary 'permits to work' are produced and instigated by Site Management.

9. Safety Checks

9.1 Will report to Site Manager/Supervisor any unsafe practices observed when visiting site.

9.2 Will complete online safety inspections which will automatically notify relevant persons.

9.3 Will direct and monitor safety inspections undertaken by consultants

10. Safety Meetings

10.1 Will attend (or his nominee) any meetings regarding health and safety matters.

10.2 Will ensure that health and safety is discussed at all Progress Meetings.

11. Maintenance

Will ensure, that sites will conduct a regular maintenance schedule for all plant and equipment and ensure that any repairs or maintenance to tools, plant or equipment are given priority and carried out promptly and that damaged tools or equipment are removed from use immediately/site as soon as possible.

Contracts Manager

Has direct responsibility for Safety, Health and Environmental matters.

1. General

1.1 Will be directly responsible for the implementation and maintenance of the Safety, Health and Environment Policy and will regularly inspect the site to ensure that the objectives of the Company's policies and Rules are being complied with (using Site Health and Safety Checklist as shown at appendix 3).

1.2 Will influence attitudes towards health and safety and lead others by personal involvement and example.

2. Communication Consultation

2.1 Will ensure that any information concerning health and safety is communicated to all employees and subcontractors on construction sites.

2.2 Will encourage consultation with all personnel regarding any health and safety concerns.

2.3 Will advise the Operations Director of any items deemed to be unsafe or any breach of statutory requirement in any area under his control which he cannot effectively deal with.

3. Safety Equipment/Personal Protective Equipment (PPE)

3.1 Will ensure that all Site Managers and General Foremen know what safety & environment equipment and personal protective equipment is required and provided by the Company and ensure that employees

are familiar with its availability and use and that provision is made for its inspection, maintenance and storage.

3.2 Will arrange for each site to be supplied with a first aid kit and for Site Managers to be advised of the procedure for its replenishment.

3.3 Will ensure that each Site Manager is aware of the requirements for face fit testing when respiratory protection is in use

4. System of Work

4.1 Will be familiar with the Construction Phase Plan, for projects under their control, and that it is developed to meet changing conditions or circumstances.

4.2 Will ensure that all Site Managers are instructed concerning safe systems of work and the requirements of the Construction Phase Plan and Health and Safety File.

5. Training

5.1 Will ensure that all Site Managers and General Foremen understand and accept their responsibilities for safety and environment and are adequately trained and instructed in those responsibilities.

5.2 Will arrange for only trained/competent and adequately resourced contractors to carry out work where it is sub contracted.

6. Accidents/Incidents

Will ensure that all accidents/incidents and/or dangerous occurrences are reported immediately to the Health & Safety Advisor and assist in any subsequent investigation as appropriate and that an Accident Report Form is completed for any damage or injury accidents.

7. Risk Assessments, Impacts & Aspects

7.1 Will check that hazards are identified for any activity to be undertaken, noise or vibration to be produced, substances or equipment to be used and that an assessment of the risk is undertaken and recorded in writing.

7.2 Will arrange, in conjunction with the Site Manager that any PPE, information, instruction and training required as a result of the assessment is given to employees and subcontractors.

7.3 Will ensure that, where significant risk is identified, that a written method statement is produced and advised to everyone that is affected. Will ensure that all Method Statements are adequate and 'signed off'.

7.4 Will arrange for monitoring and health surveillance where necessary.

8. Permits

Will ensure that any necessary 'permits to work' are produced and instigated by Site Management.

9. Safety Checks

9.1 Will report to Site Manager/Supervisor any unsafe practices observed when visiting site.

9.2 Will ensure that any items raised on the Safety Report Form are rectified without delay and that the Site Manager or General Foreman, as appropriate, is advised concerning any outstanding items.

10. Safety Meetings

10.1 Will attend (or his nominee) any meetings regarding safety, health and environmental matters.

10.2 Will ensure that health and safety is discussed at all Progress Meetings.

11. Maintenance

11.1 Will ensure, that sites will conduct a regular Maintenance schedule for all plant and equipment and ensure that any repairs or maintenance to tools, plant or equipment are given priority and carried out promptly and that damaged tools or equipment are removed from use immediately/site as soon as possible.

11.2 Will ensure that all electrical equipment is regularly inspected and tested by a competent person and

records maintained.

11.3 Will ensure that sites are adequately provided with suitable and sufficient welfare facilities for food consumption, washing, sanitary use, drinking water, etc., and that the first aid box is maintained in a clean and adequate condition.

11.4 Will ensure that safety & environmental equipment and PPE is maintained, tested and inspected as required by manufacturers instructions, and that a current certificate of conformity is available.

12. Health & Safety File

Will check that the Site Manager records the necessary information, during the progress of the job, to facilitate the production of a Health & Safety file.

13. Facilities

13.1 Will carry out an initial survey of sites and will note possible safety hazards including:

- Restricted access
- Overhead cables and underground services
- Rivers, lakes or canals or work close to water
- Fragile roofs and access over fragile roofing materials
- Clients or customers activities likely to affect the safety of employees and/or other persons
- Road conditions including the volume of traffic and parking restrictions
- Protection of the public
- Contaminated ground or materials/ asbestos/lead and other hazardous substances

13.2 Will arrange that items arising from the above points, which are not advised previously by the Client, Principal Designer or his representative are notified to the Site Manager or General Foreman and entered into the Construction Phase Plan and the agreed necessary precautions taken prior to commencement on site.

13.3 Will discuss, with Site Management, arrangements for the segregation and safe movement of vehicles and pedestrians on site.

14. Evaluation & Control

14.1 Will continually identify the hazards arising within the work activity and arrange for effective documented risk assessment to be undertaken and control measures introduced to combat these hazards by the provision of safe systems of work and will ensure that any dangers are entered into the Construction Phase Plan.

14.2 Will exercise control over others to maintain safety standards.

14.3 Will lead by personal example.

14.4 Will arrange for adequate provision and arrangements to be made for emergency procedures (e.g. Fire, Flood, Other Alert).

14.5 Will identify access to telephones and the location of the nearest public telephones.

Office Manager

1. Will read and understand the Company Policy for Safety, Health and Environment and ensure that it is brought to the notice of all employees under their control.
2. Will check that the requirements of all legislation are complied with.
3. Will ensure that all office machinery and equipment is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer and in accordance with the Provision and Use of Work Equipment Regulations. Damaged equipment must be withdrawn from use.

4. Will ensure that an assessment has been undertaken for any activity, or substance hazardous to health, and that appropriate control measures, training, instruction, personal protective equipment, etc., have been provided.
5. Will ensure that staff required to use office machinery or equipment are trained in its use and are not permitted to carry out any repairs unless authorised.
6. Will ensure that offices are laid out and maintained to ensure safety of staff and visitors. Ensure that visual display equipment and workstations are in compliance with the regulations and that assessments are under taken, and reviewed.
7. Will ensure that first aid facilities are available.
8. Will ensure that all accidents/incidents are reported to the Health & Safety Advisor.
9. Will ensure that staff work safely and do not take unnecessary risks.
10. Will lead by personal example.

Office Workers

1. Will read and understand the Company's Safety, Health and Policy signing to confirm acceptance and carry out work in accordance with its requirements.
2. Will ensure that the safety clothing and equipment worn at work is suitable, particularly when visiting site.
3. Will not try to use, repair or maintain any office equipment, machinery, any substance or process for which they have not received full instructions or training.
4. Will report any defects in office equipment or machinery immediately to their Supervisor.
5. Will find out from their Supervisor the appointed First Aider and the position of the first aid box.
6. Will ensure that they know the procedure in the event of fire, or other emergency, and the location of Fire Assembly Point.
7. Will report any accident or damage, however minor, to their Supervisor or Safety Representative.
8. Will ensure that corridors, office floors, doorways, etc, are kept clear and free of obstruction.
9. Will not attempt to lift or move, without assistance, articles or materials likely to cause injury.
10. Will not attempt to reach items on high shelves unless using steps or a properly designated hopup; (will not improvise or climb).
11. Will suggest ways of eliminating hazards and improving working methods.
12. Will only smoke in designated areas and dispose of spent matches, cigarette ends, etc, properly.
13. Will advise new employees, particularly young people of known hazards.
14. Will follow instructions laid down by Management regarding the use of all equipment.
15. Will consider carefully the implications of their actions and the effects they may have on themselves or anyone else and ensure that no hazards exist.
16. Will attend any Health & Safety training provided by the company.
17. DSE users will:
 - Prevent glare to minimise eye-strain by adjusting the angle of screen and lighting
 - Undergo eye-tests to ensure good vision is maintained
 - Vary work routine, if possible, by alternating screen work with non screen work
 - Practice good posture by keeping their backs straight, and their thighs and feet in a comfortable position
 - Have adequate space in front of the keyboard on the desk surfaces to give suitable support to their wrists
 - Complete a DSE questionnaire when requested.

Buyers

In addition to duties imposed on office workers, Buyers must:

1. Ensure that all equipment or materials purchased by the Company are to the standards required by Company Policy or legislation.
2. Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant personnel.
3. Ensure that materials do not exceed permitted manual handling limits and are delivered in suitably sized loads.
4. Ensure that sub-contractors have received a Safety Statement in accordance with this policy.
5. Ensure that rates negotiated for work carried out by sub-contractors include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures.
6. Carry out an assessment of sub-contractors, prior to placing orders with them, to make sure that they are competent, in terms of health and safety.

Estimators & Quantity Surveyors

In addition to duties imposed on office workers, Quantity Surveyors and Estimators must:

1. Check that tenders are adequate and take account of safe methods of work and suitable welfare facilities taking into account the Clients pre-start information and other available information.
2. Report to Site Manager unsafe practices observed when visiting sites.
3. Attend any safety, health and environment safety training sessions provided by the company.
4. Attend any Progress Meetings on site required by the Client in respect of health and safety.
5. Ensure that all health and safety issues are raised for discussion in any Tender/Handover Meetings.
6. Consider Temporary Works Arrangements, commencing register where appropriate.

Site Managers, General Foremen, Site Engineers or any person supervising works on site

1. General

- 1.1 Will check that all employees and subcontractors under their control fully understand and observe all aspects of the Company's Safety, Health and Environment Policy.
- 1.2 Will influence attitudes towards health and safety and lead others by personal involvement and example.

2. Welfare Facilities

Will arrange for adequate Welfare Facilities to be provided, maintained and kept clean (see checklist at APP3)

3. Communication/Consultation

- 3.1 Will ensure that any information relating to health and safety, specifically from the Construction Phase Plan is communicated to all persons under their control.
- 3.2 Will arrange for any matter concerning health and safety brought up by any person to be adequately dealt with or communicated to the Contracts Manager so that the necessary remedial action can be taken.
- 3.3 Will complete the company 'white board' to include current site activities and safety considerations, also names and phone numbers of key personnel including deputising and trainee operatives.
- 3.4 Will advise the Contracts manager of any item considered to be unsafe or which is not referred to in the Health and Safety Plan.
- 3.5 Will notify the Health & Safety Advisor immediately regarding incidents and near misses.

- 3.6 Will check that all workers and visitors are booked in and will not allow any person to work on site without being inducted.
- 3.7 Will arrange for regular 'tool box' talks to take place on site.

4. Risk Assessments/Method Statements

- 4.1 Will evaluate the work to be undertaken and will ensure that where any hazards are identified from any proposed activity, any noise that might be produced or any substance that might be used, a written assessment of the risk will be undertaken being mindful of the additional risk to young persons. A specific Risk Assessment will be undertaken for persons under 18 years of age. (see checklist at APP3) Risk Assessments should be filed within the Construction Phase Plan.
- 4.2 Will arrange for the provision of PPE/RPE, information, instructions and training, required as a result of the assessment.
- 4.3 Will arrange for, where significant risk is identified, a written method statement to be prepared. Method Statements will be filed within the Construction Phase Plan.
- 4.4 Will arrange for a review of Safe Systems of Work at site inductions.
- 4.5 Will ensure that method statements and risk assessments are understood, explained and signed off by all relevant persons
- 4.6 Will ensure that a RAMS appraisal form be completed for all subcontractors not working to Fitzgerald RAMS.

5. Training

- 5.1 Will provide induction health and safety training on commencement of the project and thereafter on a regular basis to newcomers and visitors.
- 5.2 Will check that all employees and subcontractors have been trained and instructed to perform all the tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.
- 5.3 Will ensure that new employees fully understand the safe operation of plant, tools and equipment used at the direction of the Company being mindful of the additional risk to young persons.
- 5.4 Will check that all operators of plant have been trained and are certificated.

6. Accidents

- 6.1 Will report all accidents and dangerous occurrences, including damage incidents, immediately to the Health & Safety Manager and Contracts Manager.
- 6.2 Will ensure that details of accidents, regardless of the nature are entered into the Accident Book.
- 6.3 Will ensure that the accident book is replaced & returned to Head Office when the book is used up.
- 6.4 Will ensure all accident book entries are completed and reported using the online accident report within 24 hours of the accident occurring.
- 6.5 Will ensure that the Company's Incident Report Form is completed for all lost time accidents, dangerous occurrences or damage incidents and forwarded to the Health and Safety Advisor.

7. Excavation Work/Sewer Work

- 7.1 Will refer to Construction Phase Plan to confirm agreed safety procedure and if not already in place prepare a written Method Statement (if significant risk involved). Instigate 'permit to break ground'.
- 7.2 Will thoroughly check for the position and identification of all underground services in relation to proposed excavation.
- 7.3 Will brief all relevant personnel as to the position of such services and post cautionary signs.

- 7.4 Will ensure that an adequate supply of access ladders, of suitable length and in good condition, are available.
- 7.5 Will ensure that an adequate supply of shoring material is available.
- 7.6 Will satisfy himself that the personnel that carry out the work are competent to do so and have studied the Risk Assessment/ Method Statement.
- 7.7 Will ensure that excavations which need to be supported, or battered back, will be inspected, and register completed, before commencement of work and thereafter daily or beginning of each shift.

8. Confined Spaces

- 8.1 Will arrange in the event of any person being required to enter manholes, sewers or other confined spaces, that they are trained, that a Safe System of Work has been developed and that a permit to work is in operation.
- 8.2 Will arrange for maximum ventilation of confined spaces if necessary provide approved ventilation to ensure a safe atmosphere
- 8.3 Will check that atmosphere testing is in place.
- 8.4 Will make sure that suitable PPE and RPE has been provided, and that an adequate emergency rescue procedure has been developed and is understood by all persons involved.
- 8.5 Will arrange for suitable protection to be placed around any ground openings and for regular inspections of the work area.

9. Road Works

- 9.1 Refer to the Construction Phase Plan to confirm agreed safety procedure and ensure a method statement/risk assessment has been developed.
- 9.2 Ensure all necessary signs, barriers, cones and traffic calming procedures have been installed in compliance with the Road Traffic Acts Chapter 8 and the ACOP.
- 9.3 Ensure daily inspections of traffic control procedures etc are carried out.
- 9.4 Satisfy themselves that the personnel that carry out the work are competent to do so and have studied and understood the method statement/risk assessment.
- 9.5 Ensure all personnel wear the appropriate high visibility clothing at all times.
- 9.6 Ensure vehicles employed on road works are licensed have prominent markings and display a minimum of one amber flashing beacon.
- 9.7 All plant operators must be competent and certificated.
- 9.8 For fast road work ensure personnel have attained the necessary safety Qualifications.

10. Scaffolding

- 10.1 Will effect compliance with current regulations by checking that there is an adequate supply of materials available and that the scaffolding is erected by trained, competent scaffolders, with full body harnesses including 1.75M lanyard and 55MM scaffolding quick release hooks.
- 10.2 Will arrange for scaffolding to be inspected prior to use and weekly thereafter, with appropriate registers maintained.
- 10.3 Will obtain a 'Hand-Over Certificate' from the scaffolding sub-contractor.
- 10.4 Will safeguard other workers and members of the public by excluding them from the area.
- 10.5 Will arrange for scaffold towers to be erected only by competent people, inspected before use and every week if still in place, with appropriate registers maintained.

11. Hoists, Cranes, Lifting Appliances and Mobile Elevating Work Platforms

- 11.1 Will check that an adequate Lifting Plan is in place for crane lifts, completed by a competent Appointed Person.

- 11.2 Will arrange that only competent people erect, operate and maintain this equipment, e.g. MEWP-operators must hold current appropriate license.
- 11.3 Will check that after delivery, erection and installation, all relevant tests are undertaken and certificates/inspections are provided and/or available.
- 11.4 Will arrange for weekly inspections to be carried out on all appliances/equipment and the results entered into the register. (see checklist at APP3).
- 11.5 Will ensure that the S.W.L. is not exceeded and that materials being lifted are prevented from becoming displaced.
- 11.6 Will check ground conditions for stability.
- 11.7 Will, where required, appoint a competent Banks Person and, for lifting operations involving crange, appoint a competent person to oversee operations.
- 11.8 Will set up exclusion zones where necessary to protect other workers and members of the public.

12. Electrical Equipment and Supply

- 12.1 Will check that suppliers and equipment are only installed, altered or repaired by competent electricians, and that a Certificate of Conformity is obtained.
- 12.2 Will make sure that installations are protected from adverse weather and that extension leads are properly supported above head height when possible reducing trailing leads along floors or stairways.
- 12.3 Will arrange for battery-operated tools to be used, or 110Volt equipment through transformers and will check that all tools and equipment are visually inspected before any use.
- 12.4 Will arrange for PAT testing to be carried out.

13. Movement of Vehicles & Pedestrians

- 13.1 Will plan the safe movement of vehicles and pedestrians on site, including maximum segregation and will display the site plan indicating vehicular and pedestrian routes, storage areas, loading bays, speed limits, signage and lighting. Will include these details in site inductions.
- 13.2 Will check that vehicles are fitted with adequate visibility aids, e.g. cameras, additional mirrors, flashing beacons, etc and audible reverse alarms.
- 13.3 Will arrange for a competent Banksman to be appointed to oversee vehicular movements.

14. Noise/Vibration

- 14.1 Will arrange where necessary for noise levels to be assessed and for employees to be informed about control measures.
- 14.2 Will reduce noise levels as far as possible by choice of equipment and methods of working, then arrange for the issue of suitable PPE to reduce exposure.
- 14.3 Will arrange, when vibrating equipment is to be used, that an assessment is made of the task, the equipment and the operative.
- 14.4 Will be satisfied that the method of working and choice of equipment will produce the least exposure to vibration and will arrange for the personnel to be informed regarding the maximum exposure times for the chosen equipment.

15. Fire

- 15.1 Will arrange for a Fire Risk Assessment to be carried out, the appointment of Fire Marshalls and the preparation of a Fire Plan to be prominently displayed.
- 15.2 Will undertake Fire Drills and display appropriate signage and check that adequate fire fighting equipment is provided and maintained.
- 15.3 'Hot Works' will be the subject of a Permit to Work.

16. C.O.S.H.H./Lead/Asbestos/Contaminated Land

- 16.1 Will make every endeavour to established the existence or otherwise, of asbestos or any other harmful material before any work is undertaken
- 16.2 Will introduce control measures that are appropriate to avoid or reduce the risks, by means of substitution of substances, revisions to work processes, or by design means to eliminate or reduce exposure and will not allow work to proceed until such control measures are established and explained to the personnel.
- 16.3 Will check that adequate PPE/RPE and other safety equipment is provided, properly maintained and properly used by all persons working with such substances
- 16.4 Will be aware that, in the case of an emergency such as uncontrolled exposure, health surveillance may be required and will be conversant with the appropriate procedures to be followed.
- 16.5 Will check that only suitable trained personnel are employed

17. Manual Handling

- 17.1 Will arrange for a written assessment to be carried out for any hazards involving lifting and handling, with the main purpose of avoiding such operations by, for example, using mechanical aids.
- 17.2 Will assist in providing instruction and training on methods of lifting and handling (toolbox talks)
- 17.3 Will liaise with the Client/Principal Designers over heavy or awkwardly shaped loads.

18. Plant and Equipment

- 18.1 Will check that all plant, equipment, tools and machinery are well-maintained and have the appropriate certification and that any defective items are taken out of service until repaired or replaced.

19. Personal Protective Equipment

- 19.1 Will arrange for all personnel under his control to know what safety equipment/PPE/RPE is required, is available, where it is kept and to be familiar with its use and why they require it. Will make every effort to ensure, that all employees use safety equipment/PPE/RPE as and when necessary, and report any loss or damage. Will ensure all RPE users are trained. Eg Fit Testing.
- 19.2 Will provide information, instruction and training in its use and care.
- 19.3 Will ensure that all personnel under his control know what first aid and firefighting equipment is provided, where it is kept and what to do in case of emergency.
- 19.4 Will manage noise levels as required by The Noise at Work Regulations and introduce control measures as appropriate. Will identify any vibration equipment to be used on site and introduce control measures.
- 19.5 When supervising work in occupied premises will ensure alarms are maintained, fire escape doors, routes and equipment are kept clear of obstructions and easily identified at all times.

20. Safety Helmets, Footwear and Hi-visibility Clothing

- 20.1 Will instigate the policy that all people working on, or visiting, Fitzgerald Sites have available a hard hat which must be worn in accordance with the 'Personal Protective Equipment Regulations 1992 (amended)', Safety footwear, and Hi-viz clothing, as a minimum requirement for Personal Protective Equipment prior to access.

COMPLIANCE WITH THESE RULES IS NOT A MATTER FOR DISCUSSION

21. Evaluation and Control

- 21.1 Will continually identify the hazards on site and ensure that effective written risk assessments and method statements are made and that measures are taken to combat hazards by the provision of safe systems of work and/or personal protective equipment.
- 21.2 Will coordinate the action of subcontractors and will exercise control over others to ensure that safety standards are met and maintained.

22. CDM

The Site Manager:

- 22.1 Will undertake completion of the site checklist.
- 22.2 Will develop and implement the construction phase plan.
- 22.3 Will arrange for competent and adequately resourced contractors to carry out the work where it is subcontracted.
- 22.4 Will obtain from contractors their written Risk Assessments and Method Statements.
- 22.5 Will ensure that all people have information about risks on site.
- 22.6 Will ensure that all people comply with any site rules which may have been set out in the construction phase plan.
- 22.7 Will monitor Safety Health and Environment Performance and maintain weekly records.
- 22.8 Will ensure that all workers are properly informed and consulted.
- 22.9 Will make sure only authorised people are allowed onto site.
- 22.10 Will display the notification of the project to the HSE (F10 Form)
- 22.11 Will pass information to Head Office for compilation of the Health & Safety File
- 22.12 Will assist in identifying design risks and reducing them.

23. Waste Materials

- 23.1 Will manage resources so that Good Housekeeping is maintained.
- 23.2 Will arrange for suitable skips to be provided for waste materials.
- 23.3 Will maintain files of any special waste consignment notes (including subcontractors notes).
- 23.4 Will check the security of skips and their contents.
- 23.5 Will ensure that waste transfer notes are completed properly and sent to Head Office.
- 23.6 Will check that only authorised and certified waste transfer companies remove waste materials.
- 23.7 Ensure that all potential pollutants are controlled and where applicable with spill kits and bunded storage
- 23.8 Ensure that the Site Waste Management Plan is maintained

24. Safety Checks

- 24.1 Will accompany the Health & Safety Advisor/Consultant on routine inspections of the site and ensure that any items raised on the Site Safety Report Form are rectified without delay, appending their signature, and will undertake his own safety inspections using the on line weekly form or hard copy if no IT access.

Plant Operatives

- 1. Understand and observe the Company's Health, Safety and Welfare Policy and carry out their work in accordance with its requirements
- 2. Know the legal requirements affecting the use of the machine and ensure that it is used in accordance with those requirements
- 3. Ensure that any defects in the machine are reported immediately to the Site Agent or Site Foreman. Do not continue to operate the machine if the defect affects its site use
- 4. Wear suitable safety footwear, hi-viz vest/ jacket, and other protective clothing and equipment as required.
- 5. Suggest ways to eliminate hazards or improve working methods
- 6. Ensure when operating the machine that other persons are well clear especially if Reversing, installing segregation if required?
- 7. Ensure if necessary that they work with a Banksman and they are both sure before starting work of the meaning of signals which may be used

8. Report all incidents, dangerous Occurrences or damage however minor to the supervisor
9. Check prior to starting work with the Site Manager or other Supervisor, the location of the underground or overhead services. Do not approach or excavate without a 'Permit to Break Ground'
10. Ensure that if a machine is being used for lifting purposes it is sited on a firm level well-consolidated base with suitable bearing platforms used under extended outriggers if applicable
11. Ensure no person remains on any unprotected vehicle during the loading or unloading of loose materials i.e. dumpers
12. Never try to use the machine for work which it was not designed/intended, if in doubt, ask supervisor for advice, always referring to the safe working load of the plant.

Employees & Subcontractors

Anyone suspected to be under the influence of alcohol or banned drugs will be suspended forthwith. This offence amounts to gross misconduct and will result in disciplinary action being taken.

All Employees and Subcontractors:

1. Must fully observe the Rules of The Fitzgerald Contractors Health, Safety & Welfare Policy and the Construction Phase Plan applicable to the site.
2. Must report any safety hazard noticed on site, or malfunction of any items of tool, plant or equipment immediately to the Supervisor.
3. Must comply with all written or verbal instruction given to them to ensure their personal safety and the safety of others.
4. Must be sensibly and safely dressed for their particular working environment.
5. Must conduct themselves in an orderly Manner in the workplace and refrain from any sort of horseplay.
6. Must use all personal protective equipment (PPE) and respiratory protective equipment (RPE) as instructed.
7. Must use all plant/equipment/machinery in accordance with any training, instruction, operating procedure or manuals provided by the Company and at all times in a safe manner. All work equipment must be inspected prior to use.
8. Must avoid any improvisation of any form which could create an unnecessary risk to their personal safety or to the safety of others.
9. Must report accidents/incidents/dangerous occurrences to the Supervisor, whether injury is sustained or not.
10. Must attend any induction training/'tool box' Talks and any other training designed to further the needs of health and safety.
11. Must become acquainted with all processes, materials and substances used in conjunction with the work and comply with Risk Assessments and Method Statements.
12. Must become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst at Head Office, on construction sites or working on clients or customers premises).
13. In liaison with immediate supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by site or workplace activities.
14. Have the right to refuse to work on the grounds of Health & Safety. Their concerns must be conveyed to the Fitzgerald Site Manager, or their superior, in order that a resolution can be found. This process may involve other members of the management team, including the Health & Safety Department.

Young Persons (Under 18 Years)

1. In addition to the criteria in “Employers and Subcontractors”, a risk assessment must be carried out for any young person(s) working on or attending any of the company’s sites or premises.
2. It is the responsibility of managers and Supervisors to ensure that the risk assessment is undertaken and discussed with the young person(s) under their control before the work/visit commences and that the assessment takes account of:
 - The inexperience, lack of awareness of risks and immaturity of the young person(s)
 - The working conditions, workplace or work station
 - The nature, degree and duration of any exposure to physical, biological or chemical agents
 - The form, range and use of any work equipment and the way in which it is handled
 - The organisation of processes and activities
 - The extent of health and safety training provided or likely to be provided.
3. The assessment must be reviewed to account for any changes in circumstances that may affect the young person(s).

Transport & Delivery Drivers

1. Must understand and observe the Company’s Site Rules and carry out their work in accordance with the requirements.
2. Will make regular inspections of their vehicle for obvious defects.
3. Report any defect in their vehicle immediately to their superior/reporting officer.
4. Will wear suitable safety footwear, high Visibility clothing and other protective clothing and equipment as required. Find out and familiarise themselves with vehicular and pedestrian routes including site speed limits.
5. Must always report to site offices or a site supervisor before travelling around any site.
6. Will get out of the cab of their vehicle when it is being loaded with loose materials (unless suitable means are to protect the cab).
7. Will drive in a safe manner at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
8. Will check before reversing that there are no obstructions or people behind the vehicle. Ask a trained and competent person to act as a Banksman as they reverse.
9. Will make sure that when they have tipped their load, they do not travel forward until the tipper body has returned to the travelling position. This is particularly important on sites with overhead services.
10. Will report all incidents or damage, however minor, to the Site Manager.
11. Must check that any load on their vehicle is well secured; also that their vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
12. Will ensure that hazardous loads are carried In accordance with instructions and that any necessary signs are displayed and that the appropriate documents are available in the cab.
13. If they are carrying waste they must hold the appropriate documentation and be a registered waste carrier.
14. Will wear seatbelt where fitted.
15. Will be fully competent in the use of ancillary equipment. e.g. Lorry-Mounted Crane, Forklift Truck
16. Will produce appropriate certification for ancillary equipment upon request.
17. Where appropriate will wash out in designated areas
18. Be aware of any sensitive environmental areas and controls

SECTION 3

General and Working Practices

Introduction

The purpose of this document is to define the SEQ Arrangements and Rules which apply to all Employees, the Self-employed and Subcontractors in accordance with the requirements of the Health and Safety at Work, etc., Act 1974 and the Environmental Protection Act 1990 and associated regulations. It is the duty of every Employee to observe the following rules and behave in a safe and reasonable way towards fellow Employees, Self-employed, the Company, its Suppliers, Subcontractors, customers, visitors, and anyone who may be affected by our works.

Failure to comply with the general procedures and rules may lead to disciplinary action as set out in the Conditions of Employment.

The list is a brief outline of procedures and rules and more detailed working procedures are contained and available within the CITB Publication GE700 Construction Site Safety, Health, Safety & Environmental Information Manual. Fitzgerald Risk Assessments & Method Statements will be produced and available from Site Management, where necessary.

Anyone suspected to be under the influence of alcohol or drugs will be suspended forthwith pending investigation. This offence amounts to gross misconduct and the Company reserves the right to dismiss instantly.

1. Working Practices

- 1.1 Employees / Subcontractors must not use any machinery, plant or equipment for which guards have been provided without those guards being in the authorised position and in full working order. Any faults or damage to the guards must be reported to the supervisor immediately.
- 1.2 Employees / Subcontractors must not clean any machinery, plant or equipment whilst it is in motion or with engines running
- 1.3 Employees / Subcontractors must not leave any machinery, plant or equipment running whilst unattended, unless specifically instructed to do so.
- 1.4 Employees / Subcontractors under the age of 18 years must not operate any dangerous machinery, plant or equipment. Operatives must be trained, certificated and licensed if appropriate.
- 1.5 Employees / Subcontractors must not use any damaged or fault tools, machinery, plant or equipment. Any damage or faults must be reported to the supervisor immediately. All equipment must be inspected by user prior to use, and record of inspection entered into Register as appropriate.
- 1.6 Employees / Subcontractors must use all highly inflammable liquids in accordance with instructions and return them to storage when not in use. All substances hazardous to health must be used in accordance with manufacturer's instructions, the Company's assessment and any other information given by Management.
- 1.7 Any electrical faults must be reported to the Supervisor immediately. Employees must not attempt any electrical repairs or maintenance to any machinery, plant or equipment unless qualified and authorised to do so. Faulty equipment must be withdrawn from use.
- 1.8 All site accesses and egresses must be maintained in good order, clear of obstructions and hazards.
- 1.9 Employees must comply with the Road Traffic Acts when working on/adjacent to the highway, ensuring that adequate warning of the works are displayed on all approaches and in compliance with Chapter 8 and the ACOP.

- 1.10 Working area and access to working areas, emergency access routes, including gangways, stairways and entrances, must at all times be kept clear of materials, tools and equipment. In particular, upstanding nails must never be left protruding from timber and other items with sharp or jagged edges must be stored so as not to be a source of danger. All Subcontractors and Employees are responsible for ensuring that they clear up their own surplus materials and debris.
- 1.11 All access equipment must be maintained in good order, Employees must check ladders, crawling boards, steps, etc, for defects prior to use. All defects must be reported to a Supervisor
- 1.12 Ladders must be secured at the upper resting place and, when this is not possible, secured at the lower reaches of the ladder.
- 1.13 Whilst carrying out work from elevated working platforms, such as tower scaffolding or other forms of scaffolding, guardrails and toe boards must be in position. Mobile towers must never be moved whilst persons are on board. Scaffolders will be required to wear full body harness with suitable lanyard.
- 1.14 All temporary working platforms must be constructed properly on adequate foundations.
- 1.15 All must be aware of and implement any environmental controls required

2. Observance of notices and written instructions

- 2.1 Employees /Subcontractors are expected to read all authorised Company Notices on matters concerning health and safety.
- 2.2 Employees /Subcontractors must observe and comply with any safety instructions displayed on Company premises and construction sites.
- 2.3 Employees /Subcontractors must only operate machinery, plant or equipment on which they are trained and in accordance with the appropriate manufacturers or the Company's operating instructions.
- 2.4 Employees /Subcontractors must only handle and use hazardous substances in line with the appropriate C.O.S.H.H. Assessment.
- 2.5 Employees /Subcontractors must observe all relevant traffic controls when working on client's premises and when applicable, on construction sites.
- 2.6 Employees /Subcontractors must observe and comply with any notices regarding the wearing of personal protective equipment as required by the Company or the Company's clients.
- 2.7 Employees/Subcontractors must not disturb any material which they suspect contains asbestos and must report its presence to the Site Supervisor immediately.

3. Accidents and Dangerous Occurrences

- 3.1 Employees/Subcontractors must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. They must ensure that the injury is reported to the Site Supervisor.
- 3.2 Employees/Subcontractors must report all accidents or dangerous occurrences to the Supervisor as soon as is practicable
- 3.3 Employees must notify the Site Supervisor of any incident in which damage is caused to the Company's or Customer's property.
- 3.4 Employees/Subcontractors must assist the CM and/or Health & Safety Advisor in any investigation.

4. Protective clothing and equipment

- 4.1 The minimum requirement for P.P.E. on Fitzgerald Contractors Sites is Hard Hat, Safety Footwear and Hi-Viz Vest.
- 4.2 Employees/Subcontractors must use all items of protective clothing and/or equipment as required by the PPE Assessment and in line with training and the manufacturers' instruction, on all necessary occasions. This protective clothing and/or equipment must be used as instructed and returned to a place of safe keeping at the end of the day. Any faults, damage or loss must be reported to the Site Supervisor and a replacement obtained.

4.3 Safety Footwear must include toe protector and reinforced midsole, and must be worn in accordance with regulations and company/site rules.

5. Use of safety helmets

5.1 ALL persons on site are required by law to comply with these rules and must cooperate when required to wear a helmet. Company employees will be subject to disciplinary action if they fail to comply with these rules. Non employees will be instructed to leave the site if they refuse to comply.

5.2 All Fitzgerald Contractors sites are designated 'hard hat areas' this is because the company's activities include:

- The operation of plant, machinery, transport, cranes, hoists and excavators
- Materials being handled, stored or stacked
- The erection of scaffolding

5.3 Safety helmets may only be removed In site offices, cabins, toilets and mess huts.

5.4 All contractors and subcontractors must provide helmets for their staff. Self-employed persons must provide their own.

5.5 Visitors are subject to the same requirements as 4.1.

5.6 Safety Helmets must comply with the relevant standard..

5.7 'Bump caps' are not acceptable as substitutes for safety helmets.

5.8 Loss, damage or defects to head protection must be reported to the person in charge of the site.

COMPLIANCE WITH THESE RULES IS NOT A MATTER FOR DISCUSSION

6. Fire Precautions (Site)

All persons engaged in activities on site must familiarise themselves with the fire and emergency evacuation procedure, this will be displayed on site and explained at induction. At some premises the procedure may already have been established by the current occupiers and this procedure must be understood and complied with. On new build sites it will be necessary to establish a new procedure. In general terms the following should apply;

- ANYONE discovering a fire should raise the alarm (if no other means is available shout FIRE! FIRE!).
- Extinguish fire with firefighting equipment if safe to do so and trained and competent.
- Evacuate the building if the fire cannot be extinguished.
- Call the fire brigade, Site Manager & Fire Marshall (Call 999/112 and let the operator know that the fire brigade is required at the construction site at - site address) (see notices displayed)
- On hearing the fire alarm ALL personnel should evacuate the site and assemble at the designated assembly point.
- Site Manager/Fire Marshall to take charge of evacuation and instigate roll-call at assembly point.
- Do not stop to collect belongings.
- Turn off generators, compressors and other power equipment.
- Turn off all heat producing equipment and shut cylinder valves.
- Obey the Site Supervisors instructions.
- Do not re-enter the building until told it is safe by the Fire Brigade/Site Supervisor/Fire Marshall

7. Fire Precautions (Head Office)

7.1 Upon discovering a fire employees will:

- Raise the alarm.
- Extinguish the fire if possible and trained and competent to do so without endangering himself/herself.
- If it is not possible to extinguish the fire without danger, vacate the premises, after first ensuring that the alarm has been given, and assemble at the designated fire assembly point.

7.2 In the incidence of a fire;

The Employee will:

- Vacate the premises by the nearest fire exit, not stopping to collect any personal belongings and assemble at the designated fire assembly point.

The Fire Marshals will:

- Check that the area is clear of employees and visitors.
- Assemble at the designated fire assembly point.
- Take a roll call.
- Report to either the Managing Director or Fire Officer the outcome of the roll call.

The person contacting emergency services:

- Telephone the local fire services and inform them that there is a fire. The off duty telephonist will ensure that
- the call has been made.
- Inform the Fire Marshal that the local fire service has been informed.
- Vacate the premises by the nearest fire exit, taking the visitors book and booking out forms with them and not stopping to collect any belongings, and assemble at the designated fire assembly point.

8. Housekeeping

8.1 Employees/Subcontractors must keep gangways and works areas clear and in a clean and tidy condition.

8.2 Employees/Subcontractors must clear up all debris, surplus or waste materials and dispose of it in accordance with the method statement.

8.3 Employees/Subcontractor must clear up any spillage of liquids as soon as is practicable.

8.4 Spillage of flammable or hazardous liquids must be reported to the Supervisor immediately.

9. Working conditions

9.1 Employees/Subcontractors must wear suitable clothing for the job they are doing.

9.2 Loose or ill-fitting clothing, ties, belts, etc. must be contained.

9.3 Long hair, where it could become a safety hazard, must be contained

9.4 Employees/Subcontractors must not run around site.

10. Company vehicles

10.1 Before attempting to drive any company vehicle, employees must satisfy themselves that the vehicle is in a safe and roadworthy condition. Any faults or apparent potential hazard must be reported immediately to the individual's superior. A visual check should be carried out to ensure that the vehicle is not obstructed before moving off.

10.2 Employees must not drive any company vehicle for which they do not hold the appropriate driving license or for which they are not authorised to drive.

10.3 Employees must not drive any vehicle recklessly or at a speed likely to cause danger to their fellow employees, road users or themselves.

10.4 Employees must comply with all speed restrictions, traffic controls, road signs, parking restrictions and any other road regulations.

10.5 Employees must keep their vehicles in a clean and tidy condition.

10.6 Employees must not carry unauthorised loads.

10.7 Any authorised driver proven to be in an intoxicated condition will be suspended from driving any company vehicle.

11. Health & safety guidelines for visitors

- 11.1 All visitors must report to the Site Office to register their arrival and departure, and to receive Health & Safety information appropriate to the site.
- 11.2 All visitors have a responsibility to ensure the Health, Safety & Welfare not only of themselves but also of everyone else.
- 11.3 Visitors must be accompanied by a member of staff at all times unless prior agreement has been made.
- 11.4 All visitors must observe the Company's Health and Safety Policy and comply with the Health and Safety at Work Act and any other health and safety legislation.
- 11.5 Visitors must observe all safety rules and instructions issued by the Management and any notices that are displayed on the premises.
- 11.6 Supplied protective clothing and equipment is to be used by visitors at all times.
- 11.7 Visitors must report any hazards, accidents or near misses on the premises immediately.
- 11.8 Visitors must behave in a manner which ensures that no risks are created.
- 11.9 In the event of Fire or Emergency Alarm please follow the instructions given by the occupiers of the premises. Visitors must leave the building by the nearest practical means and assemble at the designated fire assembly point. Fire procedure notices are displayed throughout the building. Visitors must not re- enter any building until told it is safe to do so by the Fire Marshall/Site Manager.
- 11.10 Security: The Company reserves the right to search visitors and vehicles if there is sufficient ground to suspect a breach of security.
- 11.12 Confidentiality: Visitors must treat any information concerning employees of the Company, equipment or processes in a confidential manner. Photographs will not be permitted without prior written permission from the Management.

12. Emergency Procedures

- 12.1 The Company will nominate a sufficient number of competent persons to implement procedures in relation to the evacuation of the site or premises
- 12.2 A record will be made of all people entering the premises or sites and where necessary, adequate Health and Safety instruction will be given about any hazards or procedures relating to the work activity.
- 12.3 Where necessary consultation with the emergency services will be undertaken.
- 12.4 A route plan, to the nearest accident/ emergency hospital, will be produced and displayed.
- 12.5 A telephone will be available at each site, where this is not possible; the nearest telephone will be identified for use in the event of an emergency. If the person in charge of the site has to leave arrangements will be made to obtain access to the telephone.
- 12.6 A First Aid Kit will be provided at every place of work and will be maintained to the prescribed standards.
 - 12.7 This kit will be kept readily available and accessible at all times. In the event of the person in charge of the site having to leave, arrangements will be made to obtain access to the First Aid Kit.
- 12.8 A suitable number of FIRST AIDERS/APPOINTED PERSONS will be trained for each site or premises. Their names will be displayed at each place of work.
- 12.9 Training will be given to staff in relation to the use of fire extinguishing equipment and in office premises fire drills will be held at least twice a year.
- 12.10 Fire extinguishing equipment will be provided at every place of work. Fire procedures will be posted and fire assembly points designated.
- 12.11 Where hot work is to be undertaken additional fire extinguishing equipment will be provided in the immediate vicinity. Sub-contractors must provide their own. Emergency measures will form part of any RISK ASSESSMENT undertaken by the Company and measures will be included under the heading of preventative and protective measures.

13. Major emergency procedure

13.1 In an emergency the preservation of life is of the utmost importance and therefore evacuation of the premises in accordance with the fire procedures is to be undertaken without panic but as quickly as possible. The senior person present will have complete authority and take such measures as are necessary to prevent the loss of life, but under no circumstances are to put themselves at risk of injury.

13.2 Unidentified packages, parcels, briefcases, bags, objects etc. and possible hoax calls are to be taken seriously until it is established that no threat exists.

14. Training

It is policy of this Company to provide training to our employees not only to comply with minimum statutory requirements but also to secure a continuing safe and healthy working environment for employees and all those who may be affected by our activities. The Company/Subcontractors will continue to assess the Health, Safety and Environmental training needs of employees and will compile an annual training schedule from this assessment. The Company will maintain records of all health and safety training undertaken. The requirement to provide adequate training for employees to carry out their tasks in a satisfactory and safe manner is also detailed in other current legislation.

14.1 The Company is committed to Health, Safety & The Environment and recognises that training of all personnel ranks highly in its priorities. Training will include such instruction and training which will enable its employees to identify hazards and introduce the appropriate systems for controlling them. It will also include 'Employment Management' training in order to support staff discipline and supervision, which must be exercised, if safe systems are to be practiced and maintained. Training is also required to ensure that the workplace is safe and without risks to health; this is achieved by regular monitoring of the workplace and therefore management and employees must be trained to work together.

14.2 Induction training will be carried out as soon as an employee commences employment. The objective is to ensure that employees are familiar with all aspects of safety, health and environment which relate to their employment and location. Such training will cover:

- Welfare arrangements
- Fire procedures
- Warning systems
- Actions to be taken on receiving warning
- Locations of exits/escape routes
- Evacuation and assembly procedures
- First aid/injury reporting procedures
- Names of first aider/appointed persons
- Instruction on prohibited/restricted areas
- Issue of protective clothing/equipment, and its use
- Instruction under COSHH
- Thorough instruction applicable to their particular duties at work.

14.3 Health, Safety and Environmental Training in order to comply with Company Policy and the current Regulations, site specific training is carried out as required. Such training may include:

- Confined spaces
- First Aid
- Scaffold inspection
- Tower scaffold inspection
- Construction Skills Site Managers Safety Training Scheme
- Street works supervisors

- Fork lift truck operations/dumpers/ rollers/tele handlers
- Hoist operations/excavators/cranes
- Mobile elevating work platforms (MEWP)
- Abrasive Wheels
- Slinger/Banks person
- Environmental Awareness
- (List not exhaustive)

14.4 Site Management will identify and assess training requirements and take appropriate action as required. Where any processes, operations or tasks, for which formal training is required, adequate training will be undertaken and records kept of such training.

15. Procedure for reporting of accidents by employees/subcontractors

Any employee/subcontractor who is involved in any accident shall:

15.1 Report the facts immediately to their Site Manager/Supervisor. If taken to hospital, ask a colleague to do this for them.

15.2 If unable to contact immediate Site Manager/Supervisor inform Company Safety Department.

15.3 Ensure that the company Accident Book is completed, if unable to do this for any reason seek assistance from Site Manager/Supervisor. Failure to report accidents can lead to loss of industrial injury benefit etc.

15.4 Employees are also reminded that: Failure to wear or use protective clothing or safety equipment provided or available or failure to follow laid down safety working Practices can lead to reduction or loss of benefits which may be payable following an accident, and/or disciplinary procedure being taken for breach of contract of employment within the Company.

16. Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) - As amended April 2012

16.1 To summarise the main duties imposed: The regulations require that when any of the following events occur the responsible person must report it, in writing, to the enforcing authority and must keep a record of it and in the case of an event of type a); b); c) or d) the responsible person must first notify the Enforcing Authority about it immediately.

- a. The death of any person, whether or not he or she is at work, as a result of an accident arising out of or in connection with work.
- b. Any person suffering a specified major injury or condition as a result of an accident arising out of or in connection with work.
- c. One of a list of specified dangerous occurrences arising out of or in connection with work.
- d. An injury to a member of the public resulting in them being taken to hospital.
- e. A person at work being incapacitated from his or her normal work for more than 7 days as a result of an injury, (over 7 day injury) caused by an accident at work.
- f. The death of an employee, if this occurs sometime after a reportable injury, which leads to that employee's death, but not more than one year afterwards.
- g. A person at work being affected by one of a number of specified diseases, provided that a doctor diagnoses the disease and that the person's job involves a specified work activity. (see booklet HSE 17 for further details).

16.2 The responsible person who is required to report these matters would be the employer of an injured person, a self-employed person, someone in control of the premises where work is carried out or

someone who provides training for employment. All potentially reportable accidents/incidents must be referred to the H & S Advisor, who will undertake formal reporting to the enforcing authority.

16.3 The H&S Advisor will notify the Authority by telephone in relation to death. A record of the call and details of the person spoken to will be logged. Form F2508 for an accident or dangerous occurrence will be completed and sent within 10 days. For reporting a case of disease Form F2508A will be used. For reporting a gas incident form F2508 GI will be used.

16.4 The regulations affect persons not at work but who may be affected during work activities. Also included are people receiving training, pupils, students and Youth Training Scheme operatives.

16.5 Full details of the regulations can be obtained from the Health & Safety Advisor who should be notified of all accidents/incidents. Details are shown at APP2.

17. What to do in case of an accident at work

17.1 Notify the Health and Safety Advisor for advice.

17.2 Record any details of events leading up to, during and after the event.

17.3 Assist with any subsequent investigation.

18. First Aiders/Appointed Persons

18.1 The Company will nominate sufficient number of qualified First Aiders or appointed persons as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

18.2 The duties of these persons will be:

- To maintain contents of the First Aid Box in accordance with the standard required under the Approved Code of Practice.
- To display the prescribed notice giving the name of the First Aider and the location of the First Aid Box.
- To assist Management in assessing the requirements for First Aid in the workplace
- Where necessary, to give basic First Aid treatment and list action taken in the Accident Book. In addition, keep a record of First Aid treatment given.

19. Asbestos

19.1 Pre-construction information will be utilised to obtain information regarding the known existence of asbestos on site to comply with the requirements of the Control of Asbestos Regulations.

19.2 Where it exists it will be clearly identified by the Site Manager who will ensure that it is notified to all employees and subcontractors, and that no work is undertaken on or near it.

19.3 Where it is not identified but its existence is suspected, all work will cease within the immediate area and the Site Manager will notify Fitzgerald Health & Safety Department. Arrangements will be made for a sample to be taken for analysis, at an approved laboratory.

19.4 If asbestos content is confirmed, arrangements will be made for an approved and licensed contractor to remove the asbestos, having notified the HSE and served the required 14 days notice.

19.5 If circumstances permit, it may be prudent to leave the asbestos in place and clearly segregate/isolate to ensure it is not disturbed. Information regarding its existence will be entered into the Health & Safety File.

19.6 In all cases close liaison with the Client will be established and maintained to ensure the Health & Safety of residents and neighbours is not compromised.

19.7 Risk assessments, method statements and permit to work systems will be maintained and preserved.

20. 'Sharps'

20.1 Liaison with the Client will be established and maintained to establish any existing risk indicators in the premises to be worked upon.

20.2 Employees and sub-contractors will be advised of the risk during their induction and instructed in the procedure to be followed if they come across any hypodermic needles or syringes.

20.3 Upon identification the 'sharps' will be left untouched and the Site Manager informed. The area will be quarantined until an appointed operative has arrived with the appropriate PPE and 'sharps' container. The container will be stored in a dedicated safe area under the charge of the Site Manager and returned to that place after use. The container will be collected by an approved contractor and safely disposed of. Documentation regarding disposal will be maintained with the Health & Safety File.

20.4 The Site Manager will notify the address and location of any identified 'sharps' to the Client. Anyone coming into accidental contact, and suffering a wound will be taken immediately to hospital to receive medical treatment and advice. The incident will be recorded in the accident book and notified to the Fitzgerald Health & Safety Advisor who will liaise with the HSE as/if required.

21. Violence

21.1 The scheduling of works will be closely monitored with the Client to establish any existing risk indicators.

21.2 If there is a known risk this will be advised by the Site Manager to the operatives involved in an attempt to avoid any conflict or confrontation.

21.3 Notices advising of the proposed work will be distributed in advance to all properties in an attempt to avoid short notice arrival and disruption to residents.

21.4 All employees and sub-contractors will be instructed, during induction, to avoid making any comment which is likely to cause offense or be misinterpreted, which could lead to conflict.

21.5 In the event that a confrontation or actual violence occurs the operatives will be instructed to withdraw from the property immediately and return to the site office and inform the Site Manager. Under no circumstances are they to retaliate other than in self-defence.

21.6 The Site Manager will advise the Fitzgerald Health & Safety Manager and the Client and record all of the facts. Future discussion and liaison will determine how to address each issue.

22. Driving at work

22.1 The company recognises that there is an occupational risk associated with driving at work, and that this applies to driving a company car, van or the drivers' own vehicle.

22.2 The Journey

- Is the journey really necessary?
- Can the business be conducted by, for example, another means of communication?
- What are the weather conditions?

22.3 The Vehicle

A general risk assessment has been carried out regarding driving at work; reference should be made to this document. In addition:

- Any faults found on a company vehicle must be reported to the office immediately
- Drivers own vehicles must be maintained in a roadworthy condition.

22.4 The Driver

Refer to the general risk assessment for driving at work. The main points to remember are:

- Do not drive when tired.
- Do not drive for more than 2 hours without a break
- Do not operate any devices whilst driving.
- Ensure that any medication that you take does not impair judgement for driving.

23. Smoking

It is the policy of this company to ensure that its employees' right to work in a smoke free environment is upheld. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, and the following will apply:

23.1 Smoking is not permitted in any of the company's permanent offices, stores, workshops, etc. Smoking areas may be provided in designated areas outside the main buildings.

23.2 Smoking is not permitted in Site Offices, Canteens, Site Stores or Workshops

23.3 Smoking is not permitted in Company vehicles, or private vehicles used for business purposes with more than one occupant.

23.4 Smoking on site is only permitted in designated areas, which must be identified by the Site Management team, and must comply with current legislation i.e. not enclosed

23.5 This policy applies to all employees, contractors, consultants and visitors.

23.6 Site rules may supersede this policy, e.g. when working on Hospital premises

23.7 Working in occupied premises where the residents are smoking may need to be reviewed, with guidance from the Site Manager and/or the Safety Advisor.

24. Stress

The Health & Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health. The company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

24.1 The Company will:

- Provide training for all managers and supervisory staff in good management practices.
- Identify workplace stressors
- Provide adequate resources to enable managers to implement the Company's stress management strategy.
- Provide continuing support to managers and individuals in a changing environment.

24.2 Managers will:

- Maintain good communication between management and other personnel, particularly where there are organisational and procedural changes.
- Arrange training for all persons to discharge their duties.
- Ensure staff are provided with meaningful development opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking.
- Monitor holidays to ensure staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Insist that bullying or harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to anyone in their team who is experiencing stress outside work, e.g. bereavement.

24.3 Employees will:

- Raise issues of concern with line management or safety representatives.
- Use the facility of Personal Development Reviews to discuss aspects of their employment that they consider to be significant stressors.
- Assist managers in assessments of tasks in terms of stress.

24.4 The anticipated benefits from implementing the Work Related Stress Policy include:

- Improved working climate and culture
- Greater openness about sources of pressure at work at all levels
- Better awareness about stress and mental health in all employees
- The continuing importance of trying to ensure a good work-life balance for all employees
- Greater consistency of approach from managers in dealing with stress
- Earlier identification of stress-related problems
- Improved stress risk management skills in Managers
- Overall reduction in key stress indicators

25. Hand-Arm Vibration Syndrome (HAVS and Whole- Body Vibration (WBV)

The Company is committed to protecting employees and sub-contractors from the adverse effects of HAVS, particularly the condition known as “Vibration White Finger”, and WBV. Tasks involving the use of vibratory equipment will be carefully assessed in terms of the task, the equipment and the employee.

25.1 The task will be studied to explore the possibility of using alternative means e.g. machine-mounted equipment or tools with isolated controls.

25.2 The equipment will be selected to ensure minimum exposure to the effects of vibration. Particular attention will be given to the maintenance of the equipment and the attachments (sharp points, etc.)

25.3 The employee will be instructed regarding the maximum usage time of the equipment, based on information from the equipment supplier, and the assessment will also establish whether the employee is adequately trained in the use of the equipment. The maximum usage time will be stated in Method Statements, and used in Induction training. If necessary, further guidance will be sought from the Company Health and Safety Department, and by reference to HSE INDG 338 Power Tools ‘How to Reduce Vibration Risks’

26. Consultation with employees

26.1 All employees receive induction training; this is the start of the consultation process.

26.2 The company encourages open communication at all levels of management, particularly regarding health and safety matters.

26.3 The company invites all employees to a Personal Development Review, at least every 12 months, where there is ample opportunity for the employee to express opinions, concerns and/or recommendations.

26.4 The names of members of the safety department are stated on Health and Safety Law Posters, displayed at all work places, and employees can discuss issues with the stated person/s at any time.

26.5 A full copy of the Safety Rules is contained within Construction Skills Publication G.E 700 which is regularly updated and is available to all employees. For further information/assistance contact the Health and Safety Advisor who’s details can be found in Appendix 2.

27. Migrant workers

The company is aware of the increasing number of migrant workers in the industry and undertakes to:

27.1 Carry out a risk assessment of the tasks the worker(s) will be expected to undertake.

27.2 Check the control measures identified in the assessment are effective, and in place and are maintained.

27.3 Be satisfied that the worker has sufficient command of the English Language to understand all aspects of health and safety associated with the tasks to be performed. Exclusion from site may be necessary if communication cannot be established, either directly or by interpreter.

27.4 Carry out induction training for the worker at the work place.

27.5 Make sure that the worker knows where and how to raise any concerns about their health and safety and about any emergency arrangements or procedures.

27.6 Check that the worker is competent to carry out the required tasks. This may require checking compatibility of vocational qualifications with these in GB.

28. Noise

28.1 The company is committed to protecting employees, subcontractors and any other persons who may be harmed by the effects of noise.

28.2 Noise must be controlled by the use of the quietest equipment that will do the job, and also 'engineering' it out by the use of screens, barriers or fitting silencers. Hearing protection zones will be established when and where necessary.

29. Respiratory Protective Equipment (RPE)

29.1 Where respiratory protective equipment (RPE) is used as a control measure it is vital that the selected RPE is adequate and suitable to protect the employee. RPE must reduce exposure to as low as reasonably practicable, and in any case to an acceptable level (e.g. below any applicable Workplace Exposure Limits or Control Limits). The law governing the use of RPE is contained in:

- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Control of Asbestos at Work Regulations (CAW)
- The Control of Lead at Work Regulations (CLAW)
- The Ionising Radiations Regulations (IRR)
- The Confined Spaces Regulations (CSR)

29.2 RPE should only be selected and used after a justification has been made in the risk assessment required by law. It can be used in the following situations:

- Where an inhalation exposure risk remains after you have put in place other reasonable controls (residual risk)
- Short-term or infrequent exposures where you decide that other controls at source are not reasonably practicable;
- While you are putting in place other control measures (interim measures)
- Emergency escape – you need to provide RPE for safe exit from an area where hazardous substances may be released suddenly in the event of control systems failures;
- Emergency work or temporary failure of controls where other means of controls are not reasonably practicable;
- Emergency rescue by trained personnel is necessary RPE should be conducted by a competent person. All sub-contractors who have Identified RPE as a control measure through risk assessment are required to supply evidence of Face Fit Testing to Fitzgerald upon induction.

30. Lone workers

30.1 The Health and Safety at Work Act 1974: Section 2 sets out a duty of care on employers to ensure the health, safety and welfare of their employees whilst they are at work. The Management of Health and Safety at work Regulations 1999: Regulation 3 states that every employer shall make a suitable and sufficient assessment of -

- the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking

30.2 Risk assessment should help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include some high-risk confined space working where a supervisor may need to be present, as well as someone dedicated to the rescue

role, and electrical work at or near exposed live conductors where at least two people are sometimes required.

30.3 Lone workers should not be at more risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

30.4 Line Managers should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Is the person medically fit and suitable to work alone?
- What happens if the person becomes ill has an accident or there is an emergency?

30.5 Risk assessments are available for line managers to complete with the employee these are available from the standard documents health and safety section for further information HSE INDG73.

31. Manual handling

31.1 The Manual Handling Operations Regulations 1992 (as amended) set no specific requirements such as weight limits. The Regulations establish the following clear hierarchy of control measures:

- Avoid hazardous manual handling operations so far as is reasonably practicable, for example by redesigning the task to avoid moving the load or by automating or mechanising the process.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those Operations so far as is reasonably practicable. Where possible, you should provide mechanical assistance, for example a sack trolley or hoist. Where this is not reasonably practicable, look at ways of changing the task, the load and working environment.

31.2 Always ensure individuals have appropriate information, instruction and training regarding Manual Handling Operations, risk assessments are available for line managers to complete these are available from the standard documents health and safety section.

32. Work at height

32.1 Work at height regulations came into force in 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. Work at height is a frequent activity carried out within the company and therefore robust planning should be implemented to ensure that the risks associated with such work are reduced to an acceptable level.

32.2 The Company will ensure that:

- All work at height is properly planned and organised.
- Employees involved in work at height are trained and competent to carry out the task.
- The risks from work at height are assessed, and appropriate control measures and work equipment are selected and used (see below).
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained.

32.3 There is a simple hierarchy for managing the risks associated with work at height, which The Company will employ: - Avoid - Prevent - Minimise:

- Avoid work at height where we can

- Can it be undertaken by using other methods?
- Use work equipment or other measures to prevent falls where we cannot avoid working at height – ensure suitable guard rails and edge protection are installed before allowing any work to commence.
- Where we cannot eliminate the risk of a fall, we will use work equipment or other measures to minimise the distance and consequences of a fall should one occur – fall arrests, safety nets, safety decks or soft landing systems.

33. Display screen equipment

33.1 The Company has a legal duty to assess the risks to the health and safety of their employees and to anyone else who may be affected by their activity, so that necessary preventative measures can be identified and appropriate action taken. As part of this general assessment, work with display screen equipment (DSE) must be assessed against the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002).

33.2 The Health and Safety at Work Act 1974 states that employees have a duty to take reasonable care for the health and safety of themselves and therefore as a result of this the employee should bring to the attention of their line manager any problems that they may be experiencing while working with DSE, the act also states that the employee is to cooperate with the employer and others to enable them to fulfil their legal obligation.

33.3 Principle Objectives of the Policy The Company will fulfil its obligations through:

- The provision of supplying suitable work equipment.
- The provision of health and safety training to users of DSE to allow them to understand and assess the risks associated with DSE use, and to carry out assessments of their own workstations.
- The provision of information shall be available to all DSE users in the way of posters and appropriate HSE literature.
- Competent health and safety professionals to review the self-assessments undertaken by each DSE operator.
- Implementation of action plans to resolve any workstation irregularities identified by the health and safety manager and/or employee's line manager.
- Ensuring that arrangements are in place to provide regular breaks from DSE activities.
- The provision of eye and eyesight tests for users required specifically for DSE work.

34. Control of Substances Hazardous to Health

34.1 Hazardous substances are frequently used within work activities; the most commonly used aerosols, oils and greases. The health effects of using such substances can be commonly recognised by the COSHH symbol displayed on the packaging, these can be Very Toxic, Toxic, Harmful, Corrosive or Irritant. For a full list and detailed explanation go to: <http://www.hse.gov.uk/chip/phrases.htm>

34.2 The company will ensure that all employees have received sufficient information, instruction and training where individuals may be exposed to hazardous substances during their work activities.

34.3 When a hazardous substance is to be used then a risk assessment must always be carried out prior to use. The assessor should follow the 8 steps:

1. Assess the Risk
2. Decide what precautions to take
3. Prevent or control exposure
4. Set up exposure control measures and maintain
5. Monitor Exposure
6. Carry out health surveillance
7. Prepare plans and procedures to deal with accidents, incidents and emergencies

8. Ensure employees are properly trained, informed and supervised

35. Alcohol & Drugs

35.1 Fitzgerald Civil Engineering Contractors recognise the risk from alcohol and/or drug abuse. The effects can manifest themselves both in the health of the individual and in the performance of this individual. As such, it is our policy that no person under the influence of alcohol or drugs will be allowed to work on a Fitzgerald site.

35.2 Failure to comply with this Standard either by being found to be over the stated alcohol level (i.e. that set by UK government for driving) or to have been tested and found that an illegal substance has been used will result immediately in:

- Removal of the person from the work area;
- Further investigations undertaken;
- Possible disciplinary action.

35.3 In summary persons must NOT:

- Drive a vehicle whilst unfit through alcohol or drug abuse;
- Report for work if they are unfit through alcohol or drug abuse;
- Consume alcohol or abuse banned substances whilst at work on any Fitzgerald site;
- Be in possession of any banned substances while at work on any Fitzgerald site.

35.4 Alcohol/drugs testing:

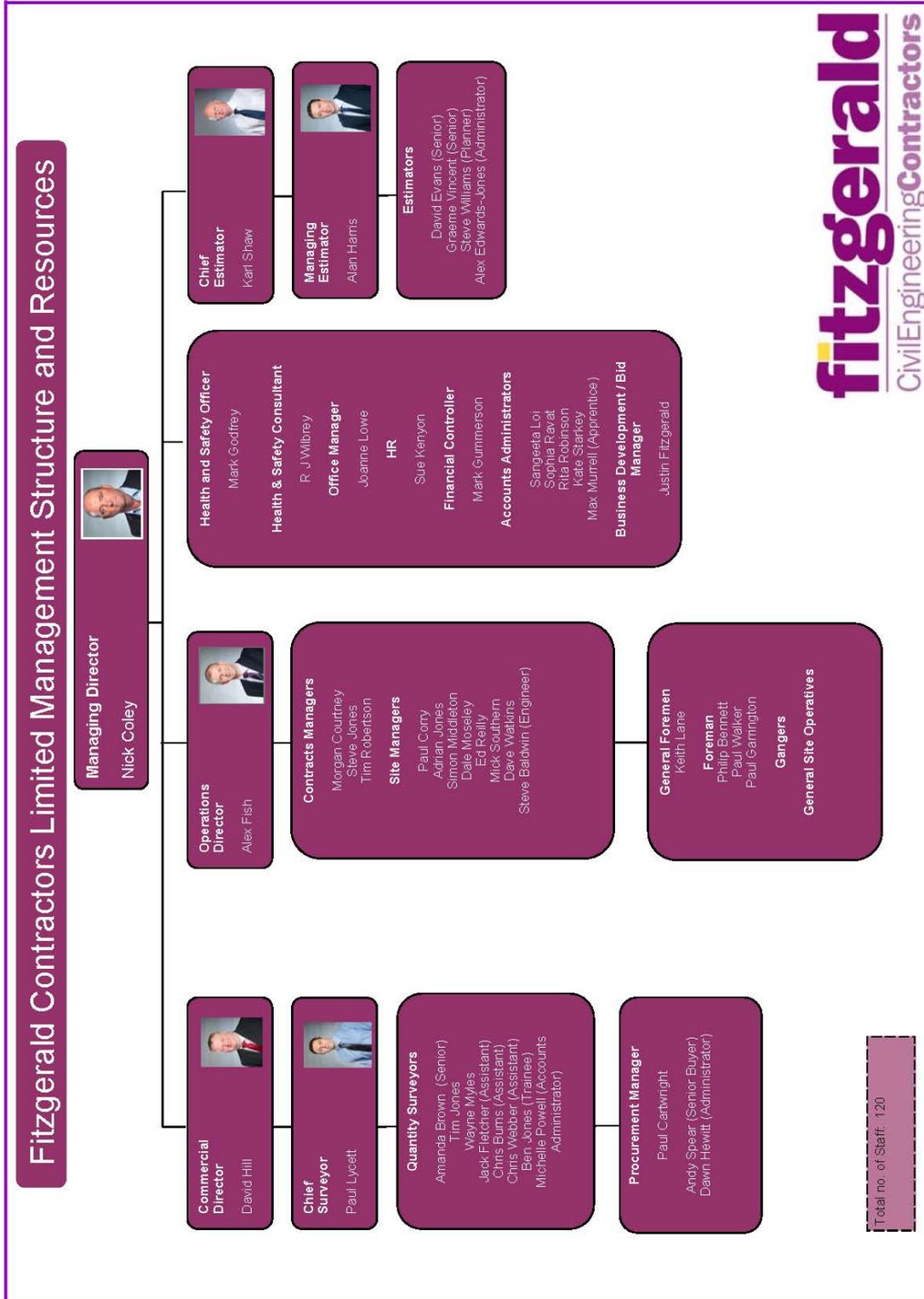
- Will be carried out randomly as part of our ongoing monitoring;
- Will be carried out if anyone is suspected of drugs/alcohol abuse, or being under the influence following an incident in which they are involved;
- All parties notified of the alcohol and drugs test have the right of refusal; they will however be asked to provide a valid reason for not wanting to participate. This will be kept strictly private and confidential.

35.5 Site managers should make reasonable enquiries at induction as to whether anyone is taking any medication or treatment with side effects that could affect their performance or behaviour.

35.6 For further advice regarding random or 'for cause' testing, contact Health & Safety/HR.

APPENDIX 1

Company Structure



Health & Safety Advisor and Consultants

Health & Safety Advisor

Mark Godfrey
Fitzgerald Contractors Ltd
125 Cheston Road
Aston Birmingham B7 5EA
Head Office: 0121 326 2064
Mobile: 07973 830406

Consultants

R G Wilbrey (Consultants) Ltd
Aspen House
Great Brickkiln Street Wolverhampton
WV3 0PT
Tel: 01902 420 920

British Safety Council

70 Chancellors Road London
W6 9RS
Tel: 0208 600 5500

Health Surveillance etc

Express Medicals Ltd
8 City Business Centre Lower Road
London SE16 2XB
Tel: 0207 3941788

Construction Health & Safety Checklist

The following safety checklist should be used by Site Management to verify that safe systems of work are being employed. Further details regarding the Construction (Design & Management) Regulations 2007 and other relevant Legislation and information can be obtained from the Health & Safety Advisor e.g. Health & Safety in Construction HSG150. This list is not exhaustive.

Abrasive Wheels

- Have the operatives received suitable instruction and training?
- Are the correct guards fitted?
- Is the operator wearing the correct PPE?
- Is a hot work permit required?
- Is sufficient dust suppressant present?

Accidents/Incidents Reports and Investigations

- Have all accidents/Incidents been reported and entered in the accident book?
- Have all serious accidents been reported to the H&S Advisor and thoroughly investigated and a report prepared?
- Has the top copy of the Accident Book been sent to Head Office/H&S Advisor?
- Have steps been put into place to prevent a reoccurrence of the incident?

Agency Labour

- Can the use of agency labour be avoided?
- When agency labour is used have they received construction health and safety awareness training prior to starting work on site?
- Have the credentials of agency tradesmen been checked?

Asbestos

- Has the correct asbestos survey been carried out?
- Is the asbestos in the form of lagging, coating, insulation or insulation board?
- Has the Health & Safety Advisor been notified?
- Has the HSE been notified if any work is to be done involving asbestos?
- Do the persons carrying out the work hold the appropriate licence?
- Is the work being carried out in a controlled and safe manner?
- Has a detailed Method Statement and Risk Assessment been carried out?
- Has the asbestos been disposed of in accordance with the Special Waste Regulations?
- Cartridge Operated Tools
- Are the maker's instructions being followed?
- Has the operator been properly trained? Is the operator aware of the dangers and able to deal with misfires?
- Does the operator wear goggles and ear and head protection?
- Is the gun cleaned regularly?
- Are the gun and cartridges kept in a secure place when not in use?

Confined Spaces/Sewers

- Has a Method Statement been produced and all operatives made aware of its contents?
- Has the confined space been vented?
- Has the atmosphere been tested before and during the works?

- Have the permits to work been completed?
- Has a safe evacuation procedure been adopted and emergency equipment been installed?
- Has all P.P.E been provided and the operatives trained? And necessary protection installed?
- Is the rescue equipment readily available?

Cranes and Lifting Appliances

- Is the crane inspected weekly, and thoroughly examined every 12 months by a competent person (6 monthly if used for lifting/carrying persons)? Record all inspection results.
- Is there a test certificate?
- Is the operator trained, competent, of age and hold the appropriate licence?
- Are the controls (levers, handles, switches, (etc.) clearly marked?
- Do the driver and banksmen find out the weight of the load before trying to lift it?
- Is reliable and effective communication in place?
- If it is a jib crane with a capacity of more than 1 tonne, does it have an efficient automatic safe load indicator that is inspected and tested weekly?
- If it is a hydraulic excavator being used as a crane, is the maximum safe load clearly marked and are hydraulic check valves fitted where required by the Certificate of Exemption?
- Is the crane on a firm level base?
- Is there enough space for safe operation?
- Has the banksman/slinger been trained to give signals and to attach loads correctly and do they know the lifting limitations of the crane?
- If it can vary its operating radius, is the crane clearly marked with its safe working loads and corresponding radii?
- Is the lifting gear in good condition and has it been thoroughly examined?
- Has a Risk Assessment and Method Statement been prepared by the Competent Appointed Person and is the information available for the Lift Supervisor?

Demolition

- Has the Health & Safety Department been contacted BEFORE setting on any demolition contractor?
- Has the demolition operative's proof of training been checked?
- Are suitable and sufficient method statements and risk assessments in place?
- Is the demolition being supervised by a competent person?
- Have the operatives been trained in the use of their equipment?
- Can the work be carried out by machinery, including remote controlled machinery?

Electricity

- Are all portable electric tools and equipment supplied at 110V, or have special measures been taken to protect them from mechanical damage and wet conditions?
- Are there any signs of damage to or interference with equipment, wires and cables?
- Are all connection to plugs properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out?
- Are there 'permit-to-work' procedures where necessary to ensure safety?
- Are there any overhead electric lines? Where anything might touch the lines or cause arcing (cranes, tipper lorries, scaffolding, etc.), has the electricity supply been turned off, or have other precautions been taken?
- Have all underground cables been identified and measures taken to avoid contact with them?
- Can battery powered (cordless) tools be used?

Environment

- Has the Aspect/Impact Register been consulted and any necessary controls implemented
- Have the necessary permits/consents been obtained from the Environment Agency

Excavations

- Has a 'Permit to Break Ground' been issued?
- Have all underground services been located (with locators and plans), marked and precautions taken to avoid them? Are there any overhead lines?
- Has an adequate supply of suitable struts, trench sheets, props or other supporting material/equipment been delivered to the site before excavation work begins?
- Is a safe method used for putting in and taking out the struts/props, i.e., one that does not rely on working within an unsupported trench?
- If the sides of the excavation are sloped back or battered, is the angle of batter sufficient to prevent collapse?
- Is the excavation & its supports inspected daily and thoroughly examined weekly, especially after using explosives or after unexpected falls of materials?
- Is there safe access/egress to the excavation, e.g., by a suitable ladder?
- Are there barriers to stop people falling in?
- Is the excavation affecting the stability of the neighbouring building?
- Is there a risk of the excavation flooding?
- Is there a risk of gas entering into the excavation?
- Should it be deemed a Confined Space is a permit to enter in operation?
- Are stacked materials, spoil or plant near the edge of the excavation likely to cause a collapse at the side?
- If any vehicles tip into the excavation, are properly secured stop blocks used?
- Have goal post/signage been erected?

Excavators

- Is the excavator inspected weekly thoroughly examined every 12 months by a competent person? Are the results of weekly inspection recorded in the Register, or similar?
- Is there a test certificate?
- Is the driver trained, competent and of age?
- Are all the controls (levers, etc.) clearly marked?
- Do the operators and banksmen find out the weight of the load before trying to lift it?
- Are all slings chains etc. free from damage and have had their 6 monthly tests? Are the Test Certificates available? Is the maximum safe working load clearly marked and hydraulic check valves fitted as required by the Certificate of exemption?
- Is there enough space for safe operation?

Falsework/Formwork

- Is there a Method Statement and does it deal with preventing falls of workers?
- Has a Temporary Works Co-ordinator been appointed?
- Have the design and the supports for shuttering and form work been checked?
- Are the bases and ground conditions adequate for the loads?
- Are the props plumb, on level bases and properly set out?

- Are the correct pins used in the props?
- Are the timbers in good condition?
- Is it inspected by a competent person against the agreed design before permission is given to pour concrete?

Fire: General

- Are fire procedures displayed and notified to all site personnel at the induction?
- Does your site have the right number and type of fire extinguishers?
- Are there adequate escape routes? Are they kept clear?
- Do your workers know what to do in an emergency?
- Are 'Hot Work' Permits required?

Hazardous Substances

- Have all harmful materials been identified e.g. asbestos, lead, paints, pitch, tar, solvents, resins etc.
- Have the risks to everyone who might be exposed to these substances been assessed, and controls put in place?
- Have the Material Safety Data Sheets been supplied?.
- Have precautions been identified and put in place e.g. is protective equipment provided and used; are workers and others who are not protected kept away from exposure?
- Are all relevant persons face fit tested with valid certificates and equipment?

Flammable liquids

- Is smoking prohibited and other ignition sources removed?
- Is there a proper storage area?
- Is the amount of flammable liquid on site kept to a minimum for the day's work?
- Are properly constructed safety containers used?
- Are procedures in place for the use of flammable liquids? Compressed gases, e.g., LPG, Acetylene
- Are cylinders stored properly?
- Is the cylinder valve fully closed when the cylinder is not in use?
- Are there 'hot work' procedures?
- Are cylinders in use sited outside huts?

Other combustible material

- Is the amount on site kept to a minimum?
- Are there proper waste bins?
- Is waste material removed regularly?

First Aid

- Is there a trained first aider or appointed person?
- Are all accidents recorded in the accident book?
- Is there adequate first aid equipment for the number of people on site?
- Are information signs displayed?

Fork Lift Trucks/Tele handlers

- Are the operators competent, of age and appropriately licensed?
- Have the operators been trained to CPC standards? Do they hold a current certificate appropriate for the machines being used?
- Is the machine suitable for the work?
- Are statutory records and inspections being kept up to date?

Health

- Have all hazardous substances, e.g., asbestos, lead, solvents, etc., been identified and the risk assessed?
- Can safer substances be substituted?
- Can exposure be controlled other than by using protective equipment?
- Are safety information sheets available from the supplier?
- Is safety equipment provided and used?
- Are other workers who are not protected kept out of danger areas?

Health & Safety Executive

- Has any visit or communication with the HSE been reported to the Health & Safety Advisor immediately?
- Have you offered them a cup of tea/coffee?
- Has the senior manager escorted the inspector around the site and taken notes during his/her visit?
- Has all remedial actions required by the Inspector been carried out?

Ladders

- Are ladders the right means of access for the job?
- Are all ladders in good condition?
- Are they secured to prevent them slipping sideways or outwards?
- Do ladders rise a sufficient height above their landing place? If not, are there other handholds available?
- Are the ladders positioned so that users don't have to overstretch or climb over obstacles to work?
- Manual Handling
- Can it be avoided where there is risk of injury?
- If not, the risks must be assessed and reduced?
- Are hoists, tele handlers, wheel-barrows and other plant or equipment used so that manual lifting and handling of heavy objects is kept to a minimum?
- Are materials (cement etc.) ordered in 25kg bags?
- Can the handling of heavy kerbs/objects be avoided?
- Is team lifting used for heavy or awkward loads?
- Are safe (kinetic) lifting methods being used?
- Gloves must be worn on site unless a Specific Risk Assessment confirms a greater hazard/risk.

Method Statements

- Have detailed written Method Statements been prepared for all high-risk activities before they commence?
 - Have they been communicated to and understood by all involved in those activities?
 - Method Statement 10 Point Plan
1. Company Name: Title, Revision Number & Date
 2. Description of Work: Task, Sequence, Start Time, Location, Method & Duration
 3. Resources Required: Plant & Equipment, Materials, Personnel & Training, Supervision etc.
 4. Assessment of Significant Risk for Tasks: Access/Egress, COSHH, Noise, Manual Handling, Others at Risk i.e. The Public.
 5. Control Measures: Permits to Work, Special Training, Security etc.
 6. PPE: Clearly set out PPE that must be used.
 7. Emergency Arrangements: Special First-Aid Requirements (named persons, type of equipment etc.).

8. Temporary Amended Systems: Traffic Routes, Fire Arrangements etc.
9. Who has or will be provided with the information: Operatives, Management, Supervisors, and others who may be affected (all of whom should be named within a hierarchy of responsibility).
10. Monitoring & Compliance: Monitoring by whom and when, enforcement, how and by whom.

Noise

- Are breakers fitted with muffs?
- Are you using the right tool for the job?
- Is other plant or machinery fitted with silencers?
- Do workers wear ear protection if they have to work in very noisy surroundings?
- Has a noise assessment been carried out to determine noise levels?
- Have ear protection zones been set up where required?
- Are others not involved in the work kept away?

Permits to Work

- Have permits been prepared for the following operations:
 - Hot works
 - Confined spaces
 - Work on live electrical circuits
 - Lifting operations
 - Demolition
 - Excavations (permit to break ground)
 - General permit to work where it would be advantageous to use one.

Plant and Machinery

- Is the right plant and machinery being used for the job?
- Are operators trained and competent?
- Do the operators have a CPCS card or equivalent and the appropriate licence if required?
- Are all dangerous parts guarded?
- Are guards secured and in good repair?
- Is the machinery maintained and in good repair and are all safety devices operating correctly?
- E.g. reversing, audible warning, flashing beacons and mirrors.

Protecting the Public

- Is there adequate site perimeter fencing to keep out the public and particularly children? Is the site secure during non-working periods?
- Have all risks to members of the public off the site been identified, e.g., materials falling from scaffold, tripping hazards etc., site plant and transport (access/egress) and precautions implemented, e.g., scaffold fans/nets, banksmen, warning notices, etc.
- Are specific dangers on site made safe during non-working periods, e.g., excavations and openings covered/fenced, and materials safely stacked, plant immobilised, ladders removed or boarded?
- Are pedestrian routes clearly and safely identified?
- Are the works user friendly for disabled persons?

Protective Clothing

- Is suitable equipment provided to protect the head, eyes, hands, feet and breathing where appropriate?
- Do workers wear their protective equipment?
- Is the equipment in good condition, correctly maintained and used?

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

- Have all injuries, diseases and dangerous occurrences within the scope of RIDDOR been reported to the Health & Safety Advisor immediately?
- Have all serious or fatal accidents been notified to the HSE by the quickest means available?
- Have all injuries, diseases and dangerous occurrences within the scope of RIDDOR been thoroughly investigated and a report completed?

Risk Assessment

- Identify hazards to assess and control the risks.
- Have suitable and sufficient Risk Assessments been carried out, and recorded, to assess risks to the health & safety of anyone that may be affected by the site activities or the activities of contractors or others on site?

Road Works

- Has the notification of the works been provided to the relevant authorities?
- Have all necessary signs, barriers, cones, controls etc. been installed as required by Road Traffic Acts, Chapter 8 and ACOP?
- Is there safe access and egress to the site?
- Are all Employees, Subcontractors and visitors wearing the correct high visibility clothing and other necessary P.P.E?
- Have you carried out the daily inspection of the safety measures installed?
- Are the temporary traffic signals, lighting working correctly?

Safe Access, and place of work

- Are there arrangements to deal with visitors and workers new to the site?
- Have pedestrian walkways been provided to protect them from moving vehicles?
- Can everyone reach their place of work safely? Are there safe roads, gangways, passageways, ladders and scaffolds?
- Are all walkways level and free from obstruction?
- Is edge protection provided to all edges to prevent falls?
- Are holes securely fenced or protected with marked fixed covers?
- Is the site tidy and the materials store safely?
- Is waste collected and disposed of properly?
- Are nails in timber removed or hammered down?
- Is safe lighting provided for work in the dark or in poor light?
- Are any necessary props or shores in place to make excavations safe?

Site Safety Representatives

- Does the site have a site safety rep?
- Are they given time to carry out their function?
- Are they given the support and backing of the site management?
- Is their role brought to the attention of all site personnel during induction?

Scaffolds

- Are scaffolds erected, altered and dismantled by competent persons?
- Are the scaffolders complying with NASC Guidance & Technical Notes e.g. SG4,TG20?
- Is there proper access to the scaffold platform?
- Are all uprights provided with base plates (and where necessary, soul boards) or prevented in some other way from slipping and sinking?

- Have any uprights, ledgers, braces or struts been removed?
- Is the scaffold secured to the building in enough places to prevent collapse?
- If any ties have been removed since the scaffold was erected have additional ties been provided to replace them?
- Are the working platforms fully boarded?
- Are boards free from obvious defects such as knots, and are they arranged to avoid tipping or tripping?
- Are there effective barriers or warning notices to stop people using incomplete scaffolds e.g. one that is not fully boarded?
- Are there adequate guard rails and toe boards
- at every side from which a person could fall from any place of work?
- Where the scaffold has been designed and constructed for loading with materials, are these evenly distributed?
- Does the competent person inspect the scaffold regularly i.e. at least once a week, after bad Weather and following any Impacts?
- Are the results of inspections recorded (including defects that were put right during the inspections) and the records signed by the person who carried out the inspections?
- Tower Scaffold
- Are they erected by trained personnel?
- Are they erected to the Manufacturers recommendations?
- Are guard rails and toe boards in place?
- Are they inspected before use, weekly and tagged to show safe to use?

Transport and Mobile Plant

- Is it kept in good repair? Do the steering, handbrake and foot brake work properly?
- Have drivers and operators received proper training and hold the appropriate licence? Is it being safely driven?
- Are vehicles securely loaded?
- Are passengers prohibited from riding in dangerous and unauthorised positions?
- Are there any tipping lorries? Do workers know that raised bodies should be propped before reaching under? and they must not be driven while bodies are raised?
- Is there a system to control on site movements to avoid danger, including to pedestrians?
- Where vehicles have to reverse, are they controlled by properly trained banksmen following a safe system of work?
- Are pedestrians segregated from vehicles?

Vibration

- Has an assessment been carried out?
- Can exposure be eliminated by use of remote controlled breakers?
- Can the job be done without high vibration tools?
- Are you using the right tool for the job?
- Have the tools been regularly maintained?
- Can exposure be reduced by introducing job rotation?
- Are the operators trained in the use of the equipment?
- Is exposure to individuals being monitored
- Welfare

- Have suitable and sufficient toilets been provided with running hot water?
- Are there clean washbasins, soap and towel?
- Is there accommodation where clothes can be dried and changed?
- Is there adequate heating and lighting?
- Is wet weather gear provided for those who have to work in wet conditions?
- Is there accommodation where workers can sit and rest?
- Is there a first aid box?
- Is there a supply of drinking water and suitable drinking vessels?
- Are there showers where the work requires them?
- Are there facilities for heating food and making hot drinks?

Young Persons

- The Company will not allow children under the age of 16 to work on construction sites.
- Have supervised visits to construction sites for school parties been given approval by the Health & Safety Advisor?
- Are young persons employed by the Company who have not attained the age of eighteen, supervised and not engaged in any hazardous operations or situations?
- Has a suitable and sufficient Risk Assessment been carried out taking account of the following:
 1. The inexperience, lack of awareness of risks and immaturity of the young persons.
 2. The working conditions, workplace or work station
 3. The nature, degree and duration of any exposure to physical, biological or chemical agents.
 4. The form, range and use of any work equipment and the way in which it is handled.
 5. The organization of processes and activities
 6. The extent of Health & safety training provided or likely to be provided.

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