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South Lowestoft Industrial Estate
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NR33 7NL

**EMPLOYEE
HEALTH AND SAFETY
POLICY HANDBOOK**

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EMPLOYEE HEALTH AND SAFETY POLICY HANDBOOK

This document should be read and understood.

If you have any questions or problems regarding health and safety, please speak to your
Forman or Manager.

It is the responsibility of all employees in
Gilbert Builders to ensure that
safe working areas and practices are
maintained at all times.

If you see an unsafe area or practice please report
it immediately to your
Forman or Manager.

1. HEALTH AND SAFETY AT WORK **POLICY STATEMENT**

GENERAL STATEMENT OF POLICY

The company acknowledges the fact that the health and safety and welfare of employees and operational efficiency are complimentary and require the co-operation of all employees in discharging their responsibility under the Health & Safety at Work Act 1974.

It is the intention of the company and it's staff to take all reasonably practicable action to safeguard the health, safety and welfare of every employee and other persons who may be affected by the operations of the company.

The company, as far as it is reasonably practicable, will provide all employees With information, instruction, training and supervision as is necessary to ensure the health, safety and welfare of its employees.

It is the intention of the company to provide as far as is reasonably practicable:

1. A healthy and safe place of work. Safe means of entry and exit marked as applicable.
2. Safe methods of using, handling, storage, transportation and disposal of chemicals, and substances found and used within the Company.
3. Safe systems of control of noise, dust, vapours in work places under the Company's control.

To achieve the above the Company will:

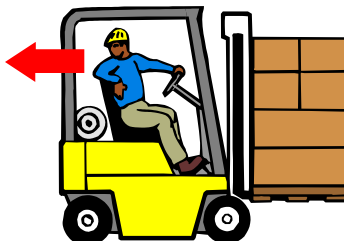
1. Institute a system of periodic inspections to ensure that the requirements of the Health & Safety at Work Act 1974, and other relevant legislation are fulfilled.
2. Employ or consult with knowledgeable persons or organisations to endeavour to keep up to date with current professional expertise in all matters of health and safety.
3. Review and supplement or modify this policy as appropriate in accordance with new regulations, or codes of practice which affect the employer, employee or other persons (as affected by the Company's undertakings).
4. Receive, and give serious consideration to suggestions and ideas from employees for improving standards of health, safety and welfare at their place of work.

2. RESPONSIBILITIES OF COMPANY EMPLOYEES

All employees have a statutory duty to co-operate with employers in providing a healthy and safe working place.

In particular they should:

1. Carry out his/her work with reasonable care for the health and safety of themselves, other employees and other persons who may be affected by the operations.
2. Observe company health and safety rules where they apply to them or to matters within their control.
3. Adhere to procedures introduced for securing safe working in particular by using protective clothing and equipment provided.
4. Report to persons in control of work accidents or incidences that have led or may lead to personal injury and co-operate in any investigation into the cause of the accident or incident with a view to removing or reducing the risk of re-occurrence.



3. RESPONSIBILITIES **DIRECTORS**

Ultimately responsible for the health and safety of all employees within their employment.

Will allocate adequate funds and services to enable the company to meet its statutory obligations with regard to health and safety.

Will ensure that regular reviews are carried out thus maintaining a healthy and safe working environment with safe working practices.

Will liaise with the other Directors on all matters affecting health, safety and welfare throughout the company.

Will report any matter affecting health and safety with which they cannot deal with to the Company's Health and Safety Advisor.



4. RESPONSIBILITIES—CRANE DRIVERS

- A. Inspect your equipment daily and keep special records, as required by law (F91 book).
- B. Check the weight to be lifted, taking into account the weight of the lifting gear. Never exceed the safe working load.
- C. See that the load is free and properly slung before attempting to lift and that you have an unobstructed view.
- D. Always try the load by lifting slightly and halting to make sure that the equipment and brakes can take the load.
- E. Make sure that the lifting rope is vertical so that it will not be swinging when the load clears the ground.
- F. If the load is unbalanced, lower it and have it re-slung.
- G. Lift gently and never try to drag a load sideways or pull it free from obstructions.
- H. Do not snatch a load.
- I. Always drive smoothly and steadily and watch out for overhead obstructions.
- J. Lower gently when landing and always lower under power if the design of the crane permits.
- K. Make sure that you can see your Banksman clearly at all times and that he understands and gives you clear and proper signals.
- L. Report any defects to your supervisor.
- M. Before work commences check the ground for underground services, ducts, trenches etc.

5. COMPLAINTS - IDEAS - REQUESTS

Should any employee have cause to believe that danger exists in any equipment, procedure, process, machine etc or have any ideas on how safety or health can be improved he/she should report to the Works Manager, Department Supervisor or Chargehands who should instigate appropriate assistance from the Directors.

If after an appropriate amount of time the instigator of the complaint or idea is not satisfied that his/her comments have been received or acted upon in a satisfactory manner he/she is entitled to approach the Directors direct (in writing).

On receipt of such a complaint, the Director must investigate and reply in writing to the complainant.

6. ACCIDENT REPORTING AND INVESTIGATION

It is the responsibility of every employee to report any injury (other than trivial) caused by an accident at his/her work place to the Manager or Supervisor. It is the responsibility of the Manager or Supervisor to;

1. Enter the details of the injury and accident into the accident book - giving a good description of what happened and the ensuing injury - without diagnosis.
2. Investigate the happening to determine whether any action is necessary to reduce or remove the risk of re-occurrence.

If the injury to an employee caused by an accident at work results in the person being in hospital for more than 24 hours or absent from work for more than three days, this must be reported to a Director.

If the person involved in the accident is in hospital for 24 hours or more, or absent from work for more than three days. In extreme cases the Health & Safety Executive needs to be informed immediately by telephone. The Director will liaise accordingly. Serious accidents will be investigated fully and full records kept.

Alternatively you can phone your local HSE Office and send the appropriate form within 10 days of the accident, the form will be forwarded to the ICC.

The address of the ICC is:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 3009923
Fax: 0845 3009924

E-Mail: riddor@natbrit.com
Internet: www.riddor.gov.uk
Or the HSE website: www.hse.gov.uk

7. FIRST AID

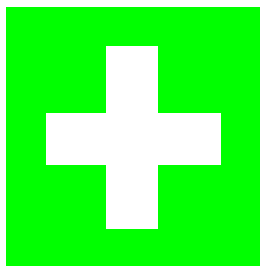
Adequate First Aiders will be provided and sufficient facilities are readily accessible in all places of work, and are easily transportable to any part of the department. The locations are clearly marked. The first aid boxes and materials inside are kept in a clean condition. A designated person is responsible for maintaining the contents of the box, which will contain a list of recommended contents.

First Aiders and appointed persons are available, who can offer basic first aid assistance, and are fully trained to that effect. Some departments have First Aiders—these First Aiders are more fully trained and should be consulted in more serious cases of injury.

The names of 'nominated persons' and 'First Aiders' are clearly displayed within the department. 'Nominated Persons' and 'First Aiders' must be made aware of any injury that occurs and attend when necessary.

IN WORKS VEHICLES

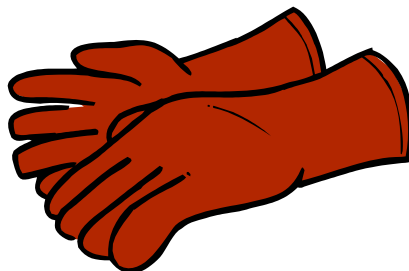
Each Company Vehicle (cars, vans/lorries) will carry a travelling first aid kit which must be kept clean and in an accessible position. It is the responsibility of the regular driver or the manager to ensure that the kits are checked regularly and items replaced as necessary.



8. PERSONAL PROTECTIVE EQUIPMENT AND RESPIRATORY PROTECTIVE EQUIPMENT

Personal protective equipment is supplied for all staff involved in the handling of chemicals or other substances hazardous to health. All equipment and clothing will be inspected on a regular basis to ensure its cleanliness and maintenance. Proper storage facilities are supplied and should be used to eliminate cross contamination; items should not be stored elsewhere under any circumstances.

Full Risk Assessments and correct PPE to use for each type of chemical or type of work, are made available within Risk and COSHH Assessments and are available for all employees. Staff involved in the handling of hazardous substances should become familiar with the Health and Safety manuals and the details within.



9. FIRE

FIRE PREVENTION

Most fires are caused by those people who fail to guard against common hazards. Knowledge of these hazards combined with regular inspections will considerably reduce the risk of fire at your location.

Gilbert Builders operates a smoking policy and smoking is only permitted within designated areas. Ensure that waste smoking material is extinguished fully before leaving it. Ensure that sufficient means of disposal exist wherever smoking is permitted. Ensure contractors and visitors are aware of the restrictions with regard to smoking.

FLAMMABLE LIQUIDS AND SUBSTANCES

Petrol, liquid cleaners (especially aerosols) and contaminated cleaning cloths will produce flammable vapours, some at very low temperatures - ensure great care is taken when handling them.



10. FIRE EXTINGUISHERS

Suitable and adequate fire extinguishers are provided throughout all locations. All are inspected and serviced in accordance with current legislation, by a competent engineer.

All fire extinguishers are labelled indicating what type of fire/material to use them on, both on and above the fire extinguishers; they are all mounted onto wall brackets. They or the route to them should not be obstructed.

Regular training is carried out within the company on how to use the extinguishers and which one to use for what type of material/fire, with time given to the actual handling of the extinguishers. This training is open to any employee who is interested in taking part, but is not compulsory.

Regular training is carried out within the company on fire and hazard awareness - this training is compulsory and all staff present at the time are required to attend.

KNOW YOUR FIRE EXTINGUISHERS AT YOUR LOCATION AND HOW TO USE THEM



11. WORK EQUIPMENT

The Company and its management team will ensure that all plant and equipment whether belonging to the Company or hired or owned by a sub-contractor shall be suitable for its intended purposes and its specific use when required by us. It will be maintained in a serviceable condition and regularly maintained.

All operators, drivers and banksmen of mechanical plant must be competent to perform their various duties.

As and when required the Company shall arrange suitable training for the relevant personnel.

Work equipment can be described as:

Ladders, rope, slings, tower scaffolding, scaffolding deals, hand tools, powered tools, pneumatic powered equipment, lift trucks, brake presses, guillotines, welding equipment, etc.

The above list is not exhaustive merely a guide to work equipment.



12. ELECTRICAL EQUIPMENT

ELECTRICAL OPERATED PORTABLE HAND TOOLS

All such tools are checked for electrical safety by a competent person. Defects are put right or the item is condemned, depending on the severity of the defect.

PORTABLE ELECTRICAL EQUIPMENT

Such as fans, kettles, refrigerators etc are subject to a regular visual check by a competent person.

PERSONAL MUSIC DEVICES

The wearing of personal music devices (Walkmans) is not permitted in the Works, Offices or whilst carrying out your work activities.

RESPONSIBILITY

All Supervisors, Foreman or Chargehands must ensure that all items of equipment receive the necessary checks. They must also ensure that any equipment that is obviously faulty or of poor quality should be removed from use, labelled and isolated immediately.

All members of staff are responsible for reporting any item that appears unsafe or defective.



13. NOISE

To ensure that the Company complies with the Noise at Work Regulations, Noise Assessments must be carried out when noise levels exceed 80 decibels over a time weighted average of 8 hours (dBA).

Should you have to shout to be heard standing approximately 2 metres from a colleague it is most likely the noise is in excess of 85dB(A) and hearing protection must be provided and used.

Everyday work equipment can be noisy and the employees daily noise is related to the exposure time, some examples of noisy work equipment are:

- Angle Grinders
- UPVC Corner Cleaner Machines
- Chop Saws
- Cross Cut Saw
- Band Saws
- Pneumatic Equipment
- Presses
- Needle Guns
- Chain Saw
- Petrol Hedge Cutters, Mowers, etc.

Noise Assessments must be readily available (recorded) for operators and managers to refer to. When the 1st Action level of 80dB(A) is exceeded or when the 2nd Action level of 85dB(A) is exceeded or employees are exposed to the peak level of 137dB(C) any hearing protection provided must be suitable for the individual and be capable of protecting that individual from the sound pressure level.

It is the individuals' responsibility to use and keep the hearing protection clean and request replacements when necessary.



14. WELFARE FACILITIES

Toilet and washing facilities with hot and cold running water are provided. All facilities are kept clean

Canteen areas and designated rest and eating areas are kept clean and tidy.

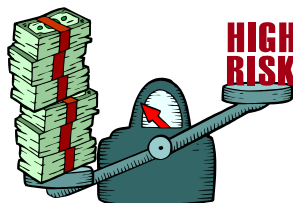
No spraying of chemicals shall take place within designated resting or eating areas.

Tap water used for the supply of drinking water and for washing, eating and drinking posts and utensils is kept in a clean condition.

All such areas are not used to clean equipment or containers other than for the preparation of food or refreshments.

15. RISK/COSHH ASSESSMENTS

To ensure you work safely the Company has various rules and procedures in place. These procedures can be found in The Health and Safety Procedures and Forms Manual. Specific assessments have been completed, namely Risk Assessments and COSHH Assessments. These assessments must be readily available, revised and adjusted to suit your specific work activities you are completing; this applies to work activities on site or at Head Office.



16. COMPANY STATEMENT OF INTENT

This Health and Safety document reflects the intent of Gilbert Builders to provide a safe working environment supported by safe working practices to all its employees, customers and visitors.

As the Managing Director and being ultimately responsible for all matters of health and safety within the company. I have signed this document by way of support for all that it represents.

**Mr Richard Gilbert
Managing Director**

Date

