



# **Health & Safety Policy & Arrangements**

**Blackwood Plant Hire Ltd.  
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# HEALTH AND SAFETY POLICY



It is the Policy of Blackwood Plant Hire Ltd (BPH) to take all reasonably practicable steps to ensure the health, safety and welfare of all employees while at work and to protect its customers, visitors and the general public from injury due to the work activities. In addition, BPH is committed to do all it can reasonably do to continually improve its health & safety performance by setting and monitoring clearly defined safety objectives as listed below. BPH will therefore comply with all statutory requirements, regulations and approved codes of practice and have a management system in place that meets the requirements of EN ISO 45001:2018. BPH will therefore, so far as is reasonably practicable ensure:

- The provision and maintenance of safe plant/equipment and systems of work that are safe and without risks to health.
- That arrangements are made for safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances used throughout the Company's undertakings.
- The provision of such information, instruction, training, and supervision as is necessary for the health and safety at work of employees.
- As regards any place of work under its control, the maintenance of same in a condition that is without risk to safety and health and the provision and maintenance of means of access and egress that are safe.
- To ensure a safe working environment and provision of adequate welfare facilities for its workforce.

It is the duty of all employees:

- To take reasonable care for their own safety and welfare, together with that of any other person, at their places of work.
- To co-operate with the employer at all times to enable duties laid on the Employer to be performed or complied with.
- Not to misuse or disregard apparatus provided in the interests of health and safety.

To assist management in achieving these objectives, our competent Health and Safety Advisor will provide a means of effectively monitoring health and safety performance.

Additionally, we will ensure:

- There is the provision for adequate resources.
- Training needs are identified and met.
- Managers/supervisors demonstrate to staff their commitment to Health, Safety and Welfare
- Plant and equipment, owned or hired, is of safe design and properly maintained.
- Suitable welfare provision for all staff at or near work sites, providing shelter and messing facilities.
- That BPH comply with all applicable railway regulations and standards relevant to the Company's undertakings and while working on the Rail Infrastructure.

The Managing Director will have overall responsibility for the successful implementation of this policy.

This health and safety policy will be reviewed annually or when circumstances brought to the Company's notice require it.

The joint co-operation of all employees in the observance of this policy will provide healthy and safe working conditions and will be of advantage to all. Staff will be encouraged to document and report all accidents/incidents/near misses, without fear of reprisal. These reports will be investigated, with the aim of preventing recurrence.

Signed:

A handwritten signature in black ink, appearing to read 'P. McCormack'.

Paul McCormack

dated: 01 March 2022



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# HEALTH AND SAFETY POLICY

## 1 ORGANISATION FOR SAFETY

### 1.1 GENERAL DUTIES

It is the legal duty of all those at work to take reasonable care for the Health and Safety of themselves and of those who may be affected by their acts or omissions.

### 1.2 DIRECTOR RESPONSIBLE FOR SAFETY

The overall and final accountability and responsibility for all business related health and safety requirements lies with **the Managing Director, Paul McCormack**

### 1.3 DIRECTOR RESPONSIBILITIES

The main responsibilities are to:

- Initiate the firm's policy for the prevention of injury and ill health, provide safe and healthy workplaces, ensure work activities are safe and to set targets as appropriate for the reduction of accidents.
- Administer the policy and objectives or appoint a senior member of staff to do so.
- Know the principal requirements of the Health and Safety at Work etc. Act and any other items of legislation relevant to the undertakings of the company.
- Appoint a competent person/s to assist in undertaking the measures necessary to comply with legislation.
- Implement system and processes for ensuring that such measures are maintained and monitored.
- Ensure that all levels of staff receive adequate training.
- Insist that sound working practices are observed.
- Initiate robust reporting, investigation and costing of injury, ill health, damage, and loss; promote action to preclude recurrence and initiate analysis to discover accident trends.
- Reprimand any member of staff who fails to satisfactorily discharge the responsibilities allocated to them.
- Instigate liaison with external health and safety organisations such as The Health and Safety Executive, Environmental Health Officers etc. Encourage the distribution of relevant information throughout the organisation.
- Arrange for funds and facilities necessary to meet the requirements of the policy.
- To monitor the workings of the companies H&S management system
- To undertake site audits.
- Set a personal example.

### 1.4 MANAGERS/SUPERVISORS RESPONSIBILITIES

The main responsibilities are to:

- Organise the work to minimise risks to persons, equipment, and materials.

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- Know the broad requirements of any relevant legislation.
- See that any legal requirements are observed in the workplace.
- Ensure precise instructions are given for correct working methods.
- Arrange delivery and stacking of materials so to prevent double-handling and position plant effectively.
- Maintain a tidy site or workshop.
- Check all machinery and plant, including power and hand tools, are maintained in good condition.
- Ensure that all hazardous substances are correctly labelled and stored.
- Make sure that suitable protective clothing is available and where appropriate used.
- Make sure First Aid Kits are available and have the correct items.
- See to proper care of casualties and know where to obtain medical help and ambulance services.
- Co-operate with the Directors on matters of health and safety and act on any recommendations.
- Set a personal example.

### 1.5 EMPLOYEES RESPONSIBILITIES

The main responsibilities are to:

- Observe fully any safety rules and abide by the safety policy at all times.
- Use the correct tools and equipment for the job; use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Report to supervisor any defects in plant or equipment, or any obvious health risks.
- Develop a personal concern for themselves and others especially the young and in-experienced.
- Avoid any improvising that may lead to unnecessary risks.
- Warn new starters of known hazards.
- Co-operate with management on matters of health and safety.
- Suggest ways of eliminating hazards.
- Report all accidents to supervisor whether injury sustained or not.
- Attend any training designed to further health and safety.
- Be aware of fire or emergency procedures.

### 1.6 SAFETY ADVISOR

Competent Health and safety advice is provided by the HSQE Advisor to advise on all aspects of Health, Safety & Hygiene and as part of the system for managing Health, Safety, and Welfare in the company. As such he/she will provide the following:

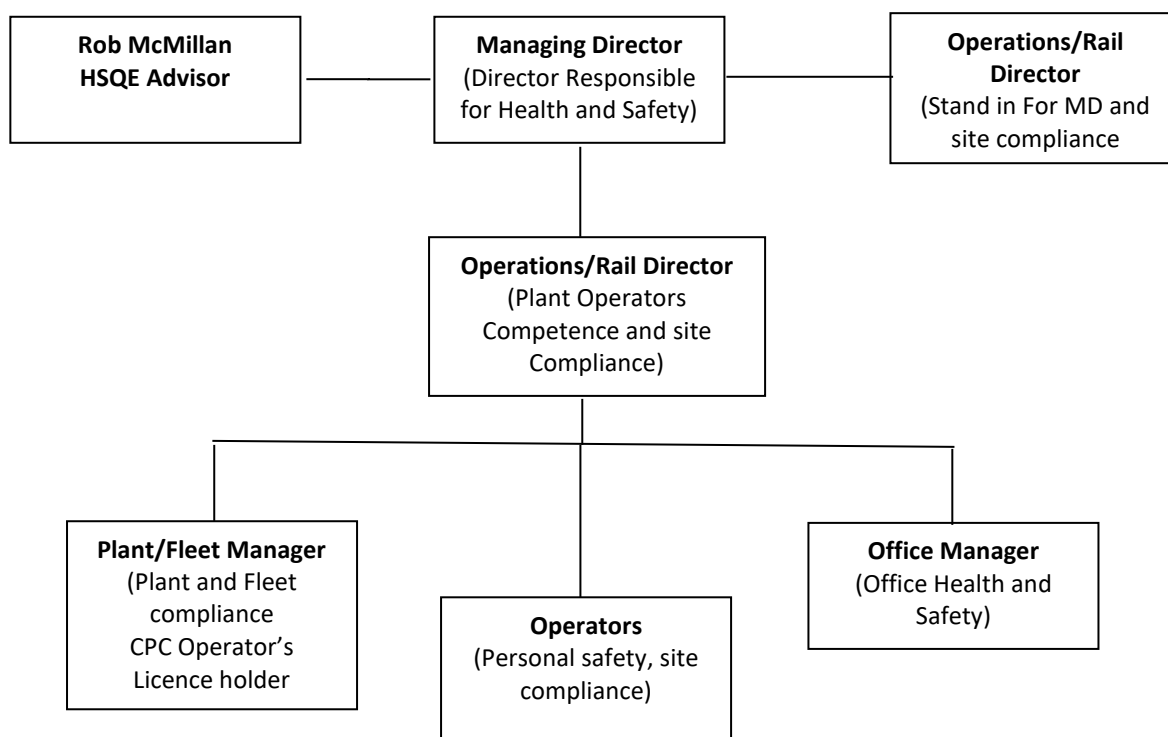
- Assist the company in formulating the policy and procedures required to comply with statute and legislative requirements.
- Maintain established Business Management Systems to ISO standards
- Assist the company to identify the Risks and Hazards which accompany the Companies

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- work activities.
- Assist the company to produce the appropriate Risk Assessments/Method statements/and safe systems of work required as a result of the companies work activities.
- Assist the Company in the provision of information, Instruction and training of employees
- Monitor the effectiveness of the company's Health & Safety management systems by:
  - System and site audits
  - Site inspections
  - Monitoring Accident and Incident statistics
  - Investigating accidents and incidents

## 1.7 HEALTH AND SAFETY MANAGEMENT STRUCTURE

The following management structure exists within the company to manage Health and Safety:





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## 2 ARRANGEMENTS FOR SAFE WORKING

### 2.1 MANAGEMENT OF HEALTH AND SAFETY

#### The Management of Health and Safety at Work Regulations 1999

The system used to manage Health & Safety within the Company is centred on the company's Health & Safety Procedures Manual. This working document clearly identifies:

- The key risks and hazards associated with the companies work activities.
- The Procedures adopted by the Company to eliminate hazards, where possible, and/or control the remaining risks.
- The procedures for providing information to and consulting with employees.
- The reporting of incidents and accidents, and the results of monitoring Incidents and accidents.

The procedures for monitoring and auditing of the company's performance in relation to Health & Safety as well as the results of such exercises.

The principal policy arrangements are identified in the following sections.

### 2.2 SAFE PLACE OF WORK

#### The Workplace (Health, Safety and Welfare) Regulations 1992

Blackwood Plant Hire Ltd will ensure that the workplace is maintained in efficient working order and in good repair. To achieve this, the Company will ensure that:

- Sufficient welfare facilities including adequate lighting, temperature, ventilation, changing and washing provisions etc. shall be provided.
- Regular inspection, testing and cleaning is carried out;
- Potentially dangerous defects are remedied;
- Remedial work is carried out properly;
- Records are kept.

It is both the company's and the employee's responsibility to ensure that a safe place of work exists at all times and as such the following rules shall apply at all times:

- Safe access and egress is maintained at all times
- All plant and tools must at all times be kept in a safe and tidy manner.
- All waste and rubbish must be cleared away from all working areas, walkways and Fire Exits.
- Waste and rubbish must be properly stored and contained.
- Anything provided in the interests of health and safety must be properly used and maintained.

## 2.3 RISK ASSESSMENTS

### The Management of Health and Safety at Work Regulations 1999

- All existing work activities will have suitable and sufficient assessments of the risks undertaken.
- Personnel required to carry out Risk Assessments will be trained to do so
- Assessments will be regularly reviewed and amended if there is a change in circumstances or their validity is questionable.
- Personnel carrying out work activities will be briefed on the risk assessment findings and control measures to be implemented.
- Written records will be kept for a minimum of five years.

## 2.4 PERMITS TO WORK

Where a risk assessment identifies the nature of the work to be significantly hazardous a permit to work system will be put in place for that work operation.

Examples of such situations are as follows;

- Confined spaces
- Electrical isolation
- Working on roofs
- Hot work
- Digging/breaking ground

All permits will be issued by a person competent to do so.

## 2.5 METHOD STATEMENTS

For all non-repetitive work activities method statements shall be produced prior to the work activity-taking place and issued formally to the persons employed in that work activity.

Method statements will be produced with due regard to information provided by the persons undertaking the work activity.

It is the employee's responsibility to work in accordance with the method statement once issued.

## 2.6 SAFE SYSTEMS OF WORK

### The Health and Safety at Work etc. Act 1974

Having identified the risks, the company shall provide and operate safe systems of work for all employees.





All planned procedures, method statements, bonus or target schemes that may exist will be performed without prejudice to the health and safety of those undertaking the operations involved.

There will be a regular review of written systems of work.

Persons using new machinery will be fully instructed in any hazards prior to its use.

No person under eighteen years of age will operate any type of power driven plant, or machinery, unless for the purpose of training and is under the supervision of a suitably competent person.

## 2.7 PERSONAL PROTECTIVE EQUIPMENT

### **The Personal Protective Equipment Regulations 2002 and other specified regulatory requirements (COSHH, Noise etc. as applicable)**

If as a result of a risk assessment personal protective equipment is identified as a control measure, the company undertakes to provide it, at no cost to the individual employee.

PPE will only be used as a 'last line of defence' as a control measure within the appropriated Risk Assessment

All employees shall be trained in its use and maintenance of it.

All employees must ensure that they use it as they are trained to do so.

BPHL will maintain adequate stocks of PPE for re-issue as one for one replacement or on an 'as needs' basis

The Director responsible for safety shall be responsible for ensuring that employees receive the required personal protective equipment and that employees are given instruction and training in its use.

## 2.8 WORK EQUIPMENT

### **The Provision and Use of Work Equipment Regulations 1998**

Blackwood Plant Hire Ltd recognises it has a duty under the Provision and Use of Work Equipment Regulations 1998, to ensure work equipment is used only for the purpose it was intended.

The company shall ensure that all Work Equipment whether purchased, hired or leased shall be suitable for the intended purpose.

Risk assessments will be carried out on all work equipment to identify the hazards they exhibit



during use and identify control measures required.

The employees shall ensure that all work equipment is operated in accordance with operating procedures provided by the company produced following the risk assessment.

The company shall ensure that all work equipment shall be maintained in good working order by the provision of a planned maintenance system.

Records of maintenance checks and inspections of safety devices shall be kept.

The company shall ensure that all employees are provided with sufficient information and training for the safe use of the work equipment supplied, particularly where the work equipment exhibits unusual or exceptional hazards or require special training (e.g. abrasive wheels).

The director responsible for safety shall be responsible for ensuring workers are provided with information and training.

The employees shall ensure that any precautions, fencing and guards must be in place when the item is in use or in motion.

The employees shall ensure that any personal protective equipment that is provided by the company to ensure a safe working system is in place must be used when the item is in use or in motion.

## 2.9 LIFTING EQUIPMENT

### The Lifting Operations and Lifting Equipment Regulations 1998

The company shall ensure that all Lifting Equipment whether purchased, hired or leased shall be of adequate strength and stability and suitable for the intended use.

The company shall ensure that all Lifting Equipment shall be maintained in good working order by the provision of a planned maintenance system.

The company shall ensure that all Lifting Equipment shall be clearly marked with an individual serial number and the safe working load.

The company shall ensure that a "Competent Person" shall properly plan, supervise and carry out all Lifting Operations.

The company shall ensure that all Lifting Equipment is thoroughly examined for defects prior to being put into use for the first time or where obtained from a third party, documentary evidence of the same shall be obtained.

Where required the company shall ensure that lifting equipment for lifting people, lifting tackle and attachments are thoroughly examined every six months.

Where required the company shall ensure all other lifting equipment is subject to a thorough examination which shall be undertaken every twelve months.

All lifting equipment shall be checked by the user daily/before use and records kept of the checks.

A register of all lifting equipment shall be maintained

## 2.10 MANUAL HANDLING

### The Manual Handling Operations Regulations 1992

Due to the companies work activities the Directors have identified manual handling as a key constituent to providing a safe working environment. To this end the company will undertake manual handling risk assessments and provide the results to their employees.

The company shall wherever practicable remove the requirement for manual handling in its work activities by provision of mechanical handling equipment.

The company shall provide manual handling training to all employees.

The employees will ensure that they work in accordance with the control measures identified in the risk assessments and the training provided.

## 2.11 NOISE

### The Control of Noise at Work Regulations 2005

Blackwood Plant Hire Ltd will comply with the Control of Noise Regulations 2005 by means of the following:

- Powered work equipment shall have noise emission data marked on it.
- Employees exposed to noise levels above 80 db(a); a competent person will carry out a noise assessment which will identify which employees are at risk.
- The noise assessment will be reviewed when there is a reason to suspect that the assessment is no longer valid or there have been significant changes.
- Noise levels will be reduced to the lowest practical levels.
- When noise levels exceed second action levels or peak action levels Blackwood Plant Hire Ltd will reduce noise levels, without the use of ear protection, so far as reasonably practicable.
- Mandatory ear protection zones will be enforced where 2<sup>nd</sup> and/or peak action levels are exceeded.



- Maintenance and use of equipment: Blackwood Plant Hire Ltd shall ensure that as so far as reasonably practicable, everything provided by them to, or for the benefit of an employee under these regulations will be properly used, maintained and in efficient state of working order and repair.
- Hearing protection equipment shall be issued to all staff.
- Information, Instruction and Training: will be given to employees exposed to the first action level or above

The Director responsible for Health and Safety will be responsible for ensuring the implementation of the policy, the assessments where necessary, issuing Personal Protective Equipment (PPE), training and maintenance of machinery and log updates

Employees will be responsible for wearing and care of PPE where necessary, reporting defect or damage, adhering to safety signs, reporting any short comings with other staff or visitors.

## 2.12 HAZARDOUS SUBSTANCES

### The Control of Substances Hazardous to Health Regulations 2002

The company will assess the risks to health from all hazardous substances used in or created by the workplace activities before use or exposure.

The company shall wherever practicable prevent their employees from being exposed to all hazardous substances. Where preventing exposure is not reasonably practicable, then the company will adequately control it to meet or improve on prescribed workplace exposure limits (WEL's).

The company shall ensure that control measures are communicated to employees by means of information and training, and ensure that control measures identified are used and maintained properly and that safety procedures are followed.

Up to date Material Safety Data Sheets (MSDS) will be obtained from suppliers for all COSHH items used by the Company. Information from the MSDS will be used to produce the COSHH Assessment

COSHH assessments will be reviewed periodically to ensure the control measures are valid and the Assessment remains up to date.

The company will carry out appropriate health surveillance/fitness for work medicals as required and identified by risk assessment.

## 2.13 VIBRATION

### The Control of Vibration at Work Regulations 2005

Work activities which produce vibration will be the subject of a risk assessment.



Control measures will be put in place to reduce the exposure of the employees to the levels identified within the regulations.

Employees will be advised of the findings and where control measures are required it will be suitable for purpose and the employee will be trained accordingly.

## 2.14 PUBLIC SAFETY

### The Health and Safety at Work etc. Act 1974

Due to the companies work activities it is inevitable that they will impinge on members of the public.

The company shall ensure that all risk assessments undertaken in relation to their work activities will clearly identify those risks associated with members of the general public, and identify the control measures required to reduce those risks to a minimum.

The employees will ensure that they work in accordance with the control measures identified in the risk assessments.

## 2.15 Access and Egress

### The Health and Safety at Work etc. Act 1974

Due to the companies work activities there is a high risk of access to, and egress from the workplace could be compromised.

The company shall ensure that risk assessments shall be undertaken in relation to access to and egress from the workplace, and identify the control measures required to reduce the risks to a minimum.

The employees shall ensure that they work in accordance with the control measures identified in the risk assessments.

## 2.16 EMERGENCIES (INCLUDING FIRE)

### Fire (Scotland) Act 2005

### Fire Safety (Scotland) Regulations 2006

The company will undertake a full and detailed risk assessment of the premises as required by the above legislation.

The director responsible for safety shall ensure that relevant duty holder(s) are appointed.

The company shall provide written procedures for evacuation in the event of an

emergency which will be communicated to employees and visitors at induction.

The company shall also provide such information and training to employees and duty holders as identified in the fire risk assessment.

All personnel will familiarise themselves with the fire precautions, fire alarms, means of escape and any emergency evacuation procedures that exist which will be displayed in a prominent position around the workplace.

Before leaving the premises, personnel shall make sure that all naked flames or ignition sources are extinguished and where practical all electrical apparatus are turned off.

Where hot work i.e. welding, cutting etc. is taking place a "hot work" permit system shall be employed.

## 2.17 ELECTRICITY

### The Electricity at Work Regulations 1989

BPH electrical installations will inspected, by a competent and qualified electrician, every five years. The installations will be tested annually.

Selected personnel will be trained to carry out visual checks to identify faults/defects. Any faults/defects identified at visual inspection will be reported to a qualified electrician to affect repairs.

Where work is to be undertaken on or by equipment using electricity then an assessment of any dangers will be performed.

Only trained, competent and qualified electricians will be authorised to carry out electrical installation works, tests and inspections at any BPH premises.

Such undertakings must comply with the requirements of the Electricity at Work Regulations 1989 and any relevant codes of practice or guidance given.

Safe systems of work/permit to work procedures are in place to reduce the risk of electrocution to a minimum

All portable appliances shall be maintained and tested in accordance with these requirements.

The director responsible for safety shall be responsible for ensuring that suitable procedures for use and maintenance are put in place and that employees are given adequate instruction and training.

## 2.18 WORKING AT HEIGHT

## The Work at Height Regulations 2005

The company has identified that working at height is a high-risk work activity and as such will reduce the need to work at height to a minimum.

Where working at height is unavoidable the company shall ensure that risk assessments are undertaken which will clearly identify the control measures required for that work activity.

The employees will ensure that they work in accordance with the control measures identified in the risk assessments

All work at height will have adequate protection measures implemented to prevent falls or protect employees from adverse outcomes of falling from height i.e.:

- Excavators fitted with proprietary access steps and platforms with non-slip surfaces.
- Back ballasts will have 'boxing rings' fitted as edge protection.
- Maintenance activities at height at the plant yard will be accessed using mobile podium steps
- Deliveries of plant and supplies will have proprietary edge protection systems fitted to vehicles or fall protection systems installed if personnel are required to work on the delivery vehicle platform beds.

## 2.19 Asbestos

### The Control of Asbestos Regulations 2012

BPH premises are recently constructed buildings erected in 2012 and 2015, therefore there are no asbestos risks present at BPH locations

BPH plant operators receive asbestos awareness training at induction into the Company and at site inductions provided by the hiring contractor. During BPH asbestos awareness training, relevant HSE Asbestos Essentials guidance notes are briefed to all BPH plant operators. Relevant guidance sheets, for BPH works, include:

- EM 1 – What to do if you uncover or damage materials that may contain asbestos
- EM 2 – Training
- EM 5 – Wetting asbestos materials
- EM 6 – Personal Protective Equipment
- EM 9 – Disposal of asbestos waste
- A 38 – Making safe and collecting fly-tipped waste

When carrying out earthwork/groundwork activities, particularly on brownfield sites, operatives are to remain vigilant and if it is suspected that during the works they have unearthed fly tipped or pockets of asbestos materials they must stop work and report the issue to project management. Project management will then implement their own procedures for dealing with the discovery of asbestos waste.

Occupational Health screening and surveillance is provided for all BPH plant operators.

Records of surveillance and screening will be kept for 40 years.

## 2.19 FIRST AID

### The Health and Safety (First-Aid) Regulations 1981

The company has undertaken a risk assessment to identify the type and quantity of First Aid Equipment that is required as a result of the work activity and undertakes to provide:

- First aid facilities that are sufficient to cater for the number of employees and the work activity in accordance with guidance given in the Approved Code of Practice.
- And ensure that all employees will be made aware of any such arrangements.

The director responsible for safety shall be responsible for ensuring that adequate welfare provision is made.

The director responsible for safety shall also be responsible for ensuring that duty holders are appointed for first aid and that they are given suitable and sufficient information, training and resources to carry out their duties.

## 2.20 ACCIDENTS, INCIDENTS OR DANGEROUS OCCURRENCES

### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Blackwood Plant Hire Ltd (BPH) will investigate, report and record all accidents, dangerous occurrences and incidence of occupational ill health occurring in the workplace to fully establish the cause and to provide methods of preventing and minimising reoccurrence.

All staff must report any injury or damage accident, dangerous occurrence or occupational ill health case, however slight, to their manager / supervisor and cooperate in any subsequent investigation. They should be reported immediately, or as soon as possible, after the event occurs. For site operatives the initial report should be to site management team. However, it must also be reported to BPH management at head office.

All accidents and incidents should be entered into the accident book.

The line manager will immediately proceed to investigate the accident. He should make contact with the H&S Advisor who will assist in the investigation and compilation of the investigation report.

It is the responsibility of the company to report certain accidents, incidents or dangerous occurrences to the Health & Safety Executive.

Any notifiable accident or dangerous occurrence is to be reported to the Health & Safety Executive on the prescribed form within prescribed timeframes.



## 2.21 CONSTRUCTION RELATED WORK ACTIVITIES

### The Construction (Design and Management) Regulations 2015

The principal trading activities of the company fall within the duties identified in the Construction Design and Management Regulations 2015 (CDM) and as such it is implicit in this policy that the company will comply in all respects to the regulations by ensuring that it will, where required:

- Co-operate with the Principal Contractor, and hiring contractor, to assist them in their duties under the Regulations
- Co-operate with the Client, Principal Designer and Principal Contractor to provide such information as is required in the provision of the health and safety file

## 2.22 CONTROL AND SUPERVISION OF CONTRACTORS / SUB-CONTRACTORS

### The Construction (Design and Management) Regulations 2015

Prior to any work or services being sub-contracted (cross hired) to another company, business or individual they will be required to provide such information as is required to confirm to the company that they have the necessary skills, knowledge, experience and qualifications to complete the works or services in accordance with the companies Health & Safety Policy.

When work or services are sub-contracted to another company, the sub-contractor will be informed of any hazards that exist and of the precautions to be taken during the work process.

Where required the company will require appropriate risk assessments and method statements to be provided prior to the starting of any work activity.

## 2.23 PROVISION OF INFORMATION TO EMPLOYEES

### The Health and Safety Information for Employees Regulations 1989

Information is provided to the company's employees by the provision of an on-going training programme operated by the company.

Upon joining the company each employee participates in a formal induction course, which covers the following key elements.

An introduction to the company and the company's work activities, including:

- The Health & Safety at work etc. Act 1974
- The Health & Safety Policy
- The reporting of incidents and accidents
- Actions to take in the event of an emergency
- The areas of risk associated with the company's work activities
- Risk Assessments undertaken by the company



- Control measures used to reduce the exposure to the risks including:
  - Safe Systems of work
  - Method Statements
  - Personal Protection Equipment
  - COSHH Data

Other specific information required by virtue of the employees' specific work activity

- Lone working arrangements
- Construction site rules
- CDM Regulations
- Young Persons
- Expectant and New Mothers

The above information is provided in an Operators handbook, which is also used to record both the induction training, and to deliver and record any further specific training required such as:

- Manual Handling
- The identification of asbestos
- The use and care of personal protective equipment
- Or any other specific training identified by the Director Responsible for Safety.

## 2.24 CONSULTATION WITH EMPLOYEES

### The Health and Safety (Consultation with Employees) Regulations 1996

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, safety alerts/briefings, newsletters, e-mails and memo's.

## 2.25 TRAINING

### The Health and Safety at Work etc. Act 1974

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations 1999

Training will be provided for the following situations:



- Induction training for new employees (Health and safety awareness, company procedures etc.)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.
- Competence training for the role or equipment operated

Training is also specifically provided for work with Asbestos and other hazardous substances, use of PPE and manual handling.

Any training provided by the company will be formally recorded with a hard copy kept on file. A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

## 2.26 HEALTH SURVEILLANCE

The Directors of the Company have put in place a health surveillance system for its 'safety critical' employees and/or where the company's work activities expose employees to hazards requiring health surveillance, including but not limited to:

- Noise
- Vibration
- Lung function
- Visual acuity
- Exposure to hazardous substances giving rise to long-term ill health where specified
- Mental health issues including: Occupational stress, depression, anxiety, habitual use of drugs and alcohol

Annual Health surveillance is undertaken by a competent Occupational Health Practitioner, the results of which are identified to the directors who will take action as appropriate. Additional support and advice is offered to employees who report or are identified as to suffering from mental health issues as listed above

A "fit for work medical examination" will be carried out every two years

The director responsible for safety shall be responsible for ensuring that a suitable health surveillance regime is put in place and that significant findings/causes are investigated and followed up.

## 2.26 MONITORING

Both the Director Responsible for Safety and the company's advisors monitor the effectiveness of the Safety Policy and management system as a whole and will carry out audits periodically.

The results of these audits will be used to assist in the determining the training requirements of the company and any changes deemed to be required to the companies Health & Safety



Policy and management system

Records shall be kept for statistical purposes.

## 2.27 RECORDS

All statutory records concerning accidents, machinery testing, examination and inspection and any other records concerning matters of Health and Safety will be kept securely, and updated in a systematic way.

## 2.28 ENVIRONMENTAL CONTROL

Any operation that may affect the environment will have these effects reduced to the lowest possible limits.

Any emissions that may arise from our undertaking will be suitably controlled.

Authorised waste disposal companies will suitably dispose of any waste produced from our undertaking.

Waste belonging to others shall not be carried in any company vehicle under any circumstances but should be disposed of by an authorised waste disposal company.

## 2.29 SMOKING IN THE WORKPLACE

### Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006

It is the policy of Blackwood Plant Hire Ltd to enforce a no smoking rule within all enclosed areas of the workplace. Company vehicles are also subject to the no smoking rule.

No Smoking signs will be displayed at all entrances to the workplaces and in company vehicles

Failure to comply with the No Smoking Rule may lead to disciplinary action.

## 2.30 Driving Company Vehicles

Blackwood Plant Hire Ltd will not expect or require staff to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. We will do this by:

- ensuring that a car hire company is used which provides hire cars which meet high standards of safety and are well maintained,
- ensuring that staff are aware of their responsibility to check the vehicle prior to use,
- ensuring that staff are comfortable driving the hire car that they are provided with
- ensuring that where additional training is required, through Risk Assessment, this will be provided,
- The management of work schedules to ensure that safe driving practices are

maintained and no-one is fatigued such they are danger to themselves or other road users,

- take into account individual driving needs and experience,
- collation of statistics on accidents and near miss incidents to ensure continuous improvement of driving policy,
- regular review of policy and procedures to ensure the development and quality of the driving policy.

The Company expects all staff whilst driving on company business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving. The following actions will be viewed as serious breaches of conduct:

- Driving under the influence of drugs or alcohol
- Using a mobile phone whilst driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Failing to report an accident
- Any actions that warrant suspension of licence

## 2.31 Young Workers

### The Management of Health and Safety at Work Regulations 1999 (Reg. 19)

Blackwood Plant Hire Ltd will ensure that risk assessments are carried out before a young worker commences work to identify the risks and hazards that they may face.

Risk assessments will be carried out by a competent person and will contain:

- Details of the work activities, including any equipment or hazardous substances.
- Details of any prohibited equipment or processes.
- Details of health and safety training to be provided.
- Details of supervision arrangements.
- The parents of young workers of sixteen and under will be informed by letter of the outcome of the assessment.

The Director responsible for Health and Safety will ensure the implementation and monitoring of the policy.

All staff will follow all safe working procedures implemented by Blackwood Plant Hire Ltd and report any short comings or lapses in procedures by other employees, young workers and/or visitors.

## 2.32 New or Expectant Mothers

### The Management of Health and Safety at Work Regulations 1998 (Regulations. 16, 17, 18)



Upon notification of pregnancy, or when a new mother recommences work, Blackwood Plant Hire Ltd will ensure that risk assessments will be carried out to identify the risks and hazards that expectant and new mothers may face.

Risk assessment will be carried out by a competent person and will take into consideration;

- Manual handling tasks
- Chemical or biological agents
- Ionising radiation
- Passive smoking
- Lack of rest room facilities
- Temperature variations
- Prolonged standing or sitting
- Stress and violence to staff

Suitable welfare provisions will be made available for new or expectant mothers in line with current legislation.

The Director Responsible for health and safety will be responsible for the implementations of risk assessments and provisions required to comply with legislation.

Staff will follow all safe working procedures implemented by Blackwood Plant Hire Ltd, and report any short comings or lapses in procedures by other employees or visitors.

## 2.33 Display Screen Equipment

### The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

Blackwood Plant Hire Ltd will take account of the frequency, duration, intensity, pace and periods of continuous use of DSE. Users are classed as;

- Employees using DSE for continuous spells of an hour or more at a time and on a regular daily basis
- Those who have to transfer information quickly to and from the DSE and also need to apply high levels of attention and concentration.

Workstation Risk Assessments shall be carried out for each individual DSE user. Risk Assessments shall take place annually or where changes in circumstances require it.

The risk assessments shall identify:

- Suitability of the workstations to ensure it ergonomically fits the individual
- Maximum work and break periods
- Individual capabilities including eyesight tests and provision of prescription spectacles

All DSE users will be trained on how to use and set up their workstation and maintain correct

posture while using DSE equipment

## 2.34 Lone Working

Blackwood Plant Hire Ltd will identify all significant hazards relating to lone working activity, evaluate the risks (low/medium/high) and describe control measures or identify any further measures required.

BPH will ensure anyone who is required to work alone is suitably capable and trained to do so. The lone worker Risk Assessment (RA) will be briefed to the lone worker and he/she will sign the RA as acknowledgement and understanding of the RA requirements.

Employees will not be required or instructed to carry out lone working where the risk is classified as high after all control measures are implemented. High risk activities may include:

- Working at height
- Working in confined spaces
- Working at locations where there are no means of contacting line managers/supervisors (no mobile phone signal)
- Where there is a risk of violence or aggression
- Young workers or new or expectant mothers
- Where language difficulties would affect the person's ability to communicate clearly in an emergency situation
- If the employee has any medical condition that might affect their ability to work alone

Monitoring of lone working will be in place to ensure the lone worker is safe while carrying out the works. Communication methods must be in place at all times which may include:

- Periodic telephone contact with lone workers,
- Mobile phone emergency App.
- Periodic site visits to lone workers,
- Periodic emails, text messages, radio contact
- Vehicle tracking systems
- Automatic/Manual warning devices, e.g., motion sensors, panic alarms, etc.,
- End of task/shift contact (i.e. returning keys)

All occasions for lone working will have an emergency response plan which shall be briefed to lone workers. Lone workers will be trained in personal 1<sup>st</sup> aid and will carry with them an emergency personal 1<sup>st</sup> aid kit.

## 2.35 Drugs and Alcohol

Blackwood Plant Hire (BPH) has in place a policy for drugs and alcohol to comply with client requirements (Network Rail, UKCG etc.)

Our policy specifies that use, distribution, possession of illegal drugs and alcohol on any BPH



site or premises is expressly forbidden. If this rule is broken then offenders will be disciplined and may be referred to police where appropriate.

BPH will instigate random unannounced and 'for cause' drugs and alcohol testing where required by BPH and Client standards.

Personnel who are required to take prescription drugs for any medical condition are requested to declare them so that BPH can assess fitness for work, especially for safety critical work activities. We also request that our operators are careful in selecting over the counter medication to ensure that they are not putting themselves or others at risk.

BPH will sympathetically treat any personnel who declare that they have an alcohol or drugs dependency problem and will support employees through a rehabilitation programme. BPH and client standards require that any declaration is made prior to any drugs and alcohol testing.

## 2.36 Non English Speaking Operatives

At recruitment an assessment shall be made to ensure that candidates from other nationalities can understand essential health and safety related information and instructions, particularly fire and emergency procedures. Due to BPH plant operators being provided to hiring companies it is essential that our operatives can understand instructions and information given to them when working away from BPH premises and locations.

Where possible BPH will provide written copies of TBT's, Safety Briefings etc. in the operative's native language.