It is the policy of the company to carry out all reasonably practicable measures to ensure the health and safety of all employees and sub-contractors and to prevent any damage to property as a result of our work operations.

The company believes that all accidents and injuries can be prevented by implementation of its policy, which can be achieved by complying with statutory regulations and actively promoting a positive attitude to all aspects of health, safety and welfare by all employees.

In pursuing this policy, the company will:

- Pay particular attention in providing information, instruction and training for its employees.
- Ensure that all accidents are properly reported and investigated.
- Require sub-contractors to adopt standards and attitudes consistent with no less than our own.
- Ensure that Health & Safety will never be compromised for other objectives.

JA Glover strive for continual improvement in all areas of our work.

All Managers, together with their staff and with the assistance of the Safety Advisor, are responsible for observing and implementing this policy for those activities, which they control.

A successful policy requires the full ongoing co-operation of everyone. Each person should remember to maintain a positive attitude with all aspects of health and safety, not only for themselves but also for others.

Richard J Legge

Managing Director

12th Feb 2026

Industrial Relations & Welfare Policy

It is this Company's intention to carry out our works on contracts we are engaged on in a professional manner and to this end good industrial relations with our own employees forms an integral part of this policy.

P.P.E.

All operatives will be issued with safety helmets, light eye protection goggles, gloves, Hi-Vis vest, safety boots and any safety equipment as appropriate.

Training

N.V.Q. Training will be given to young employees who will be enrolled in to the company's ductwork trainee scheme. This scheme trains the employee from the drawing board stage through to site installation including site safety in the correct and productive manner to carry out our activities.

All other site operatives will be trained via regular tool box talks.

Trade Unions

Gardner DC Solutions will enter into any local trade union arrangements on site providing such arrangements constitute good working relationships and are beneficial to the contract.

Grievance Procedure

Any grievance between our employees and the company will in the first instance be resolved with the site supervisor. If this fails to resolve, the aggrieved employee shall write to the installation manager enclosing the full facts for his attention. If this course of action does not resolve any grievance the matter shall be passed on to a director for his full and final decision on what action to take.

Disciplinary Procedure

All disciplinary incidents are investigated thoroughly as per company procedure. Dependant on findings appropriate action will be taken by the company.

Organisation and Policy

This Company Safety Policy outlines the requirements and procedures for the safe management on the company projects.

For ease of reference the term “employees” has been used throughout this document and covers the company’s entire workforce both operatives and staff.

The company’s Safety Policy has been designed to achieve the following:

(a) The prevention of injury to all persons affected by company operations and the avoidance of waste and damage to property.

(b) The observance by all company employees of the requirements of the Health and Safety at Work etc. Act 1974, the relevant Factories Acts and Construction Regulations and any associated codes of practice.

(c) Wherever necessary and practicable the training and instruction of company employees in matters affecting health and safety at work, such as training and instruction to be applied through the media of:

- In-house training by the Company Safety Advisor.
- CITB courses.
- On-site training by the Company Safety Advisor.

(d) The provision of protective clothing and equipment for use by all employees whenever the nature of the work requires it, and when the necessity for such protective clothing or equipment is laid down in safety legislation.

(e) Co-operation with clients and other contractors on work activities where the safety and welfare of all employees is involved and consideration at the work tendering stage of all safety, health and welfare implications that are likely to affect any potential contract.

(f) The provisions and maintenance of safe plant, tools and equipment and the formulation of written statements on safe and correct working methods for all operations.

(g) It is the company’s policy that its operations shall be conducted in such a way as to ensure, so far as it is reasonably practicable, the health, safety and welfare of its employees and of any other persons who may be affected by its operations, including other contractors and where applicable, the general public. This policy will be actively pursued by the Director and by the company’s Contract Management, Site Management and Safety.

(h) The company requires that a high standard of safety, health and welfare should be achieved and consistently maintained at all of its sites, works and offices.

(i) The company acknowledges the fact that safety and operational efficiency are complimentary and that the use of safe working practices and accident prevention techniques is a most important responsibility of all company employees.

(j) The requirements of the Health and safety at work etc. Act 1974, the Factories Act 1961, the Construction regulations 1961/66 and all subsequent legislation and codes of practice relevant thereto shall be regarded as the minimum standard of health, safety and welfare to be accepted. Where individuals or bodies are appointed under the provisions of the Health and Safety at Work etc Act 1974, they will be required to confirm to the statutory regulations governing their function and to assist management responsibility in promoting a higher level of health, safety and welfare consciousness at their place of work.

(k) All employees shall be encouraged to submit suggestions and ideas for improving the general standards of safety, health and welfare at sites, works and offices.

(l) Employees have a duty under Section 7 of the Health and Safety at Work etc. Act 1974 to take reasonable care for their own safety and the safety of any other persons who may be affected by their acts or omissions and also to co-operate with the company in its arrangements to perform or comply with the statutory safety obligations, which include adherence to the company's Safety Policy.

Arrangements for Carrying Out Safety Policy

Implementation of this policy is a function of management and supervision at all levels. It follows the normal lines of responsibility and chains of command, which are in operation.

It is the duty of every employee to familiarise themselves with all relevant health and safety legislation and instructions. They also have a responsibility to ensure that their fellow employees similarly comply with this duty. No one may absolve themselves from this responsibility.

The Safety Advisor has authority to order work to stop at any time if in his/her opinion it would be seriously dangerous to health or safety to continue.

Scope of works

The supply of co-ordinated drawings
Manufacture of ductwork
Installation of airside services and associated plant and equipment
Procurement of plant
Procurement of specialist equipment
Plant handling
Works testing of plant
Site testing and inspection of duct systems and dampers
Supply of O&M manuals
Client training
Mock ups
Commissioning

Audits

The Company will carry out 3 monthly audits, Internal and on Site to check that the Company employees maintain the high standard of quality which is required.

Responsibilities for Health and Safety

The Managing Director shall:

(a) Determine the Health and Safety Policy of the company.

(b) Monitor the effectiveness of the Policy and institute any necessary changes.

THE DIRECTORS SHALL:

(a) Implement the company Health and Safety Policy.

(b) Review the Safety Advisor's reports and take action where necessary.

(c) Review accident investigation reports and satisfy themselves that any corrective action is taken where necessary.

(d) Demonstrate a personal interest at all times and, when appropriate join the Safety Advisor on inspections from time to time to satisfy themselves that the company policy is being comprehensively observed.

(e) Inform the Safety Advisor of any changes to plant, machinery or processes in advance so that any hazards can be considered prior to their introduction.

(f) Ensure compliance with all statutory regulations.

(g) Ensure that all relevant safety publications are either made available for use of employees or put on display.

(h) Ensure that the Policy is revised in an appropriate manner whenever this is deemed necessary by way of changes to regulations or codes of practice, which directly affect the activities of the company.

THE DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY SHALL:

(a) Liaise with the Safety Advisor to ensure the requirements of the policy are met.

(b) Agree the necessary training and instruction programmes for employees.

(c) Review the company's performance on safety and health matters on a regular basis.

(d) Attend, as required, any safety meetings.

(e) Review the policy and audit procedures on a 6 monthly basis or as job changes.

SAFETY ADVISOR

(a) The company employs a Safety Advisor who is properly trained and experienced in safety matters, particularly those affecting the construction industry.

(b) It is the duty of the Safety Advisor to offer guidance to management on all matters affecting health, safety and welfare, and to keep them appraised of the success or otherwise of the measures being taken.

(c) The Safety Advisor will assist management in its responsibility to control operations on site, in depots or in offices so that the company's safety policy is complied with.

(d) The Safety Advisor will carry out regular inspections with a view to improving safety standards and to ensuring on behalf of the management that all relevant legal requirements are being strictly adhered to.

(e) The company's Safety Advisor will be responsible for co-ordinating the safety activities and training arrangements for all employees and for ensuring that senior and line management are kept advised and updated on any changes to safety, health and welfare legislation that affect the construction industry as a whole and this contract in particular.

THE SAFETY ADVISOR SHALL:

(a) Assist and liaise with the Managers and Supervisors in implementing the Safety Policy.

(b) Regularly inspect factories, offices and sites, ensuring compliance with the Safety Policy and directly give recommendations to employees on matters pertaining to health and safety.

(c) Investigate accidents and serious damage reports and recommend corrective action.

(d) Maintain proper records of accidents and ensure that adequate first aid facilities and training are provided.

(e) Ensure that Abrasive Wheels and Power Press Registers are maintained and advise on any necessary training before persons are appointed to the Registers.

(f) Review any safety recommendations made by employees.

(g) Attend and supply information for safety meetings.

(h) Ensure that all aspects of the policy are kept up to date and that any relevant changes are communicated to the work force.

(i) Assist in the safety training of employees and the promotion of a positive attitude to health and safety by all concerned.

(j) Ensure that company notice boards at all locations display the relevant statutory notices.

(k) Collate and maintain the records of all substances and materials to allow compliance with the COSHH regulations.

(l) Check on a weekly basis any health & safety registers held on site.

Safety Plan Administration, Training and Certification

The company's Site Safety Plan will be effective and monitored by the company's Site Safety Advisor by means of the following measures:

(a) Providing all Company personnel who commence work on the project with safety induction training to enable them to understand fully their individual and collective responsibilities on site safety and to ensure that they are all able to carry out their respective contractual duties in a safe and competent manner.

(b) All Gardner DC Solutions. operatives/personnel are fully CSCS Skill Card trained.

(c) Establishing that, prior to commencing work on the project, operatives will be in possession of the relevant CITB Certificate of Training Achievement (e.g.: plant operators, scaffolders), or have, from an authorised person, writer certification of having received formal training and instruction in the safe and correct manner of carrying out specific work activities on site.

(d) Checking that any item of plant/lifting equipment/gear etc., to be used on site will have been tested and certified in accordance with the relevant construction regulations and making certain that copies of such tests/certificates are available for inspection if required.

(e) Providing weekly "Tool Box Talks" to operatives and site supervisors on all aspects of constructional safety. Tool box talks comprise a thirty minute session each week, to be held on a regular basis on a particular morning. They should be conducted by the immediate front line Supervisor of the operatives concerned, i.e.: typically they will be held by the Site Safety Foreman for 10-12 operatives. Topics for tool box talks are provided by the Company Safety Advisor.

(f) The company requires a written record of "Tool Box Talks" held, who conducts them and the names of the operatives attending. The system ensures:

- that all men on site do get some safety instruction and
- front line Supervisors are made to learn the content of the talks and appreciate their own responsibilities for health and safety.

The HR Manager duties include:

(a) Employee orientation, development and training.

(b) Policy development and documentation.

(c) Employee relations.

(d) Companywide committee facilitation.

(e) Company employee communication.

(f) Compensation and benefits administration.

(g) Employee safety, welfare, wellness & health.

(h) Employee services and counselling.

Managers, Engineers, Supervisors, Foremen & Charge hands Shall:

(a) Familiarise themselves with the company's Health and Safety Policy.

(b) Ensure that employees under their control are adequately trained or fully aware of any hazards in the work place, in particular new employees.

(c) Ensure that all safety rules are observed and that protective equipment is worn or used where necessary.

(d) Accompany the Safety Advisor on inspections when requested, and co-operate on safety matters.

(e) Ensure that all persons under their control are aware of first aid and emergency facilities.

(f) Ensure that all persons under their control know the procedures in the case of fire and the location of, and how to use, the fire equipment where necessary.

(g) Investigate all accidents promptly to discover their cause and eliminate any recurrence, and advise the company Safety Advisor.

(h) Make an entry in the Accident Book and complete an Accident Report as appropriate for accidents involving injury, damage or loss.

(i) Ensure that all safety devices, including guards, are properly adjusted, maintained and used.

(j) Liaise with individuals, sub-contractors and safety representatives in their charge on all matters concerning safety and health and attend meetings when require.

(k) Seek to promote safe working practices and maintain good housekeeping at all locations and at all times

(l) Ensure that any equipment or tools issued to employee are covered by a current insurance certificate where appropriate.

(m) Ensure that the issue for any equipment or tools is entered in the site register, signed for by the recipient, thus confirming that the item has been inspected and is in good working order.

(n) A PASMA trained Supervisor will inspect mobile scaffold towers regularly to ensure they are correctly erected and record that any fixed scaffolds are inspected prior to use.

Method Statements

Safety and Quality can only be obtained if each element of the works is planned.

Method statements for each element will be produced by the project Manager and individual trades Foreman. These method statements will be validated by the company Safety Advisor before being submitted to the client company.

Work will be carried out on the project with a Method Statement being produced, validated, and submitted and a copy of such being discussed with the operative who is required to carry out this operation.

Risk Assessments (Generally) And Safe Systems of Work

Make arrangements for putting into practice the preventative and protective measures that follow from the risk assessment. They will cover planning, organisation, control, monitoring and review, in other words the management of health and safety.

Assess the risk to the health and safety of employees and to anyone else who may be affected by the work activity. This is so that the necessary preventative and protective steps can be identified.

Carry out health and surveillance of employees where it is appropriate.

Appoint competent people to devise and apply the protective steps shown to be necessary to the risk assessment.

Set up emergency procedures.

Give employees information about health and safety matters.

Work together with other employers when sharing a work place.

Make sure that employees have adequate health and safety training and are capable enough at their jobs to avoid risks.

Give some particular health and safety information to temporary workers.

The regulations also:

Place duties on employees to follow health and safety instructions and report danger.

Extend the current law, which requires consultation with employee's safety representatives, and provide facilities for them.

These general duties will lie side by side with the more specific ones in other health and safety regulations, but will not mean that you have to do things twice. For example, a risk assessment to comply with the Control of Substances Hazardous to Health (COSHH) Regulations has been done it will not have to be done again for the same hazardous substances to comply with the Health and Safety (General Provisions) Regulations. As a general rule, a specific duty will take the place of a general one that duplicates it.

Training

The Project Manager will ensure that all staff receives training on health and safety to assist them in undertaking their work safely and efficiently. External courses on specific subjects will be utilized along with internal training as and when appropriate.

Management must ensure that all new employees are given information about the following and that the recipients of the information understand what is expected of them.

(a) The Health & Safety at Work etc. Act.

(b) The Company policy for Health & Safety & Welfare.

(c) Fire procedures (including name of warden and location and use of fire extinguishers).

(d) First Aid – names and location of First Aiders and introduction to them. Position of first aid boxes and rules for their use.

(e) Use and availability of protective equipment and clothing.

All Managers and Supervisors will receive in-house safety training at least twice a year.

Training for operatives is on-going and in order to enhance "Tool Box Talk", in-house courses on subjects appertaining to either the current project or the type of work undertaken will be provided and attended by operatives.

All operatives are trained to minimum of NVQ LEVEL 2 for mates and LEVEL 3-4 for fitters and above.
All supervisors and management have passed IOSH Management Health and Safety course and or SMSTS training course. (*This relates to UK only and varies in different countries*)

Maintenance Engineers Shall:

(a) Ensure that all equipment issued for use on site is first inspected to ascertain that it is suitable for the purpose intended, P.A.T. tested if necessary, and relevant details recorded of the equipment and any tests or inspections carried out.

(b) Check that all site equipment in their control has a current insurance certificate issued by the company's insurers.

(c) Ensure that abrasive wheels are stored and handled correctly and only fitted by the appointed persons.

(d) Ensure that unsafe tools and machines are properly immobilized.

(e) Carry out all necessary work to maintain the high standards of health and safety efficiently and promptly.

Safe Working Conditions

General

The nature of the company's work will inevitably involve its employees being in situations, whether it is in the offices, factories or sites, where there are known hazards and potential dangers.

It is the company's objective that all work undertaken shall, as far as is reasonably practicable, be carried out with minimum risk to health and safety. Therefore, all work should be carried out with the knowledge and awareness of the hazards involved and those likely to be encountered, employing correct methods to combat them.

Health & Safety / Progress meetings

Gardner DC Solutions will attend all health & safety and progress meetings. We also hold our own meetings on these subjects and will pass on any relevant information to the client and other trades.

Health and Safety at Work Act 1974

This act provides the legislative framework to promote and encourage high standards of health and safety at work.

Section 2 of this Act sets down the general duties of employers and are covered in this Policy. Sections 7 and 8 of the Act set down the duties placed on employees, which may be summarized as follows:

- Section 7 - requires every employee to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work. It also requires them to co-operate with their employer and others to enable them to comply with their duties under the Act.

- Section 8 – prohibits the intentional or reckless interference with or misuse of anything provided in the interests of safety, health and welfare.

Severe penalties can be imposed by the courts on anyone found guilty of an offence under the Act. Employees should also note that wilful disregard of the Policy will be viewed most seriously by the Directors of the company and could lead to either suspension of dismissal.

COSHH Regulations

The regulations for the Control of Substances Hazardous to Health (COSHH) 1994 were introduced on 16 January 1995 and are designed to amplify the general requirements defined in Section 2(2) of the Health and Safety at Work Act 1974.

The company will collect up to date information on the toxicity and potential hazards of all substances used by the company and make this available to those employees with a legitimate need for that information.

The company will limit exposure to and where necessary, monitor the use of substances hazardous to health as an ongoing exercise.

CDM.Regulations

The Company will conform to the CDM Regs, and supply the CDM co-coordinator / principle contractor with any relevant information and attend any meetings required of us.

Gardner DC Solutions will co-operate with the planning supervisor.

O & M manual for our installed works will be issued to the client for inclusion within the health and safety file.

Change Process Management

Gardner DC Solutions are responsible for bracketry design and system resistance calculations only and working with the client to prepare and finalise construction programmes.

Where site instructions/client design changes are issued to Gardner DC Solutions we will follow and comply with the project requirements and systems.

Gardner DC Solutions forms and processes are detailed within our QA Plan and ISO 9001 Quality Manual.

Accident Reporting Procedures

1. All accidents must be reported to your Supervisor or Manager immediately.

2. Any accident resulting in injury must be recorded in the accident book (Form B1510).

   If the accident occurs outside the company's premises an entry should also be made in the site accident book.

3. An accident that causes an employee to leave the factory or site for any reason must be reported to the company's Safety Advisor immediately.

4. An accident report must also be completed for each accident to establish:

   (a) What happened?

   (b) What caused it to happen?

   (c) What must be done to prevent it happening again?

5. The completed form will be reviewed by the Safety Advisor who will determine whether or not the accident has to be reported to the Health and Safety Executive/ RIDDOR.

6. All accidents or dangerous occurrences that may occur on site will be reported to the client immediately together with all copies of accident reports etc.

Occupational Health

Occupational health is monitored on a contract by contract basis, within our works there are no occupational health risks as long as the method statements risk assessments are followed by all staff.

Good hygiene is to be maintained at all times and detailed in tool box talk sessions.

Monitoring and control is by our site management/supervision team and by external safety advisor who must ensure good practices are followed.

The issues of occupational health are discussed in the health & safety & welfare meetings and during tool box talks which every member of the install team is made aware of and signs the acknowledgement slip.

If any of the above is not followed it will be reported to senior management/ director level.

First Aid

First Aid boxes are provided at all locations and are suitably equipped. When appropriate, names and normal work places of qualified first aiders are displayed, together with a clear instruction for summoning outside help.

First Aiders: - TBA (others will be appointed as the job progresses.)

Offices

Accidents can occur as easily in an office as on site and therefore the same duty of care and attention falls on everyone.

(a) **FIRE PREVENTION** – the local fire orders are displayed on notice boards and should be complied with. Fire exercises will be carried out periodically. Employees will be familiar with the fire rules, understanding what to do in the event of a fire, where to go and how to use extinguishing equipment. Know your fire exits and escape routes.
Fire Warden: - TBA

(b) **TIDINESS** – keep litter and redundant materials in the bins so that areas are cleared daily.

(c) **OFFICE EQUIPMENT AND MACHINES** – only operate them in accordance with instructions and for the purpose intended. Breakdowns should be reported immediately; do not attempt to carry out any repairs yourself.

Factories

(a) **PROTECTION** – the company provides a range of mandatory protective equipment for personal use including safety helmets, footwear, overalls, gloves, goggles, Hi-vis vests, ear protectors and respirators which must always be worn when the relevant work processes are being carried out. Protection guards and devices are provided where possible on all machines and they must not be tampered with or by-passed.

(b) **FORK LIFT TRUCKS** – no one is allowed to drive a fork lift unless they have been correctly authorized, have been properly trained and hold the relevant certificate.

(c) **OVERHEAD CRANES** – ensure that everyone in the vicinity of the crane is familiar with the warning siren when loads are being moved.

(d) **FIRE PREVENTION** – local fire orders are displayed on notice boards and must be complied with. Fire e – local fire orders are displayed on notice boards and must be complied with. Fire exercises will take place periodically and employees should know their fire exits and escape routes and how to use extinguishing equipment.

(e) **MACHINERY** – only employees who have been fully instructed and authorized in the use of each machine may use them.

(f) **WELDING** – always wear the correct protective equipment and thoroughly check the equipment before use, replacing damaged or faulty parts. Be aware of others working nearby, using screens when necessary. No one may use welding equipment that has not been fully trained.

(g) **PAINTS AND SEALANTS** – these can be hazardous to health, in particular, those which may be flammable (likely to burn), toxic (poisonous) or irritant to the human body in some way. You should always be alert and act upon the warning notices displayed on any container or package. Advice in the use of these materials should be strictly followed.

(h) **TIDINESS** – access points, walkways and doors should be kept free from obstruction at all times. Redundant materials should be removed from work areas at regular intervals.

Sites

(a) **FIRE PREVENTION** – make sure you understand the site procedures for action in the event of fire. Check where the nearest fire extinguishers to your place of work are positioned and that you know how to use them. Establish the position of the nearest telephone.

(b) **TIDINESS** – store materials and equipment in a tidy manner and avoid creating obstructions.

(c) **SCAFFOLDING AND MOBILE TOWERS** – ensure that any scaffold over 2 metres has guard rails, toe boards fitted and platforms boarded out. Never remove any of these items. A mobile tower must always be properly erected by a PASMA trained person and in accordance with the manufacturer's instructions and secured with the wheels locked. Never remain on a mobile tower when it is being moved and only use them on firm level ground.

Remember that for inside use the maximum height should not exceed three and a half times the minimum base width.

When using ladders make sure they are sound and properly secured. Fixed scaffolds must be erected, modified or dismantled by a specialist contractor.

(d) **LIFTING EQUIPMENT** – all equipment which includes cranes, hoists, chain blocks, ropes, eye-bolts and slings must be regularly inspected and maintained in good order. Ensure that the correct piece of equipment when being used does not exceed the "Safe Working Load" (SWL) and that the load is properly balanced and secure. Ascertain that each item is covered by a current insurance certificate.

(e) **PROTECTIVE EQUIPMENT** – the company provides a range of equipment for personal protection for use depending on the type of hazard involved in the job. The range includes footwear, gloves, eye and ear protectors, respirators, safety helmets and harnesses. The necessary protection equipment must always be worn as required and whenever there is any risk of personal injury during the course of your work. Always check safety equipment before use and ensure that you have first been properly instructed in its use.

(f) **SEALANTS/MASTICS** – remember that these materials can be hazardous either because of their flammable (likely to burn or explode) toxic (poisonous or irritant properties). Always be alert and act upon the warning notices displayed on any container or package. In particular be aware of working in confined spaces.

(g) **HAND AND PORTABLE TOOLS** – never use hand tools if they are worn, faulty or damaged. Never tamper with them or try to carry out temporary repairs, particularly with electric tools. All portable hand tools should operate only on 110 volt supply and be P.A.T. tested. Any defects to the equipment or lack of knowledge in the use of the tool should be reported to your immediate Supervisor.

(h) **CUTTING AND WELDING** – use of plasma, oxyacetylene and arc techniques is restricted to those people who have been properly trained and authorized. Particular care needs to be taken to protect people and property against fire and damage.

Company Vehicles

No one is allowed to drive a vehicle unless they are fully authorized to do so and hold a current driving license. Drivers should always ensure that:

(a) The vehicle is roadworthy.

(b) Tyres, oil level lights are in correct working order.

(c) Any faults are reported to your Manager or repaired immediately.

(d) The vehicle is driven in a responsible way and for the correct purpose intended.

(e) No smoking allowed in company vehicles.

Hire Company Selection & Assessment

Gardner DC Solutions use hire companies which have previously been used on our own projects and

have a very good track record over the course of many years working for us.
Any new hire companies would have to pass an evaluation process including initial meeting to acquire data on their standards, performance and procedures.
After this we would seek references from other customers and visit their premises to carry out an audit.

Sub- contractors

Legislation, in particular the Health and Safety at Work Act 1974, not only imposes duties upon each employer and employee but also extends to persons directly or indirectly employed, as well as those who carry out work on company premises or on contracts carried out by the company or under their direct control on site.
The high standards of safe working required by the company from its own employees will be equally required from its sub-contractors. The company's Safety Advisor will be pleased to assist sub-contractors in any practical way to facilitate this requirement. Lack of knowledge will not be acceptable as a reason for non-compliance and full co-operation with the company is required.

Sub-contractors should adopt all requirements in the company's Policy on health and safety and in addition shall:

(a) Maintain current policies for Employers Liability and Public Liability Insurance sufficient to cover their liabilities under the contract.

(b) Not use, without prior written authority, any plant, tools, equipment, lifting gear, hoists or the like, owned, hired or belonging to the company.

(c) Recognize that where such authority under (b) above is granted, it does not relieve them of any liability for compliance with any statutory or common law requirements or liabilities arising out of the use of such items.

(d) Recognize that any breach of statute committed by them may result in a stoppage of their work where necessary until such breach is remedied. Where such breach causes loss or damage to the company it shall be recoverable from them by way of damages.

(e) Comply with all directives and requirements of the Safety Advisor, Supervisor, Foreman or Charge hand in pursuance of the company's health and Safety Policy.

Communications

The Safety Policy will be communicated to employees via:

(a) Induction Training
(b) In Service Training
(c) Booklets issued to Employees
(d) Safety Information Sheets
(e) Personal Contact by Supervisors
(f) Personal Contact by Managers

(g) Personal Contact by Safety Officers
(h) Pay Packet Inserts
(i) Memos from Supervisors and Managers
(j) Safety Committees
(k) Minutes of Safety Committee Meetings
(l) Tool Box Talks

Induction

All employees will attend a induction and general safety induction course upon commencement. This will be approximately thirty minutes' duration and will, amongst other things, identify general safety rules and starting instructions and Method Statements and Risk Assessments.

Tool Box Talks

The "Tool Box Talks" system has been used for some years and the company is convinced if its value in passing on the safety message to all employees, it has also assisted in improving Supervisor/employee relationships.

Whilst we have attached an agenda for in-house talks, topics will be relevant to the activities at the time, the supervisor will conduct "Tool Box Talks" on a weekly basis to be produced and actioned by our Safety Advisor.

Purpose of Tool Box Talks

To relay and remind employees of safety aspects of working operations which affect their health and welfare.

Presentation

"Tool Box Talks" are designed to be given by Supervisors/Safety Foremen directly to people under their control but we as a company go a step further by encouraging all grades of employee to give these talks. We believe this practice encourages a greater spectrum of staff to be more safety conscious. They are conducted at the place of work but groups should not exceed ten persons and should not last longer than 15 minutes.

Tool Box Talks – Topics

1. Good housekeeping – giving tool box talks
2. General duties of employees at work
3. Advice of employees
4. Personal points
5. Working dress
6. Fire
7. Manual handling
8. Hand tools
9. Eye protection
10. Safe use of step ladders
11. Safe use of ladders
12. Do's and don'ts on scaffold
13. Working on scaffold
14. Electricity
30. Responsibilities
31. Housekeeping
32. Mobile phones on site
33. Adverse weather conditions
34. Weil's disease
35. Slips, trips and falls
36 Skin care
37. Drugs & alcohol
38. Stacking of materials
39. Benefits of safety
40. First aid on site
41. Openings and edges
42. Care of welfare
43. Working with fire dampers

15. Portable electric tools
16. Cartridge hammers of rivet guns
17. Abrasive wheels
18. Dumper drivers
19. Rough terrain fork lift operators
20. Excavation work
21. Excavator operators
22. Banks men and slingers
23. Slings
24. Chains
25. Shackles
26. Hooks and eye bolts
27. Good hoist operators
28. Mobile crane operators
29. Head protection in construction
44. Working in riser shafts
45. COSHH
46. Cartridge tools
47. Working with MEWPs
48. PPE
49. Legal duties of employees
50. Confined spaces
51. Noise control
52. Reporting of near misses
53. Working on or near electricity
54. Safety Harness'
55. Safety signs and alarms
56. Supervisors/charge hands
57. Using a genie lift
58. Safety on lorries

Drugs And Alcohol

It is a serious inclusion into the company health and safety policy that drugs and alcohol are strictly forbidden to be used, consumed or transported onto any of the company's sites. All employees will submit to site checks.

Drugs

(a) Any employee caught in possession of illegal substances, under the influence of illegal substances, or trying to procure illegal substances whilst in the confines of one of the company's sites, will be instantly dismissed and reported to the police.

(b) Any employee needing to take medication during a working day must provide proof of such necessity.

Alcohol

(a) Any employee caught carrying, consuming, buying or selling any form of alcohol on site will be instantly dismissed from the company.

(b) Any employee drinking alcohol off site during normal site hours will not be permitted back on site.

(c) Any employee reporting for work in an intoxicated state will not be permitted on site under any circumstances.

(d) Any employee crossing the confines of one of the company's sites knowingly under the influence of alcohol will be instantly dismissed.

All Company Employees Shall:

(a) Familiarise themselves and confirm to the company's Health and Safety Policy.

(b) Work within the safety regulations and guidelines laid down.

(c) Wear or use the appropriate protective equipment.

(d) Use the correct tools and equipment for the job intended, including and safety devices, and ensure that those young or inexperienced employees are given proper instruction before use.

(e) Conform with all instructions given by Management and the Safety Advisor and any others with a responsibility for Health and Safety.

(f) Report any defects in plant or equipment or hazards to their immediate superior or Safety Representative.

(g) Report any accidents near misses or damage to their immediate superior or Safety Representative, whether or not persons are injured.

(h) Make any reasonable or practical suggestions concerning improvements to health and safety at work to their immediate superior or Safety Representative.

Safety Notes for Guidance

Under the Health and Safety at Work Act, you have been issued with or had explained the Company's Safety Policy Document and these notes are issued for guidance in respect of your main responsibilities.

1. Develop a personal concern for your own safety and that of others working alongside you.

2. Use the correct tools and equipment for the job. Avoid improvising, which will entail unnecessary risk.

3. Use the safety equipment provided e.g. safety helmets, goggles, masks etc.

4. Ensure tools and safety equipment are kept in good condition.

5. Report defects in plant or equipment to your immediate superior.

6. Report any personal accident or injury and see that it is recorded in the Accident Book.

7. Report any known hazard to your immediate superior.

8. Failure to comply with safety rules or instructions will be regarded as acts of indiscipline.

I acknowledge that I have received a copy of the Company Safety Policy and have read and understood the contents

OR

I have been given instructions as to the contents and my duty to carry out my work in a safe and proper manner.

SIGNATURE

……

NAME (BLOCK CAPITALS)

……

THE TYPE OF WORK I AM UNDERTAKING

……

DATE

…….