



SAFETY, HEALTH AND ENVIRONMENTAL POLICY



***ETRURIA OFFICE VILLAGE 4
SITE SAFETY COMPETITION WINNER***

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SAFETY, HEALTH AND ENVIRONMENTAL POLICY

GROUP POLICY STATEMENT

The safety, health, and welfare of employees (whilst at work) and of the public, and the impact that the Pochin Group's work has on the environment, are matters of primary importance. The Policy of the Pochin Group, therefore, is to take all reasonably practicable steps to ensure that all operations are carried out in such a way that the environment and the safety and health of its employees, and those affected by its undertakings, are not prejudiced in any way.

The requirements of compliance with the Health and Safety at Work, etc Act 1974, the regulations made thereunder, and the relevant environmental legislation are the minimum standard required and continual improvement on that standard, whenever and wherever reasonably practicable, will be achieved at all offices, depots, sites and premises.

It is the policy of the Pochin Group to:

- provide and maintain a safe place of work, systems of work, plant and equipment that is safe and without risk to the safety and health of all employees and third parties who may be affected by its undertakings, so far as is reasonably practicable;
- prevent instances of work related ill health;
- allocate sufficient resources to enable the Safety, Health and Environmental Policy to function effectively;
- monitor and review safety, health and environmental management and performance to ensure legal compliance and continual improvement;
- set and review safety, health and environmental objectives in order to improve performance;
- promote joint consultation with employees, third parties, the Health and Safety Executive, the Environment Agency and other relevant organisations;
- comply with statutory regulations, approved codes of practice, recognised guidance notes and other requirements applicable to the organisation;
- seek to minimise environmental disturbance and pollution as far as is reasonably practicable;
- promote sustainability;
- seek to reduce the quantities of energy and water consumed and waste generated by the Pochin Group's activities;
- promote environmental awareness and understanding among all employees so that their working activities are carried out in line with this Safety, Health and Environmental Policy;
- endeavour to ensure that major suppliers and contractors are aware of, and apply, safety and environmental standards compatible with its own;
- provide information, instruction and supervision on relevant safety, health and environment matters for employees.

It is fundamental to this policy that safety, health and environmental issues be properly managed at all times. Every member of the Pochin Group's management teams must take responsibility for the safe execution of their duties, giving due consideration for others. The Pochin Group requires and expects that all employees will co-operate in maintaining a high standard of safety, health and welfare. This policy will be reviewed regularly and revised as necessary to ensure it remains relevant and appropriate to the undertakings of the Pochin Group.



John Moss
Chief Executive
The Pochin Group
1st June 2009

ORGANISATION FOR IMPLEMENTING THE COMPANY POLICY

1. THE DIRECTOR RESPONSIBLE FOR SAFETY, HEALTH AND ENVIRONMENTAL ISSUES

Mr A.M.J. Pochin is a Director of the Company. He is also the Director responsible for all matters relating to safety, health and environmental issues within the Company. He is responsible for reporting to the Board of Directors of Pochin's PLC on all such matters.

In particular, he has responsibility for:-

- Initiating the periodic review of the safety, health and environmental policy.
- Monitoring the effectiveness of the Safety, Health and Environmental Management System.
- Monitoring the safety, health and environmental performance of the Company.
- Attending regular meetings with the Safety, Health and Environment Department.
- Monitoring the Safety, Health and Environment Department budget and ensuring that adequate resources are made available to implement the Company's Safety, Health and Environmental Policy and the Safety, Health and Environmental Management System.
- Promoting safety, health and environmental safety on sites at both the planning and the construction stages.
- Monitoring the Company's risk register and ensuring its effective implementation and upkeep within his area of responsibility.
- Setting a personal example of safe behaviour.

2. DIRECTORS

Directors of the Company are responsible for maintaining overall supervision of safety, health and environmental matters within their areas of responsibility and for ensuring that the Company Safety, Health and Environment Policy and the Safety, Health and Environmental Management System are implemented. They will actively support all levels of management in their efforts to maintain high standards in safety, health and environmental issues and will ensure that adequate financial resources are made available to achieve this aim.

3. THE OPERATIONS MANAGER, CONTRACTS MANAGERS AND AFTERCARE MANAGER (SENIOR MANAGERS)

Are responsible for:-

- The overall supervision of the implementation of the Company's Safety, Health and Environmental Policy and Safety, Health and Environmental Management System on sites under their control.
- Complying with the requirements of the Company's Safety, Health and Environmental Management System in the areas for which they are responsible.
- Ensuring that adequate resources are made available for the safe conduct of every contract under their control.
- Ensuring that only competent contractors are appointed from the Company's approved list of contractors.
- Ensuring that one or more trained first-aiders are always available on the sites under their control.
- Supporting and encouraging Project Managers, Site Agents and other members of the site management team in their efforts to achieve safe and healthy conditions and high environmental standards on site and will assist where necessary in the development of safe systems of work.
- Supporting the implementation of recommendations made by the Safety, Health and Environmental Department in respect of safety, health and environmental matters.
- Initiating appropriate disciplinary action where any members of management fail to fulfil their responsibilities in respect of safety, health and environmental issues on site.
- Liaising with the Safety, Health and Environmental Department and Training Department to assess relevant training needs and will make arrangements for employees to be released for such training as necessary.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules.
- Monitoring the Company's risk register and ensuring its effective implementation and upkeep in the areas for which they are responsible.
- In the event of a serious accident or incident, complying, as appropriate, with the Company's serious accident protocol.

4. SAFETY, HEALTH AND ENVIRONMENTAL MANAGER

Is responsible for:-

- Keeping informed and updated about relevant health, safety and environmental legislation, approved codes of practice, and enforcement body / industry guidance and advising Directors and Management.
- Assisting Directors in drawing up the Company's Safety, Health & Environmental policy.
- Monitoring the health, safety and environmental performance of the Company and producing periodic reports for Directors and Management.
- Producing accident statistics, identifying significant trends and directing the resources of the Safety, Health & Environmental Department accordingly.
- Maintaining and develop the Company's Safety, Health & Environmental Management System and ensuring that it continues to meet the needs of the organisation.
- Assisting Directors and Management in the development of safe systems and procedures.
- Maintaining records in accordance with legal requirements and the Company's Safety, Health & Environmental Management System.
- Supervising the work of Safety, Health & Environmental Department staff and carrying out periodic appraisals.
- Assisting Directors and Management with the identification of health, safety and environmental training needs.
- Directing the internal investigation of serious accidents and incidents and making recommendations to Directors and Management for appropriate remedial action.
- Monitoring the Company's risk register and ensuring its effective implementation and upkeep in the areas for which he is responsible
- Setting a good personal example.

5. SAFETY, HEALTH AND ENVIRONMENTAL ADVISERS

Are responsible for:-

- Complying with and the requirements of the Company's Safety, Health & Environmental Management System.
- Advising all levels of management on matters relating to safety, health and the environment at work.

- Auditing the Company's sites and offices to ensure compliance with relevant legislation, approved codes of practice, relevant guidance and Company procedures.
- Consulting with site safety representatives (where appointed) and providing them with copies of relevant authorised documentation.
- Undertaking the appropriate investigation of accidents and incidents occurring on Company premises, preparing reports and making recommendations for remedial action to prevent a recurrence.
- Making notifications to enforcement bodies under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (in respect of Company employees).
- Assisting the Safety, Health and Environmental Manager to devise and promote initiatives to deal with the causes of recurring accidents and incidents.
- Keeping informed and updated about relevant health, safety and environmental legislation, approved codes of practice, and enforcement body / industry guidance.
- Preparing the initial construction phase health and safety plan for new projects and monitoring the development of the plan during the construction phase.
- Assisting Directors and Management with the identification of health, safety and environmental training needs and undertaking training where necessary.
- Liaising with Inspectors and Officers of enforcement bodies.
- Assisting Directors and Management in the development of safe systems and procedures.
- Requiring the suspension of any operation if, in their professional opinion, there is an immediate risk of injury to personnel or damage to plant, equipment or the environment.
- Setting a good personal example.

6. PROJECT MANAGERS, SITE AGENTS, PERSONS IN CHARGE OF SITES (SITE MANAGERS)

They are responsible for the overall supervision of all aspects of safety, health and environmental issues on their sites.

Specifically, they are responsible for:-

- The implementation of the Company's Safety, Health and Environmental Policy and Safety, Health and Environmental Management System on the site under their control.

- Considering at the planning stage and, subsequently during the construction phase, any hazardous activities, and defining through risk assessments appropriate safe systems of work.
- Ensuring full compliance with all relevant safety, health and environmental regulations and Company rules on their sites.
- Ensuring that all persons coming to work on their site receive site-specific safety, health and environmental induction training before commencing work.
- Ensuring compliance with the client's safety, health and environmental rules as stated in the pre-construction information pack.
- Maintaining statutory reports of inspection in respect of working platforms, excavations and lifting equipment.
- Ensuring that the Accident Register is completed correctly in respect of all accidents on site and that a copy of each accident is forwarded to the Safety, Health and Environmental Department forthwith.
- Ensuring that accidents, incidents and diseases reportable to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and incidents notifiable to the Environment Agency are reported immediately to the Company's Safety, Health and Environmental Department.
- Ensuring that adequate first aid and welfare facilities are supplied and maintained on the site.
- Ensuring that adequate fire risk assessments are carried out on site and appropriate fire safety plans are drawn up and implemented.
- Acting on advice given and reports made by the Safety, Health and Environment Department and Inspectors / Officers of enforcement bodies.
- Ensuring that employees are trained, competent and authorised for the work that they have to carry out.
- Ensuring that procedures for worker consultation are followed on site.
- Ensuring that information likely to affect the safety and health at work of people under their control is relayed to the relevant members of line management.
- Ensuring that, when procuring equipment or materials for a contract, they comply with the relevant regulations and standard or specification.
- Ensuring that, when procuring equipment or materials, suppliers are asked to provide the information necessary to use the equipment or materials safely and in a manner that will not harm the environment.
- Ensuring that current test / inspection certificates are provided, where relevant, with plant and machinery hired for use on site.

- Ensuring that site-specific safety, health and environmental matters are discussed with contractors when negotiating subcontract orders.
- Ensuring that adequate information on safety, health and environmental matters relating to a subcontract order is passed to the person who drafts the order.
- Co-ordinating the work activities of all contractors on site to ensure that their health and safety and the safety of the environment is not prejudiced.
- Maintaining supervision of all contractors on site to ensure their compliance with the Company's Safety, Health and Environmental Rules for Contractors and the site's specific safety rules.
- Paying due regard to the effect of work activity on members of the public and ensuring that the site is secure and will present no danger to children or others outside working hours.
- Ensuring that appropriate checks are carried out on hired plant, including checks on statutory test and examination certificates for lifting equipment.
- Ensuring that where necessary, appropriate disciplinary procedures are initiated against contractors / contractors' employees / Pochin Construction Ltd employees for poor safety, health or environmental performance.
- Co-operating with the Company's Safety, Health and Environmental Department in the preparation of the initial construction phase project health and safety plan.
- Implementing, maintaining and development the project health and safety plan during the construction phase.
- Ensuring that only competent are appointed from the Company's approved list of contractors.
- Ensuring that all contractors supply a satisfactory risk assessment, method statement and certificates of employers' and public liability insurance before commencing work on the site and retaining copies of the same in the health and safety plan.
- Undertaking risk assessments and producing method statements for work carried out by Company employees.
- Co-operation with the CDM Co-ordinator in respect of the latter's duties during the construction phase of a project.
- Ensuring that any design changes proposed by the construction management team are notified to the CDM Co-ordinator.
- Gathering information for the project health and safety file for onward transmission to the CDM co-ordinator.

- Returning all health, safety and environmental documentation to the Safety, Health and Environmental Department on completion of a contract.
- Reporting all significant pollution incidents to a member of the Safety, Health and Environmental Department as soon as possible.
- Complying, in the event of a serious accident or incident, with the Company's serious incident protocol.
- Developing Site Waste Management Plans during the construction phase and ensuring that they are kept up to date.
- Setting a good personal example at all times.

7. SUB AGENTS

They are responsible for ensuring that they and all persons under their control comply with the relevant safety, health and environmental regulations and Company safety rules.

Specifically, they are responsible for:-

- Implementing instructions from their Project Manager, Site Agent or Contracts Manager in respect of safety, health and environmental matters.
- Ensuring full compliance with all relevant safety, health and environmental regulations and Company rules and procedures in the areas of the site under their control.
- Where competent, and authorised to do so, undertaking risk assessments and producing method statements for work to be undertaken.
- Maintaining statutory reports of inspection in respect of working platforms, excavations and lifting equipment in the areas of the site under their control.
- Taking urgent & appropriate action where there is an immediate risk to anyone's health or safety or to the environment in order to eliminate the risk or reduce it to an acceptable level.
- Ensuring that information likely to affect the health and safety at work of people under their control is relayed to the relevant people.
- Co-ordinating the work activities of contractors under their control to ensure that health and safety and the safety of the environment are not compromised.
- Ensuring that where necessary, appropriate disciplinary procedures are initiated against contractors / contractors' employees / Pochin Construction Ltd employees for poor safety, health or environmental performance.
- Supporting their Project Manager, Site Agent, Contracts Manager and the Company Safety, Health and Environmental Department in their efforts to maintain a safe, tidy and efficient site.
- Report immediately all significant pollution incidents to the Site Agent or Project Manager.
- Complying, in the event of a serious accident or incident, with the Company's serious incident protocol.
- Assuming the responsibilities of their Project Manager or Site Agent when they are absent from the site.
- Setting a good personal example at all times.

8. ENGINEERS

Engineers are an essential part of the safety management team on the site.

Specifically, they are responsible for:-

- Implementing instructions from their Project Manager, Site Agent or Contracts Manager in respect of safety, health and environmental matters.
- Taking action forthwith where they recognise that there is an immediate risk to anyone's health or safety or a risk to the safety of the environment, either by the immediate removal of the hazard or by restricting access to the hazard until it can be removed.
- Reporting any safety, health or environmental concerns to the Project Manager or Site Agent.
- Supporting their Project Manager, Site Agent, Contracts Manager and the Company Safety, Health and Environmental Department in their efforts to maintain a safe, tidy and efficient site.
- Reporting immediately all significant pollution incidents to the Site Agent or Project Manager.
- Complying, in the event of a serious accident or incident, with the Company's serious incident protocol.
- Setting a good personal example.

9. GENERAL FOREMEN, SECTION FOREMEN, TRADES FOREMEN

They are responsible for ensuring that they and all persons under their control comply with the relevant safety regulations and Company safety rules.

Specifically, they are responsible for:-

- Supervising the implementation of systems of work that are safe and without risk to persons' health or to the environment.
- Where competent and authorised to do so, undertaking risk assessments and producing method statements for work to be undertaken.
- Ensuring that employees are trained, competent and authorised for the work that they have to carry out.
- Ensuring that they pay particular attention to the health and safety of new starters or young persons under their control by providing close supervision and advice.
- Where appropriate, issuing or authorising the issue of suitable protective clothing or equipment and ensure that it is worn.

- Reporting (to the person in charge of the site) any incident of persistent disregard of safety rules by employees of the Company and of contractors.
- Supervising the safety, health and environmental performance of contractors and reporting any lack of co-operation to higher management.
- Ensuring that work activity under their control does not endanger persons working on the site, the public or the environment.
- Ensuring that the area under their control is left secure at the end of the working day.
- Ensuring that instructions to operatives are clear and concise and include the information necessary for the work to be completed safely and without harm to the environment.
- Ensuring that information about the safe use of articles and substances at work is passed on to employees who may be at risk.
- Acting on advice given and reports made by the Safety, Health and Environment Department and Inspectors / Officers of enforcement bodies.
- Setting a good personal example.

10. BUYERS

Are responsible for:-

- specifying that, when procuring equipment or materials for a contract, they must comply with the relevant regulations and standard or specification where relevant.
- Ensuring that, when procuring equipment or materials, all suppliers are asked to provide full information relevant to health and safety associated with the equipment or materials.
- Obtaining materials from sustainable sources whenever reasonably practicable.

11. ESTIMATING DEPARTMENT

Have responsibility for:-

- Ensuring, so far as is reasonably practicable, that detailed consideration is given to, and provision made within the tender for, methods and systems of work that are safe and will not harm the environment.
- Ensuring that the client is aware of his duty to appoint a CDM co-ordinator.
- Ensuring that the client has provided a pre-construction health & safety information package.

- Ensuring that all relevant safety, health and environmental information on a new contract is passed to the Safety, Health and Environmental Department in time for them to prepare the initial Construction Phase Health & Safety Plan.
- Ensure that any designers appointed by the Company have been assessed as being competent.
- Ensuring that clients are aware of their duty to prepare a Site waste Management Plan.
- Ensuring that they comply with the relevant parts of the Company's Safety, Health & Environmental Management System.

12. HEAD OFFICE DEPARTMENT MANAGERS

Have responsibility for:-

- Complying with, and implementing, relevant parts of the Company's SHE management system.
- Keeping informed about Head Office emergency procedures.
- Ensuring that they and members of their department comply with appropriate safety, health and environmental legislation and Company rules.
- Ensuring that new employees have received safety, health & environmental induction training.
- Helping to identify health, safety training needs of their staff.
- Reporting any concerns about safety, health or environmental matters to their manager or Director to whom they report.
- Setting a good personal example

13. ALL EMPLOYEES

Have responsibility for:-

- Ensuring that their acts and omissions at work do not endanger their own safety or the safety of others.
- Co-operating with the Company regarding safety, health and environmental matters and acting on instructions relating to safety, health and environmental, e.g. following method statements and wearing protective equipment and clothing.
- Only using items of mechanised plant and equipment for which they are trained, competent and authorised.

- Reporting any defects in plant or equipment or any other unsafe condition to their immediate superior.
- Always using the correct tools or equipment for the job and never improvising at the expense of safety, health or the environment.
- Restricting themselves to authorised work areas and access routes.
- Not misusing or abusing any safety equipment or welfare facilities.
- Act responsibly at all times in relation to safety, health and environmental issues.
- Notifying their manager of any issues of concern which relate to safety, health and environmental matters in order to afford the Company all reasonable opportunity to take appropriate action.
- Reporting any accident or safety, health and environment related incident to their manager without delay.

EMPLOYEES AT ALL LEVELS OF THE COMPANY ARE REMINDED THAT IT IS AN OFFENCE NOT TO TAKE CARE FOR THEIR OWN PERSONAL HEALTH AND SAFETY AND FOR THE HEALTH AND SAFETY OF OTHERS WHO MAY BE AFFECTED BY THEIR WORK.

Pochin Construction Ltd.

