



SAFETY, HEALTH AND ENVIRONMENTAL POLICY



TRAVELODGE, MANCHESTER

SITE SAFETY COMPETITION WINNER – 2010/11



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SAFETY, HEALTH AND ENVIRONMENTAL POLICY

GROUP POLICY STATEMENT

Within the Pochin Group, health and safety management is considered a vital component in the success of the business. The main Board are, through the appointed safety champion, responsible for ensuring effective safety management systems are planned, delivered, monitored and reviewed. Their involvement in these processes through visible and active commitment sets the example that is essential for staff and workforce engagement, and promotes safe and healthy working conditions. This generates an excellent culture in line with company values that improves our performance standards.

The Policy of the Group is to take all reasonably practicable steps to ensure all operations are carried out in such a way that the environment and the safety and health of its employees, employees of third-party companies and others who may be affected by our undertakings are not prejudiced in any way. As the Health and Safety Champion for the Group I recognise that effective leadership is key to business success and therefore encourage involvement from the remainder of the Board to ensure health, safety and environmental management is considered during all business decisions. Together with the involvement of the main Board individual Directors for each of our Subsidiary Companies also hold responsibility for their area of the business and therefore demonstrate leadership in their said areas. However, in all instances each employee also has their own duty to act responsibly, to actively participate in carrying out the Group Policy and to co-operate with others to minimise the likelihood of accidents, incidents, dangerous occurrences and environmental impacts.

The requirements of compliance with the Health and Safety at Work Act etc 1974, the Regulations made there under and the relevant environmental legislation are the minimum standard required. Continual improvements on these standards, whenever and wherever reasonably practicable, will be achieved at all offices, depots, transient sites and premises.

It is the Policy of the Pochin Group to:

- Provide and maintain a safe place of work, safe 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 it reasonable practicable;
- Promote sustainability;
- Seek to reduce the quantities of energy and water consumed and waste generated by the Group's activities;
- Promote environmental awareness and understanding along all employees so that their working activities are carried out in lines with the Safety, Health and Environmental Policy;
- Endeavour to ensure that major suppliers and contractors are aware of, and apply safety and environmental standards compatible with our Safety, Health and Environmental Policy;
- Provide information, instruction, training and supervision to allow employees to carry out their duties without risks to themselves, others and the environment;

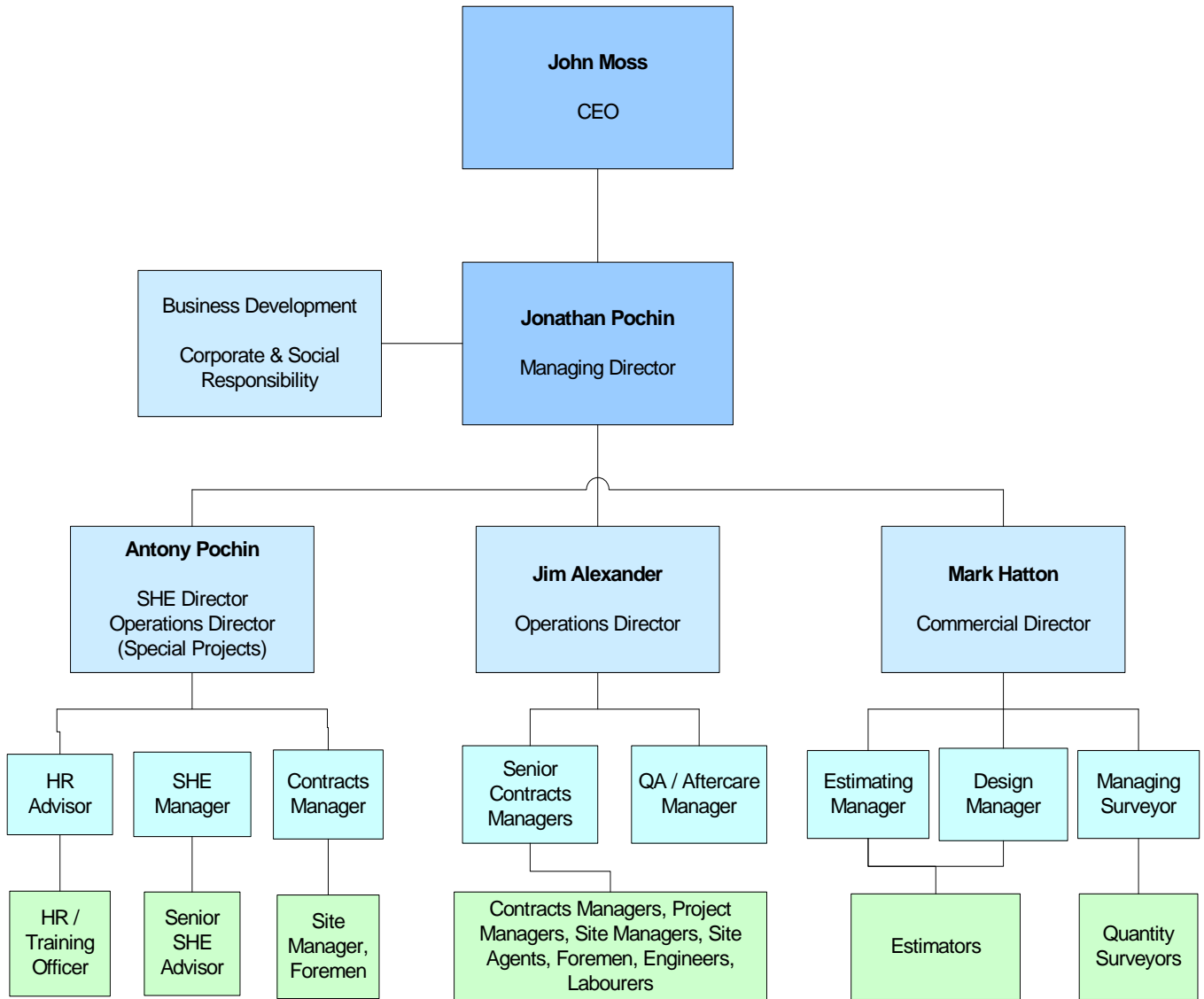
We are fully committed to improving our performance by investigating accidents and incidents, reviewing the results of audits undertaken and an annual review of our management systems.



John Moss
Chief Executive
The Pochin Group
May 2011



ORGANISATIONAL STRUCTURE





SECTION 2 - ORGANISATION FOR IMPLEMENTING THE COMPANY POLICY

The DIRECTOR responsible for S.H.E. Issues

Mr AMJ Pochin is a Director of the Company and is the Director responsible for all matters relating to Safety, Health and Environmental issues within Pochin Construction Limited. He is responsible for reporting to the Board of The Pochin Group on all such matters.

In particular, he is responsible for:-

- Initiating the regular review of the Safety, Health and Environmental policy, at a minimum of once per year.
- Setting and reviewing SHE Targets and Objectives.
- Ensuring the effective safety management systems are planned, delivered, monitored and reviewed.
- 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 matters on sites at both the planning and the construction stages.
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy.
- Monitoring and reviewing SHE Performance to ensure legal compliance and continuous improvement.
- Monitoring the Company's risk register and ensuring its effective implementation and upkeep within his area of responsibility.
- Showing a visible and active commitment to Safety, Health and Environmental standards.
- Ensuring adequate resources are available to ensure operations can be undertaken in a controlled manner.
- Ensuring adequate resources are available to ensure activities are suitably managed.
- Complying with statutory regulations, approved Codes of Practice and guidance notes.
- The provision and maintenance of safe and healthy working conditions which will conform, at least to the minimum lay down by statute.
- Providing training to employees to enable them to perform their tasks safely.
- Consulting with employees on all matters relating to Safety, Health and Environmental.
- Ensuring that all duties under CDM are discharged in so far as Principal Contractor responsibilities.
- Ensuring tender submissions allow for suitable and sufficient welfare facilities, safe working methods, storage facilities, adequate sanitation and safe means of access and egress.
- Ensuring that each person is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a personal example of safe behaviour and by wearing necessary PPE whilst on site.

The OPERATIONS DIRECTORS are responsible for:

- Maintaining overall supervision of Safety, Health and Environmental matters within their areas of responsibility
- Ensuring that the Company SHE Policy and the SHE Management System are implemented.
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- Ensuring that the Company SHE Policy and the SHE Management System are implemented.
- Actively supporting all levels of management in their efforts to maintain high standards in SHE issues ensuring that adequate financial resources are made available to achieve the required standards.
- Showing a visible and active commitment to Safety, Health and Environmental standards.
- Considering health, safety and environmental issues through all business decisions.
- Monitoring and reviewing SHE Performance to ensure legal compliance and continuous improvement.
- Promoting joint consultation with employees, third parties, the Health and Safety Executive, the Environment Agency and other relevant organisations.
- Complying with statutory regulations, approved Codes of Practice and guidance notes.
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy.
- Seeking to minimise environmental dust and pollution, so far as is reasonably practicable.
- Promoting sustainability
- Seeking to reduce the quantity of energy and water consumed and waste generated.
- Ensuring adequate resources are available to ensure operations can be undertaken in a controlled manner.
- Ensuring adequate resources are available to ensure activities are suitably managed.
- Providing training to employees to enable them to perform their tasks safely.
- Endeavouring to ensure major suppliers and sub-contractors are aware of and apply to the SHE Policy.
- Consulting with employees on all matters relating to Safety, Health and Environmental.
- Promoting SHE matters on sites at both the planning and the construction stages.
- Ensuring tender submissions allow for suitable and sufficient welfare facilities, safe working methods, storage facilities, adequate sanitation and safe means of access and egress.
- Ensuring works do not commence on site until provisions are in place for the supply of water, electricity, welfare arrangements, fire precautions and safe organisation of pedestrians, for each project under his control.
- Ensuring each project under his control has sufficient first aid cover and supplies to reflect the site hazards, throughout the construction period.
- Ensuring that only competent contractors are appointed from the Company's approved list of contractors.
- Supporting and encouraging Senior Contracts Managers, Contracts Managers, Project Managers, Site Managers / 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 assisting where necessary, in the development of safe systems of work.
- Supporting the implementation of recommendations made by the SHE Department.

- Initiating appropriate disciplinary action where any members of management fail to fulfil their responsibilities in respect of SHE issues on site.
- Liaising with the SHE Department and Training Department to assess relevant training needs in making arrangements for employees to be released for such training, as necessary.
- Providing information, instruction, training and supervision to allow employees to carry out their duties without risks to themselves, others or the environment.
- In the event of a serious accident or incident, complying with the Company's serious accident protocol.
- Ensuring he visits site as soon as reasonably practicable, in the event of a serious accident / incident, where judged necessary by the SHE Manager.
- Ensuring that each person, under his control, is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The other DIRECTORS are responsible for:

- Maintaining overall supervision of Safety, Health and Environmental matters within their areas of responsibility
- Ensuring that the Company SHE Policy and the SHE Management System are implemented.
- Actively supporting all levels of management in their efforts to maintain high standards in SHE issues ensuring that adequate financial resources are made available to achieve the required standards.
- Ensuring adequate resources are available to ensure operations can be undertaken in a controlled manner.
- Ensuring adequate resources are available to ensure activities are suitably managed.
- Showing a visible and active commitment to Safety, Health and Environmental standards.
- Considering health, safety and environmental issues through all business decisions.
- Monitoring and reviewing SHE Performance to ensure legal compliance and continuous improvement.
- Promoting joint consultation with employees, third parties, the Health and Safety Executive, the Environment Agency and other relevant organisations.
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy.
- Providing training to employees to enable them to perform their tasks safely.
- Consulting with employees on all matters relating to Safety, Health and Environmental.
- Promoting SHE matters on sites at both the planning and the construction stages.
- Ensuring tender submissions allow for suitable and sufficient welfare facilities, safe working methods, storage facilities, adequate sanitation and safe means of access and egress.
- Endeavouring to ensure major suppliers and sub-contractors are aware of and apply to the SHE Policy.
- Providing information, instruction, training and supervision to allow employees to carry out their duties without risks to themselves, others or the environment.
- Ensuring that each person is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a personal example of safe behaviour and by wearing necessary PPE whilst on site.

The SENIOR CONTRACTS MANAGERS, CONTRACTS MANAGERS and QA / AFTERCARE MANAGER (Senior Managers) are responsible for:-

- The overall supervision of the implementation of the Company's SHE Policy and SHE Management System on sites under their control.
- Complying with the requirements of the Company's SHE Policy and SHE 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 his control.
- Ensuring a competent supervisor is on site at all times during construction activities for all projects under his control.
- Ensuring any changes in design, which may have implications to health and safety, are communicated to the SHE Department.
- Ensuring works do not commence on site until provisions are in place for the supply of water, electricity, welfare arrangements, fire precautions and safe organisation of pedestrians, for each project under his control.
- Ensuring each project under his control has sufficient first aid cover and supplies to reflect the site hazards, throughout the construction period.
- Ensuring that only competent contractors are appointed from the Company's approved list of contractors.
- Supporting and encouraging Project Managers, Site Managers / 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 assisting where necessary, in the development of safe systems of work.
- Supporting the implementation of recommendations made by the SHE Department.
- Initiating appropriate disciplinary action where any members of management fail to fulfil their responsibilities in respect of SHE issues on site.
- Liaising with the SHE Department and Training Department to assess relevant training needs in making arrangements for employees to be released for such training, as necessary.
- In the event of a serious accident or incident, complying with the Company's serious accident protocol.
- Seeking to minimise environmental dust and pollution, so far as is reasonably practicable.
- Promoting sustainability
- Seeking to reduce the quantity of energy and water consumed and waste generated.
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy.
- Providing information, instruction, training and supervision to allow employees to carry out their duties without risks to themselves, others or the environment
- Ensuring he visits site as soon as reasonably practicable, in the event of a serious accident / incident, where judged necessary by the SHE Manager.
- Ensuring that each person, under his control, is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The SAFETY, HEALTH and ENVIRONMENTAL MANAGER is responsible for:-

- Complying with and the requirements of the Company's SHE Policy and SHE Management System.
- Keeping informed and updated about relevant SHE Legislation, approved codes of practice, and enforcement body / industry guidance and bringing same to the attention of Directors and Management and cascaded through the business.
- Assisting Directors and Management with the identification of SHE training needs.
- Monitoring the Company's risk register and ensuring its effective implementation and upkeep in the areas for which he is responsible.
- Assisting Directors in drawing up the Company's SHE Policy.
- Measuring and reviewing performance through accident records, accident investigations, site audits etc.
- Monitoring the SHE performance of the Company and producing periodic reports for Directors and Management.
- Producing accident statistics, identifying significant trends and directing the resources of the SHE Department accordingly.
- Developing and maintaining the Company's SHE Management System and ensuring that it continues to meet the needs of the organisation and the standard required by BS OHSAS 18001 and BS ISO 14001.
- Assisting Directors and Management in the development of safe systems of work and procedures.
- Maintaining records in accordance with legal requirements and the Company's SHE Management System and BS OHSAS 18001 and BS ISO 14001.
- Ensuring frequent audits are carried out by a member of the SHE Department on all live projects.
- Offering SHE Advice to all levels of the organisation, where required.
- Ensuring Construction Phase Health and Safety Plans are compiled, in conjunction with the Project Teams, for all projects, where required, prior to commencement.
- Ensuring approval is obtained from the CDM Co-ordinator of the Construction Phase Health and Safety Plan prior to commencement of the project.
- Ensuring F10's are made available for all projects prior to commencement, where relevant.
- Ensuring all accidents, incidents and dangerous occurrences are reported, where necessary in accordance with RIDDOR '95.
- Directing the internal investigation of serious accidents and incidents and making recommendations to Directors and Management for appropriate remedial action.
- Supervising the work of SHE Department staff and carrying out periodic appraisals.
- Ensuring the development of Environmental Management Plans for projects with a contract value greater than £300,000, prior to commencement.
- Ensuring each site is registered with the Environmental Agency as being a producer of hazardous waste.
- Liaising with the Enforcing Authorities, ie. HSE, Environment Agency, Local Authority etc, where necessary.
- Requesting 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.
- Ensuring PQQ's are reviewed to continually develop the approved list of sub-contractors.
- Ensuring each member of the SHE Department are aware of and understands their duties and responsibilities set out in the SHE Policy.

- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The SAFETY, HEALTH and ENVIRONMENTAL ADVISORS are responsible for:-

- Complying with and the requirements of the Company's SHE Policy and SHE Management System.
- Keeping informed and updated about relevant SHE Legislation, approved codes of practice, and enforcement body / industry guidance.
- Providing assistance to the SHE Manager in respect of monitoring performance and undertaking audits on all live projects.
- Providing assistance to the SHE Manager to ensure all duties under the SHE Policy are fulfilled.
- Assisting the SHE Manager to devise and promote initiatives to deal with the causes of recurring accidents and incidents.
- Providing advice and consultation, as appropriate.
- 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 due to a result of our undertakings, 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).
- Ensuring Construction Phase Health and Safety Plans are compiled, in conjunction with the Project Teams, for all projects where required, prior to commencement.
- Ensuring approval is obtained from the CDM Co-ordinator of the Construction Phase Health and Safety Plan prior to commencement of the project.
- Ensuring F10's are made available for all projects prior to commencement, where relevant.
- Ensuring the development of Environmental Management Plans for projects with a contract value greater than £300,000, prior to commencement.
- Ensuring each site is registered with the Environmental Agency as being a producer of hazardous waste.
- Assisting Directors and Management in the development of safe systems of work and procedures.
- Requesting 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 example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The PROJECT MANAGERS, SITE MANAGERS / AGENTS, SUB-AGENTS – (Persons in charge of sites) are responsible for:

- The implementation of the SHE Policy and SHE Management System on the site(s) under their control.
- The overall supervision of all aspects of SHE issues on their sites.
- 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 SHE Regulations and Company rules on their sites.
- Ensuring works do not commence on site until provisions for water, electricity, welfare arrangements, fire precautions and safe organisation for pedestrian safety are in place.

- Ensuring that adequate first aid and welfare facilities are supplied and maintained on the site.
- Ensuring that all persons coming to work on their site receive site-specific SHE Induction Training before commencing work and records of acknowledgements are maintained.
- Ensuring all operatives on site produce evidence of competence by their CSCS Card, as a minimum, prior to commencement.
- Ensuring that employees are trained, competent and authorised for the work that they have to carry out.
- Ensuring that current test / inspection certificates are available, where relevant, with plant and machinery hired for use on site.
- Ensuring compliance with the Client's SHE rules, as stated in the pre-construction information pack.
- Ensuring all measures and advice outlined in the Construction Phase Health and Safety Plan and Site Audit Reports are complied with.
- Maintaining Statutory Reports of Inspection in respect of Working Platforms, Excavations, Lifting Equipment and other pieces of Work Equipment.
- Ensuring all accidents / incidents and near misses are immediately notified by telephone to the SHE Department, no matter how trivial.
- Ensuring that the Accident Register is completed correctly in respect of all accidents on site and that a copy of each report is forwarded to the SHE Department.
- Organising the workplace, workforce and planning activities so that tasks are carried out with minimal risks to operatives and others who may be affected by our undertakings.
- Co-ordinating the work activities of all contractors on site to ensure that their health and safety and the impact on the environment is not prejudiced.
- 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.
- Ensuring access to site is controlled and that visitors to the site, including Inspectors from Enforcing Bodies, are accompanied at all times, when not in receipt of Induction.
- Ensuring that adequate fire risk assessments are carried out on site and appropriate fire safety plans are drawn up, implemented, developed and maintained.
- Seeking to minimise environmental dust and pollution, so far as is reasonably practicable.
- Promoting sustainability
- Seeking to reduce the quantity of energy and water consumed and waste generated.
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy.
- Acting on advice given and reports made by the SHE Department and Inspectors / Officers of Enforcing Bodies.
- Ensuring that procedures for worker consultation are followed on site and that worker engagement is encouraged.
- 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, 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 adequate information on SHE matters relating to a subcontract order, is passed to the person issuing the order.
- Maintaining supervision of all contractors on site to ensure their compliance with the Company's SHE Rules for Contractors, the site's specific safety rules and the contractors own Safe System of Work.
- Paying due regard to the effect of our 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 SHE performance.
- Co-operating with the SHE Department in the preparation of the initial Construction Phase Health and Safety Plan.
- Implementing, maintaining and developing the Construction Phase Health and Safety Plan during the construction phase.
- 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 Construction Phase Health and Safety Plan.
- Undertaking risk assessments and producing method statements for work carried out by Company employees of the company.
- Ensuring that all works are undertaken in accordance with the safe system of work.
- Co-operation with the CDM Co-ordinator in respect of his duties during the construction phase of a project.
- Ensuring that any design changes proposed by the construction management team are notified to the SHE Department and the CDM Co-ordinator.
- Supervising the SHE performance of contractors and reporting any lack of co-operation to higher management.
- Gathering information for the project Health and Safety File for onward transmission to the CDM co-ordinator.
- Returning all SHE documentation to the SHE Department on completion of a contract.
- Complying where relevant with the Company's serious incident protocol.
- Ensuring that each person, under his control, is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The ENGINEERS are responsible for:

- Implementing instructions from their Line Manager in respect of SHE matters.
- Reporting any SHE concerns to a member of the site management team.

- Supporting their Contracts Manager, Project Manager, Site Agent and the Company SHE Department in their efforts to maintain a safe, tidy and efficient site.
- Reporting immediately all accidents / incidents and near misses to a member of the site management team.
- Complying, where necessary with the Company's serious incident protocol.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The GENERAL FOREMEN 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.
- Supporting their Contracts Manager, Project Manager, Site Agent and the Company SHE Department in their efforts to maintain a safe, tidy and efficient site.
- 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 SHE 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 SHE Department and Inspectors / Officers of Enforcing Bodies.
- Ensuring that each person, under his control, is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The BUYERS are responsible for:-

- Specifying that, when procuring equipment or materials for a contract, they must comply with the relevant Regulations, standard or specification as 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.
- Ensuring material datasheets are provided for materials purchased by PCL.

- Ensuring suppliers are made aware of significant hazards and conditions likely to affect their deliveries.
- Obtaining materials from sustainable sources whenever reasonably practicable.
- Endeavouring to ensure major suppliers and sub-contractors are aware of and apply to the SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The ESTIMATING DEPARTMENT are responsible 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 tender submissions allow for sufficient management resources to allow for the works to be carried out safely and efficiently.
- Ensuring that all tender submissions allow for suitable and sufficient welfare facilities, working methods, storage facilities, adequate sanitation and safe means of access and egress.
- Ensuring that the Client is aware of his duty to appoint a CDM co-ordinator, where appropriate.
- Ensuring that the Client has provided a Pre-construction Health & Safety Information Pack, where appropriate.
- Ensuring that when responsible for design work all members of the design team are competent for the task required of them.
- Ensuring that all relevant SHE information on a new contract is passed to the SHE Department in time for them to prepare the initial Construction Phase Health & Safety Plan.
- Ensuring the Client has provided information for a Site Waste Management Plan, where appropriate.
- Highlighting during tender evaluation stage any health and safety implications which may affect the contract period or sequence of works.
- Ensuring that they comply with the relevant parts of the Company's SHE Policy and SHE Management System.
- Ensuring that each person, under his control, is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The QUANTITY SURVEYORS (all levels) are responsible for:-

- Ensuring all sub-contractors appointed are from the company's approved list.
- Ensuring sub-contractors do not exclude safety elements from their package.
- Setting and agreeing standards to ensure sub-contractors comply with the SHE Policy and SHE Management System.
- Ensuring that where sub-contractors incorporate design elements that they are competent for the tasks required of them.
- Ensuring where sub-contractors are sub-letting packages relevant competent assessments have been undertaken.
- Ensuring sub-contractors are provided with details of known significant hazards and site conditions prior to award of contract, where possible.
- Ensuring that letting meetings are carried out with sub-contractors prior to their commencement.

- Ensuring the necessary insurances are in place and effective before the project begins.
- Ensuring that each person, under his control, is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

All HEAD OFFICE DEPARTMENTAL MANAGERS are responsible for:-

- Complying with and implementing, relevant parts of the SHE Policy and SHE Management System.
- Ensuring the proper use of equipment.
- Keeping informed about Head Office emergency procedures.
- Ensuring that they and members of their department comply with appropriate SHE Legislation and Company rules.
- Ensuring that new employees have received SHE Induction Training.
- Helping to identify health and safety training needs of their staff.
- Reporting any concerns about SHE matters to a member of the SHE Department.
- Reporting all accidents / incidents and near misses to a member of the SHE Department, no matter how trivial.
- Ensuring that each person, under his control, is aware of and understands their responsibilities and duties set out in the company SHE Policy.
- Setting a good example to other employees by their own compliance with relevant safety, health and environmental rules, including the wearing of necessary PPE whilst on site.

The HUMAN RESOURCES DEPARTMENT (GROUP) are responsible for:-

- Ensuring suitable records of Health and Safety Training are held within personnel files.
- Notifying the SHE Department of any expectant mothers to ensure the relevant risk assessment have been undertaken.
- Notifying the SHE Department of any young persons commencing work to enable a young person’s risk assessment to be undertaken.
- Ensuring the SHE manager is made aware of any disability / illness any individual may have which may affect the health, safety or welfare of themselves or others.

All EMPLOYEES, including SITE OPERATIVES, are responsible 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 SHE matters and acting on instructions relating to SHE, 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.
- Regularly inspecting plant, equipment and PPE in their possession or under their control and reporting any defects to their Line Manager.
- 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.
- Ensuring the proper use of PPE, where appropriate.
- Carrying out site operations in accordance with the method statement and risk assessment.
- Informing their Line Manager of any medication they are taking which is likely to affect their capacity for work.
- Informing their Line Manager of any medical history which may affect the health, safety and welfare of themselves or others.
- Complying with instructions given to them by management teams, including rules stipulated within the Induction.
- Restricting themselves to authorised work areas and access routes.
- Not misusing or abusing any safety equipment or welfare facilities provided for their use.
- Acting responsibly at all times in relation to safety, health and environmental issues.
- Notifying their manager or the SHE Department of any issues of concern which relate to SHE matters in order to afford the Company all reasonable opportunity to take appropriate action.
- Reporting any accident or SHE related incident to their manager or the SHE Department without delay.
- Maintaining their workstation / work area free from hazards.

By virtue of their Order, Approval Process and Site Induction all SUB-CONTRACTORS are responsible for:-

- Submitting their site-specific risk assessments and method statements at least seven days prior to their intended start date.
- Submitting details of the waste estimates, prior to commencement.
- Ensuring that all personnel employed to carry out the works are competent and attend a Site Specific SHE Induction.
- Attending any tool-box talks as and when requested to do so by a member of the site management team.
- Ensuring that any plant and equipment brought to site is in good condition, 'fit for purpose', ensuring that it is regularly maintained, holds the necessary test certification and is only operated by competent personnel.
- Ensuring that necessary Inspection Registers are completed and submitted, as directed by a member of the site management team.
- Ensuring all portable appliances have been PAT Tested.
- Ensuring checklists are completed during visual checks of plant / equipment with findings appropriately recorded.
- Informing the Site Manager of any medication they are taking which is likely to affect their capacity for work or their ability to work safely.
- Informing the Site Manager of any medical history which may affect the health, safety or welfare of themselves or others.
- Maintaining the work place, including welfare facilities in a clean and tidy fashion.
- Reporting all accidents, incidents and near misses immediately to a member of the site management team.
- Wearing the correct PPE in-line with the site rules and also for the task to be carried out.
- Not interfering with or misusing any equipment provided for safety reasons.

- Complying with all signage, notices and instructions given either verbally or in writing on site.
- Taking care of themselves and others who may be affected by their works.
- Attending on-site committee meeting to fully engage with the rest of the workforce.
- Co-operating with others in complying with the Company SHE Policy and the Construction Phase Health and Safety Plan.
- Wearing the necessary PPE whilst on site.

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.



SECTION 3 - ARRANGEMENTS FOR IMPLEMENTING THE COMPANY POLICY

The arrangements laid down to ensure the successful execution of this policy are as contained within our procedures and standard forms contained in our Safety, Health and Environmental Management System which is accredited to both BS OHSAS 18001:2007 and BS ISO 14001:2004.

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Name:		Date:	
Job Title:			

I confirm that I have received a copy of the Company Safety, Health and Environmental Policy, dated July 2011 and that I have read my responsibilities detailed within Section 2.

I fully understand and accept my responsibilities and recognised that I am responsible for the health, safety and welfare of myself and others who may be affected by my acts and / or omissions.

Signed: _____