HEALTH, SAFETY POLICY

21 Forbes Place
Paisley
PA1 1UT

Prepared by:

Powertek Utilities
01 January 2024

Section	Rev	Date	Title	Change Details
All	1	23/3/2015	All	1st issue
All	1	3/6/2016	All	Reviewed – Org chart added - No other change
2.34	3	1/4/2017	Accident Reporting	Fully updated
2.35	3	1/4/2017	Accident Investigation	New Section
2.37	3	1/4/2017	Communication	New section
All	1	30/4/2017	All	Reviewed - No other changes
2	4	30/4/2018	Organisation chart	Updated
All	5	10/2018	All	Footer updated
All	6	30/4/2019	All	Complete review and update
All	8	23/3/2020	All	Confined space section updated, Mobile phone use while driving fines updated
All	9	12/2020	Organisation chart	Reviewed – Org chart added - No other change
All	10	03/2021	All	Reviewed – no change
All	11	01/2022	2.19 – Use of Cartridge Operated Tools and 2.20 – Pneumatic and Compressed Air Tools	New sections added
All	12	01/2023	All	Reviewed – no change
All	12	01/2024	All	Reviewed – no change
1.1	13	05/2024	General Statement	Climate change added

INDEX

Foreword

An effective health and safety programme for maintaining and continual improvement of standards depends on management commitment, SMART policy objectives and good two-way communication with employees.

Improving health and safety performance is inseparable from good management, good professional practice and employee participation.

While management play a leading role in implementing standards, everybody in the company has a responsibility to take a positive approach towards improving health and safety.

It is important that employees contribute to the Health and Safety Policy and it is read and understood by all Managers and staff and together with any other initiatives taken to improve standards.

1.0 INTRODUCTION

There is a legal requirement for employers to have a written statement of their Health and Safety Policy when they have five or more employees.

Section 2 (3) of the Health and Safety at Work etc. Act 1974 states that '…it shall be the duty of every employer to prepare and as often as may be appropriate, revise a written statement of his general policy with respect to the Health and Safety at Work of his employees and the organisation and arrangements for the time being in force for carrying out that policy and to bring the statement and any revision of it to the notice of his employees.'

This Health and Safety Policy document is compiled to ensure the company's compliance with Health and Safety legislation.

The Health and Safety Policy reflects the importance that health and safety has in the company's priorities and details the organisational and procedural commitment and arrangements to ensure employee safety.

Other than the legal requirement, an additional benefit of having a health and safety policy is that when implemented and monitored, it formalises and clarifies an organisational approach to health and safety, which will lead to improved standards.

The company understands the importance of aligning Health and Safety management to other business objectives as effective Health and Safety management improves overall business performance by reducing injuries, insured and uninsured losses and reduces the company's liability in the event of compensation claims.

Revision of the policy is required on a regular basis. Any revisions will be published and circulated in the same manner as other health and safety policies, procedures and guidelines.

1.1 GENERAL POLICY STATEMENT

As a specialist electrical utilities contractor, Powertek Utilities recognises that it has a duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all of its employees and that of any persons who may be affected by its activities. All company personnel will be made aware of the policy and the Policy and available to interested parties and stakeholders on request.

The corporate conduct of Powertek Utilities is based on acting safely, responsibly, honestly and with integrity. All employees are expected to act in a responsible, honest, ethical and lawful manner and must take care and precautions at all times.

Powertek Utilities is committed to achieving continual improvement in standards of health and safety at work and seeks to reduce the risks to its staff whilst they are at their place of work, during the course of their work and to comply with any client site rules.

The Company's Policy objectives are:

a) To give high priority to allocation of available resources and adequate funding to implement the health and safety policy and achieve health and safety objectives;
b) To ensure safe and healthy working conditions for all employees by eliminating hazards and reducing risks to prevent injury and ill health to employees and any other persons who may be affected by our activities.
c) To ensure employee participation in health and safety matters by consulting and involving employees on health and safety matters, through agreed forms of communication or appointed safety representatives;
d) To ensure that relevant information and necessary training, within available resources, are provided for employees in respect of risks to health and safety, which may arise out of their work, or at their workplace;
e) To ensure that appropriate risk assessments and method statements are in place, records are kept and that they are reviewed when circumstances change;
f) To obtain professional advice, when necessary, to assist in developing protective and preventative measures for the company as a whole ensuring legal compliance;
g) Setting and reviewing objectives and targets for operational performance, accident investigations and audit programmes to ensure continual improvement of the Powertek health and safety management system.
h) Working closely with clients to ensure their Health and Safety concerns and requirements are covered in existing practices.

The company recognises that it is the duty of the management to implement this policy and comply with all relevant health and safety legislation and other requirements while at the same time conforming to ISO 45001, and the achievement of policy objectives is a mutual responsibility for the company and its employees.

Additions to the general policy statement will be made from time to time in the light of new legislative requirements or organisational change this will be reviewed as a minimum annually.

Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure.

Employees must report all suspected breaches of this policy to their manager.

Signed on behalf of Powertek Utilities
Steve Higgins
Managing Director
Date: 1 January 2024
Next review date: January 2025

1.2 HEALTH & SAFETY RESPONSIBILITIES

Directors will, as part of their duties: -

- Understand the company Health & Safety Policy and Procedures and the duties assigned to them within this policy.
- Ensure legal and regulatory compliance and conformance with industry standards at all times.
- Ensure that the objectives of the Health & Safety Policy are fully understood, communicated to interested parties and understood by all levels of management and employees.
- Promote effective participation by all employees in joint consultation on health, safety and welfare matters
- Ensure that all employees are aware of the consequences of failing to follow health and safety procedures
- Continually monitor the effectiveness of the Health & Safety Policy and ensure that any necessary changes are made and maintained in line with legislation and work activities.
- Ensure adequate communication channels are maintained in line with legal requirements and work activities.
- Ensure that Health & Safety issues are raised at regular management meetings to plan a course of action in response to any health and safety shortcomings
- Ensure that all levels of staff receive appropriate training to enable them to carry out their duties competently, effectively and safely without risks to themselves or others.
- Ensure that appropriate insurance cover, which covers both statutory and business needs, is being met and maintained.
- Budget adequate funds, materials and equipment to meet the health and safety requirements of the company.
- Ensure procedures are in place to investigate all accidents/ incidents with a commitment to review and take effective corrective action
- To visit and inspect all operational sites on a frequent basis and to consult with site staff on health and safety issues.
- Ensure that all sub-contractors are vetted and approved prior to undertaking any work on behalf of the company

Administration staff will, as part of their duties: -

- Understand the company Health and Safety and Procedures and the duties assigned to them within this policy.
- Ensure legal and regulatory compliance and conformance with industry standards at all times.
- Ensure all employees based in company offices understand their duties under the policy.
- Provide effective arrangements to undertake the management of health and safety within the company office premises, to comply with statutory requirements and company standards. Such arrangements will include the provision to take advice and guidance from the company's Safety Advisor and undertake regular inspections of activities, maintaining records to meet statutory requirements and company needs.
- Provide appropriate welfare, fire protection, first aid and emergency arrangements for each work activity in the office.
- Provide adequate information on the hazards and risks involved in undertaking work activities in company offices.
- Ensure that the necessary assessments of risks are undertaken and the removal of hazards and implementation of risk control measures is effectively managed and supervised by competent persons.
- Allocate sufficient resources to operate and maintain safe and healthy places of work within company offices and ensure that all work activities are undertaken without risk to health and safety.
- Ensure display screen assessments are carried out for all users.
- Ensure that sub-contractors are assessed with all appropriate proof of competence provided prior to undertaking any work on behalf of the company

Managers will, as part of their duties: -

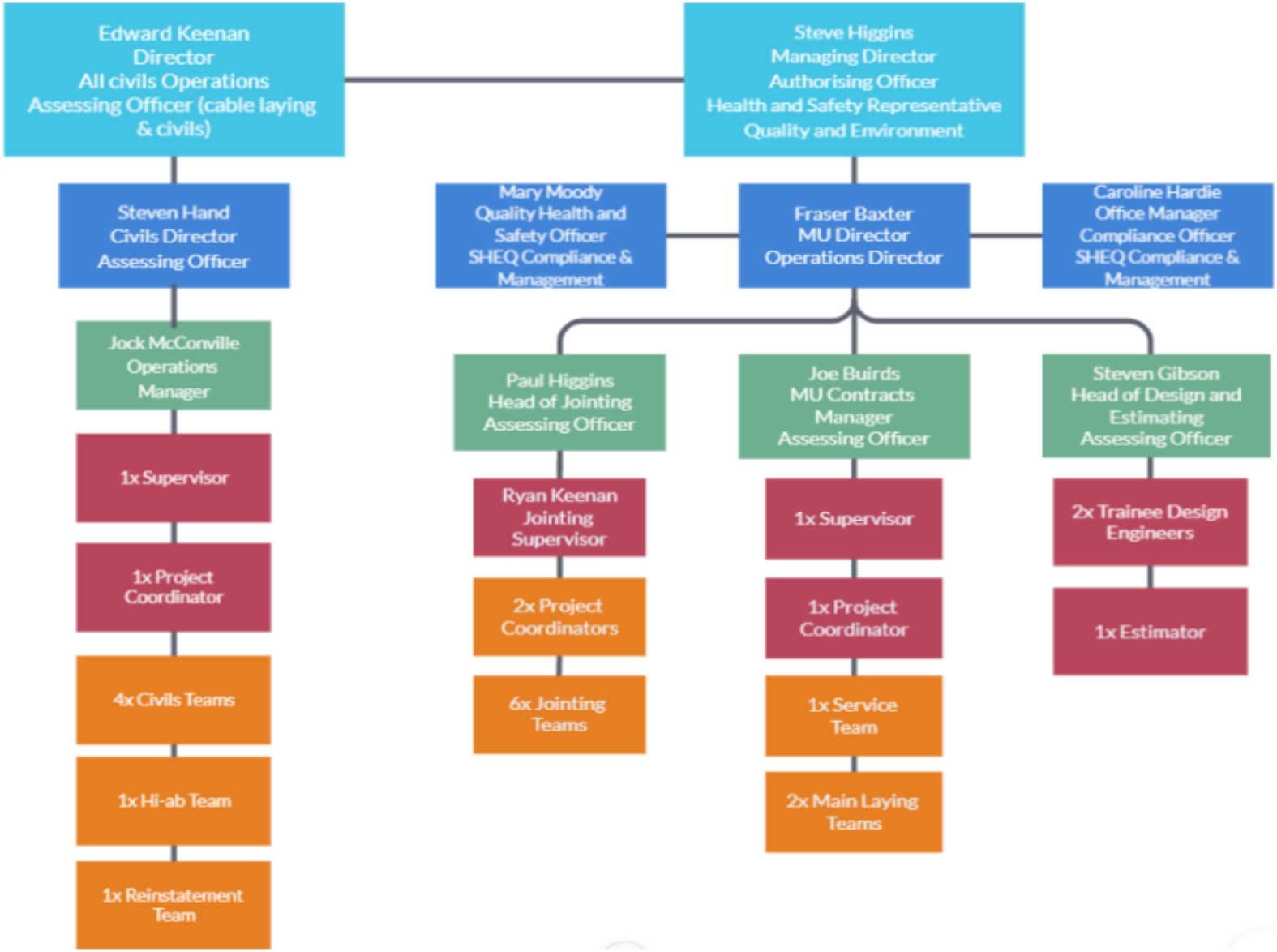
- Understand the company Health & Safety Policy and Procedures and the duties assigned to them within this policy.
- Ensure legal and regulatory compliance and conformance with industry standards at all times.
- Ensure all employees under their direct control understand their duties under the policy.
- Organise sites so that work is carried out to the required standard, in line with statutory requirements and company standards with the minimum risk of either injury to persons, or damage to equipment or materials.
- Where applicable, ensure that the Construction Phase Health and Safety Plan for the site is prepared and in place at site start and that the plan is effectively updated and amended as site activities change as required.
- Ensure that safety briefings are carried out on a regular basis for direct employees.
- Ensure that spot-checks are carried out on employees and sub-contractors to ensure they are competent and adequately trained to undertake the work allocated to them including relevant safety schemes and authorisations.
- Seek advice from the Safety Advisor on risk assessment or method statement development for high-risk activities or other appropriate circumstances.
- Attend pre-start meetings before work commences on site and ensure any pertinent or outstanding health, safety or environmental issues are addressed with any principal contractor or sub-contractor representative.
- Ensure that all employees and sub-contractors on site have received induction training, ensuring the relevant contents of the Construction Phase Health and Safety Plan are brought to their attention and all site team members have signed the induction register and signing-in register.
- Ensure that all employees and sub-contractors have the necessary personal protective equipment and monitor that it is used effectively.
- Report and investigate all accidents, incidents and near misses in conjunction with the Safety Advisor as per the Powertek Utilities accident flow chart.

Employees will, as part of their duties:-

- Understand the company Health and Safety Policy and Procedures and the duties assigned to them within this Policy.
- Ensure legal and regulatory compliance and conformance with industry standards at all times.
- Attend a health and safety induction and a specific induction for each site visited.
- Comply with the company Code of Conduct
- Comply with all site safety rules and risk assessments/method statements particular to their area of activity.
- Report any work situation defects or shortcomings in health and safety arrangements which may endanger themselves or others, who may be affected by their acts of omissions.
- Report all accidents or dangerous occurrences and near misses to their line manager as applicable.
- Use proper means of access/ egress and follow designated pedestrian routes.
- Use only the correct tools and equipment and ensure items are fit for purpose and if required, also have a valid thorough inspection certificate or, where applicable, calibrated with a valid calibration certificate.
- Make proper use of safety and protective equipment, devices and clothing.

Safety Advisors will, as part of his/her duties: -

- Disseminate details of best working practices and advise site management on same along with current company operational procedures and statutory requirements as required.
- Assist in the vetting of sub-contractor competency and sub-contractor methodology upon request.
- Attend and investigate fatal, major and over 7-day accidents and dangerous occurrences.
- Contribute to full investigation reports for all incidents investigated, setting out observations, conclusions and recommendations – with direction agreed with the Managing Director.
- Assist in the initiation and promotion of continuous improvement initiatives relating to health and safety standards and systems.
- Meet with the Managing Director as requested to assess the on-going performance and to promote any safety initiative required to improve the health safety and welfare within the company.
- Provide advice to management on all aspects of health and safety legislation and training requirements.


Edward Keenan
Director
All civils Operations
Assessing Officer (cable laying & civils)
Steve Higgins
Managing Director
Authorising Officer
Health and Safety Representative
Quality and Environment
Steven Hand
Civils Director
Assessing Officer
Mary Moody
Quality Health and Safety Officer
SHEQ Compliance & Management
Fraser Baxter
MU Director
Operations Director
Caroline Hardie
Office Manager
Compliance Officer
SHEQ Compliance & Management
Jock McConville
Operations Manager
Paul Higgins
Head of Jointing
Assessing Officer
Joe Buirds
MU Contracts Manager
Assessing Officer
Steven Gibson
Head of Design and Estimating
Assessing Officer
1x Supervisor
Ryan Keenan
Jointing Supervisor
1x Supervisor
2x Trainee Design Engineers
1x Project Coordinator
2x Project Coordinators
1x Project Coordinator
1x Estimator
4x Civils Teams
6x Jointing Teams
1x Service Team
1x Hi-ab Team
2x Main Laying Teams
1x Reinstatement Team

2.0 SAFETY ARRANGEMENTS

2.1 INTRODUCTION

This section includes the arrangements which Powertek Utilities has put in place to ensure a safe and healthy workplace.

The Management of Health and Safety at Work Regulations 1999 places duties on employers and the self-employed to take certain actions as summarised below:

2.2 RISK ASSESSMENT

- Assess the risks to the health and safety of employees and any others who could be affected by work activities. This includes sub-contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments will be acceptable provided arrangements for identifying additional risks are in place.
- Where the risk is considered to be significant, then this must be recorded in writing and those groups of employees being especially at risk will be identified.
- All sub-contractors risk assessments and method statements will be subject to vetting and approval
- Risk assessments will be reviewed and altered if they are no longer valid or circumstances have changed significantly.
- Where a 'Young Person' is to be employed, under close supervision in an activity with significant risk the risk assessment must be reviewed. Additionally, if that young person has not attained the minimum school leaving age then the details of the risk assessment and precautions must be communicated to the parents of that young person.
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions.
- Appoint one or more nominated competent persons to assist in complying with requirements.
- Establish emergency procedures to be followed in the event of serious and imminent danger and nominate sufficient competent persons to implement evacuation procedures.
- Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers.
- Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with each other's activities, and subsequently pass such information to employees in those areas.

Provide relevant training to employees in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- When transferred to new work or given increased responsibility.
- changes in work equipment or working methods

The training must be repeated periodically and take account of changes, and also take place during working hours.

Employees have duties as follows:

- Use any equipment provided in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment etc.
- Inform management (or nominated person) of any dangerous work situation or any matter that is considered to be a shortcoming in their employer's health and safety protection arrangements.

Definitions:

- **Hazard** – something with the potential for harm.
- **Risk** - this is the likelihood and severity that actually occur from hazard.
- Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

General Procedure:

- Identify the hazards and activities.
- Assess the risks, i.e. what is the nature and extent of the risk?
- Are the existing control measures or precautions adequate?
- Is there full compliance with the law?
- Are any further precautions required?
- Record the findings, and arrangements to be implemented if necessary.
- Inform all personnel involved and update as required

A separate procedure covering risk assessment is in place within the company management system (PT07-02).

2.3 TRAINING

The Managing Director, in conjunction with appointed managers, is responsible for ensuring company training records are kept up to date and refresher training is carried out timeously.

The Managing Director, in conjunction with relevant operational managers, is responsible for carrying out training reviews on a regular basis.

Training needs will be reviewed on a project by project basis for applicable employees to ensure they have the necessary competences to carry out their duties in a safe manner. This information will be recorded in each operative's personnel file.

Training will include relevant DNO authorisations with competency assessments conducted to meet authorisation requirements.

2.4 HEALTH AND SAFETY INDUCTION TRAINING

The induction process is a requirement placed upon us by the Management of Health and Safety at Work Regulations (1999) and the CDM Regulations 2015 which require all employees and contractors to be adequately instructed, informed and trained prior to commencing work.

Induction will be carried out for all persons in Powertek employment and any contractors who may be employed by Powertek. Office staff and any other persons who may regularly visit sites will also be inducted. A member of the site management team shall be responsible for the close supervision of any person who has not been inducted but needs to visit the site.

(a) Induction will be carried out by a Manager or competent person, who will talk inductees through the company Induction package. This is the initial point of contact between the company and the inductee; hence, it is the ideal opportunity for a demonstration to the new employee / contractor of the Powertek safety culture. The Manager should make the induction specific to his site, and also make reference to the current Site Fire Plan and Traffic Management Plan and other high-risk activities.

(b) The inductee will sign the log sheet registering receipt of the induction.

(c) Inducted persons visiting a new site for the first time must register their attendance with the site agent or his assistant. They will be given details of any site-specific risks e.g., contamination, working hours and restrictions, noise, etc. This re-induction is to be registered on the Induction Record.

Employment of Young Persons (under 18 years of age)

Arrival on Site

On arrival on site, all young persons must be in possession of correct personal protective equipment. If young persons are not wearing their personal protective equipment, they must not be allowed to commence work. All young persons must have their supervisor with them when given the H&S Induction.

The following areas will be covered: -

(a) Wearing the appropriate safety equipment for the task involved
(b) The correct care of the equipment for the task involved
(c) Why it should be worn i.e. risk to their health,

Young persons will be given a tour of the site as part of their induction. This will include the location of the following: -

Stores, offices; kitchens; first aid / accident book; fire exits / equipment; welfare / toilets / canteen / washing facilities; any “forbidden” areas where young persons are not permitted to enter.

It is dangerous to assume that young persons know how to do a particular job. They may have done similar work in a college or training centre, but they will not have encountered the problems and hazards of working in the site environment. For example: -

(i) Certain plant and power tools will have seldom been used in their training background. They may only be allowed to use them if: -

- it is necessary for their training; and
- they are under the direct supervision of a competent person; and
- the risks have been reduced so far as is reasonably practicable

(ii) **Scaffolding**: They will not be familiar with the complexities of the structures which may be erected on sites and will not have experience or training in work at height.

Putting to Work

Before young persons (under 18 years of age) start work, a dedicated risk assessment will be carried out covering the activities they will undertake on site.

Age, experience and training along with stature and strength of young persons must be considered in relation to their ability to operate controls and tools, as they may not yet be sufficiently physically developed. Personal Protective Equipment should be checked to see if it fits properly for the same reason.

The employer or any applicable training provider must ensure that young persons fully understand what they are required to do and how to do it. The hazards and precautions they must take to eliminate or minimise the risk of injury to themselves must also be explained. Checks must be made to ensure that they understand what the job is about and why they are doing it.

Whatever operation young persons are involved in, their immediate supervisor must at all times give clear instructions in relation to the safe working practices operating.

Prohibition from Certain Work Activities

Taking account of the risk assessment, it may be necessary to prohibit young persons from certain work activities, unless: -

- it is necessary for their training;
- they are under the direct supervision of a competent person;
- hazards have been removed as far as possible
- risks have been reduced so far as is reasonably practicable

2.5 PROCEDURE FOR NEW EMPLOYEES ENGAGED BY COMPANY OR TRANSFERRED TO SITE

This procedure is to be carried out by the site/ workplace management where the new employee will be working who will:

- Explain to the new employee what he/ she will be required to do and to whom he/ she will be directly responsible.
- Show the new employee where company safety policy is kept, explain its purpose and ensure that the employee is aware of his/ her responsibility. Explain the requirements of the site Health and Safety Plan / RAMS document (if applicable). **(Note -** The Health and Safety Plan is a requirement of the Construction (Design and Management) Regulations 2015.)
- Ascertain if the new employee has any disability, illness or allergy which could prevent him/ her carrying out certain operations safely or require additional protective measures.
- Undertake or arrange for site induction training to be given to the new employee(s) and ascertain their existing competence level(s), identifying any immediate training needs required to be met before work tasks can be carried out. In particular, cover items below. *(Complete company induction F007)*
  - Warn new employee of any potentially dangerous areas of operation on site or in the workplace.
  - Warn the new employee of any prohibited actions on site or in the workplace, e.g., entering specific areas without a safety helmet, operating plant unless authorised etc.
  - If any training or instruction is required, management to be informed, e.g. abrasive wheels, cartridge tools, scaffold inspection, workshop machinery etc.
  - Issue to the new employee PPE, protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, gloves, wet weather clothing etc, and obtain their signature as confirmation of receipt for the items issued. Ensure that new employees understand how to use and wear the equipment/clothing correctly give training as required.
  - Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.
  - Show them the fire escapes, fire-fighting equipment, fire wardens and assembly point in the event of fire
  - Inform new employee of company vehicle arrangements and highlight that use of mobile phones when driving is not permitted.

2.6 EMPLOYEE CONSULTATION

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 that employers consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977 which places duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

Who Is To be Consulted?

Consultation must be with either:

- employees directly, or
- employees elected by a group of employees to act as their "representative of employee safety". [Note the use of this phrase to differentiate from trade union appointed "Safety Representative".]

Where "representative(s) of employee safety" are appointed, the employer must notify relevant employees of those names.

Employer's Duties

Where employees are **NOT** represented by a Safety Representative (1977 regulations), then employers must consult those employees in good time on health and safety matters, and in particular:

- when introducing measures which may affect health and safety;
- the appointment of competent person(s) [MHSW regulations];
- the provision of statutory health and safety information;
- any statutory health and safety training detail;
- the health and safety consequences of new technologies.

The employer must provide information to employees or representatives to enable their full and effective participation in the process and to carry out their function as representative, where appointed.

Information may only be withheld if:

- it is against national security;
- such disclosure is in contravention of any prohibition by an enactment;
- it is of a personal (personnel) nature, unless consented;
- it is of significant commercial/confidential importance that its disclosure could cause injury to the business;
- it has been obtained for use in legal proceedings; or
- it is not related to health and safety.

Employers must also:

- provide reasonable training to representatives of employee safety in respect of those functions, including travel and subsistence costs, if appropriate;
- allow representatives time off with pay during working hours to fulfil the functions; and
- provide representatives with reasonable facilities to fulfil their functions.

Functions of Representatives of Employee Safety

- Bring to the attention of management any potential hazards and dangerous occurrences which could affect the group of employees being represented.
- Discuss with management general health and safety matters, and any information provided by the company under these regulations.
- Represent the group of employees in consultation with HSE (or other Enforcing Authority) Inspectors.

- Communicate information to fellow employees via H&S meetings, Toolbox talks, flyers, newsletters etc. *(complete form F036 Toolbox Talks Confirmation when this method is used)*

2.7 SITE SAFETY MEETINGS

Managers must ensure that two-way communication takes place with people at work and that there are arrangements for the review and possible implementation of views from people on site. This will be achieved by regular health and safety meetings and safety stand downs which will include applicable representatives such as sub-contractors, site supervisors, self-employed and representatives from direct employees to record health and safety issues and actions taken.

Attendees

The meeting will be chaired by a person competent in health and safety with representatives of all the direct employees, sub-contractors and self-employed on site.

Agenda for the Meeting

1. Outstanding issues from previous minutes
2. Review
    - Site Inspection Reports
    - Contractor H&S breaches, prohibitions, improvements
    - Statutory Inspections
    - Accident/Incident Reports
3. Review risk assessments and safety method statements for planned activities.
4. Any other business.
5. Complete safety meeting minutes

2.8 CONTROL OF DOCUMENTATION

All documentation will be controlled and have a revision status/date completed/ prepared by/ authorised by/ reference number to allow traceability. The next review date of all documents will be shown both on the document and on the relevant document register.

Any document amendments will require authorisation by an appropriate manager prior to distribution. The company H&S policy and associated documents will be completed as per statutory requirements and made available to employees either in hard or soft copy.

Upon completion of all projects the completed documents will be returned to head office for archiving.

2.9 WELFARE FACILITIES

Where Powertek Utilities operates as a sub-contractor, management will confirm the arrangements for welfare facilities with the principal contractor at the commencement of any contract. Where welfare facilities are not provided by customers or by sites, Powertek Utilities will provide suitable accommodation with canteen and drying facilities and a toilet block. Such facilities may be provided as a mobile facility. The welfare facilities location should be separated from the vehicular routes on site. It will be the responsibility of operational management to ensure welfare facilities are in place prior to works commencing.

Where Powertek Utilities operates as Principal Contractor, Powertek will ensure that suitable welfare facilities are available.

As a minimum, the requirements of the Construction (Design Management) Regulations 2015 will be fulfilled

NB

All temporary hutting and appliances will be subject to PAT testing, which should be carried out on a quarterly basis. It is the responsibility of operational management to ensure that this testing is carried out.

2.10 PPE - PERSONAL PROTECTIVE EQUIPMENT

Where unacceptable risks cannot be eliminated or controlled in any other way Powertek will:-

1. Provide directly employed staff, (and regular visitors to sites – non-directly employed) and operatives with appropriate PPE and record its issue.
2. Ensure that when sub-contractors identify risks, they provide the appropriate PPE to their own personnel and provide copies of the Risk Assessment to the responsible operational manager.

Provision of Equipment

When necessary we will issue any person in category 2 above with PPE. On such an occasion, it is imperative that they are fully aware through the sub-contract order **and at the time of issue**, that a contra-charge may be made. Occasionally, visitors will be provided with PPE should there be a likelihood of them being exposed to a risk.

Issue of PPE

PPE is issued as part of the risk assessment process and must be appropriate to guard against identified risk – it must always be considered as the last line of defence when all other steps have been considered to remove or reduce the risk. Provision of PPE for our directly employed staff and operatives will be on the basis of the risk assessment carried out on each project. Employees will be required to sign the PPE register to confirm receipt of any item of PPE.

Training

The law requires that persons issued with PPE receive training in its correct use. It is equally important to ensure that all users are made aware of the reasons for its issue and for selecting the particular type of PPE. This is in order that they fully appreciate the appropriateness of the PPE and do not substitute it with an inferior type that does not give correct protection against identified risks. Training can take place at induction, safety briefings, short films or on a one to one basis ensure compliance.

Storage

All PPE must be stored as recommended by the manufacturers' instructions.

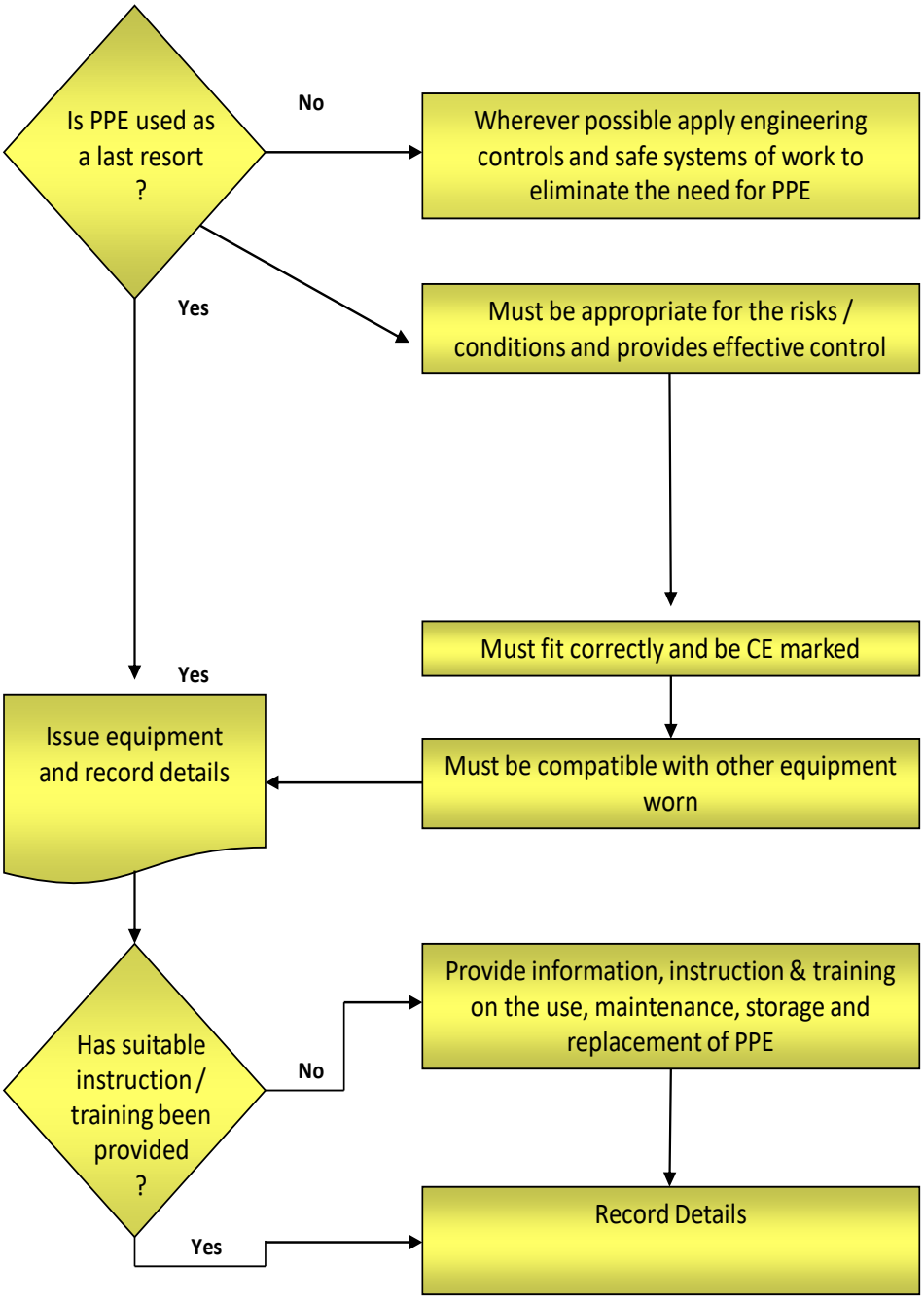
Employees' Duties

Employees must use/ wear the provided safety equipment and clothing as instructed and take reasonable care of this protective equipment. Failure to comply with this instruction will result in disciplinary action being taken and if the individual repeatedly ignores instructions then he may be dismissed.

Employees must also make management aware of any defects or losses of PPE to ensure they can be replaced.

See flow chart on next page.

2.11 PERSONAL PROTECTIVE EQUIPMENT FLOW CHART



A separate procedure covering the issue of PPE is included within the Powertek Management System (PT07-05).

2.12 INSPECTION AND TESTING OF ELECTRICAL SYSTEMS AND PORTABLE EQUIPMENT

The Health and Safety Executive has found that a large number of reportable electrical accidents are due to faulty equipment. Therefore, to avoid these serious electrical or other types of accidents, then routine inspection, testing and preventative maintenance is essential.

Listed below are the recommended timescales for inspections and / or tests that must be carried out by Powertek Utilities, our subcontractors and our hired plant suppliers.

Portable tools/equipment used on site (Tools, extension leads, site lighting), where applicable:

- Visual inspection (PUWER) – Weekly basis
- PAT (Portable Appliance Test) – 12 monthly basis
- Certificates of Thorough Inspection – 12 monthly basis
- Calibration Certificates – 12 monthly basis

Site offices, canteen and toilet blocks

- Electrical integrity test on a yearly basis

Equipment in site offices and head office

- Visual inspection – monthly basis
- PAT (Portable Appliance Test) – 12 monthly basis

All of these inspections must be carried out by a competent person.

RECORDS

Records of the tests / inspection and / or calibrations must be kept.

Sub-contractors and hirers must provide similar records for both their portable equipment and for any fixed installations for which they are responsible.

Where possible, portable equipment should be suitably tagged with some form of identification and the date of the next inspection and / or test

Any equipment that fails an inspection and / or test must be taken out of service until it is repaired.

2.13 ASBESTOS

The company acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of proper control measures and work methods.

Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban introduced for blue and brown asbestos in 1985 and for white asbestos in 1999. They also continue to ban the second-hand use of asbestos products such as asbestos cement sheets and asbestos boards and tiles; including panels which have been covered with paint or textured plaster containing asbestos.

REMEMBER: The ban applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place their condition monitored and managed to ensure they are not disturbed.

Powertek will ensure that where there is a risk of encountering asbestos on any contract, asbestos awareness training will be given to employees with procedures in place covering the actions to be taken if any suspected asbestos is found.

Duty to manage

The Asbestos Regulations also include the 'duty to manage asbestos' in non-domestic premises. Therefore, as part of this duty, Powertek Utilities will ensure that information is obtained on all buildings and equipment where Powertek Utilities may be working or using for work. Where materials do contain Asbestos, no work or disturbance of these materials shall commence without assessment of the potential exposure of employees and others. A written statement of a suitable plan of work shall be made before the work commences.

When tendering for work reference will be made to the Asbestos Log Book / Register or any relevant Asbestos related surveys carried out before agreeing to allow Powertek Utilities employees to enter the premises or complete any site investigation work. When employees arrive on site they will ask for all information held relating to asbestos and Asbestos Containing Materials (ACM's) on site.

Training

Any Powertek Utilities personnel, who may be involved in a site activity where there is a possibility of contact with asbestos containing materials, will undergo asbestos awareness training. This will ensure compliance with the regulations and prevent unwanted exposure through ignorance.

Removal of asbestos

The regulations allow the removal of certain types of ACM's by non-licensed company personnel when they have completed suitable training and are deemed competent. Powertek Utilities as a company has made the decision that no company personnel will be involved with any type of removal this will be sub contracted to a competent licensed asbestos removal company.

During any works on Powertek Utilities sites, if any material is found which may be an ACM then work must cease immediately, the operational manager or his appointed representative informed and the area cordoned-off until the suspect material has been inspected and tested as necessary by a competent contractor. All operatives working on the site must be made aware of this issue at site induction by the operational manager or his appointed representative before commencing work on the site.

2.14 NOISE

The main hazard associated with noise is hearing loss or impairment. This may occur over a long term due to prolonged exposure, or in a short time as a result of excessive peak levels being breached.

Another hazard is impaired communications which can lead to problems due to unheard or misinterpreted instructions.

Monitoring and Control

Management will ensure that:-

- Information on the noise and frequency levels of any plant are obtained before hire or purchase.
- The noise levels of any static plant in any workplace are taken into consideration before installation.
- When personnel will be required to work in situations where potentially harmful levels of noise are likely to occur, noise assessments are undertaken and appropriate protective measures taken. All employees will be made aware of the outcome.
- Equipment is maintained.
- Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided.
- Action is taken where noise cannot be reduced below the following action levels:-

  First Action level 80 dB(A) daily personal exposure.

  - A noise assessment completed by a competent person in writing.
  - Ensure that suitable measures to reduce the risk are available to employees, on request.

  Second Action level 85dB(A) or Peak Action level 200 Pascal peak sound pressure.

  - A noise assessment completed by a competent person in writing as above.
  - Measures to reduce the risk are implemented.
  - Suitable ear defenders must be provided and worn.
  - Ear protection zones must be demarcated and BS 5378 signs displayed.

Management will ensure that:-

- Alternative methods of work have been considered to eliminate or reduce noise levels where this is possible.
- All the control measures identified in the noise assessment are implemented.
- All plant, noise reducing features are fitted, in a serviceable condition and used.
- Where the first action level is likely to be reached, supplies of hearing protection appropriate to the noise source, are available on site.
- Where the second or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and ensure that it is worn.
- Any defects noted in noise reducing equipment are reported to the relevant manager immediately for remedial action to be taken.
- All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection.
- Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment.

2.15 VIBRATION

Anyone using hand-held power tools should identify, assess and control risks from vibration. All operatives using vibrating tools will be made aware of the 'trigger times' (supplied by plant hire company or manufacturer). Site management will record the time period that vibrating equipment is being worked. This will be completed on the site daily risk assessment and checked by operational management during works and information collected on a minimum weekly & monthly basis.

Sub-Contractors to confirm that they are aware of the risks from vibrating hand-held power tools or associated equipment. The vibration from such equipment can affect fingers, hands and arms and in the long term do permanent damage.

Management will:

- Check to see if the job can be done another way, which does not involve hand held vibrating power tools.
- As far as possible tools to be fitted with active vibration damping system.
- The manufacturer or supplier's information should indicate if there is a vibration problem. Seek more information from manufacturer or supplier if the information is not clear.
- Where possible choose low vibration tools.
- Equipment should be maintained so that it is properly balanced and has no loose or worn out parts.
- Organise work breaks to avoid long periods of uninterrupted vibration exposure.
- Use task rotation so operatives are not exposed for long periods.

Workers should keep their hands warm to get a good flow of blood into the fingers by: –

- Regular hand/finger movements & stretches
- Wearing gloves
- Having hot food or drinks
- Massaging the hands/fingers
- Discouraged from smoking

All operatives exposed to vibration will be subject to regular health surveillance.

A separate procedure covering the monitoring and measurement of exposure to vibration exists within the Powertek management system (PT07-07).

2.16 PLANT AND EQUIPMENT

All plant and equipment will be operated by fully qualified operatives. Details of competency will be held as part of the company Competency assessment and review programme.

Necessary maintenance will be identified and put in place by management. This will be in conjunction with manufacturer's requirements and appropriate registers will comply with legal requirements. An appointed person will be designated in writing by the Managing Director.

The appointed person will be competent and fully aware of his legal responsibilities relating to The Provision Use of Work Equipment Regulations and associated legislation.

Management will be responsible for ensuring that all new and hired plant meets legal compliance and weekly checks are carried out.

All employees are responsible for reporting defects in any plant or equipment to their line manager. No equipment will be used if there is any doubt regarding safety and only competent personnel should use machinery they have been trained on.

No passengers will be allowed to ride on plant unless a manufacturer's designed and fitted seat has been provided. At the time of the authorisation to drive, the operator must be advised of this prohibition

2.17 MANUAL HANDLING

Hazards

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

Monitoring and Control

Management will ensure that:

- Wherever possible mechanical means to lift and transport items is used.
- Where use of mechanical means is impracticable a manual handling risk assessment will be carried out for the activity.
- Team loads within operative capability, health and strength will be used to lift loads taking into account the size, shape and weight of that load.
- Instruction is given to any operative in the correct handling and lifting of loads.
- A supply of suitable protective equipment is available for issue as required for the handling of materials which could cause injuries to operatives.
- The wearing of safety equipment, as identified in risk assessments, for employees or sub-contractor is enforced.
- No operative, particularly a young person, is required to lift without assistance a load which is likely to cause injury.
- The path the load must follow and the immediate environment is free from obstructions and adequately lit.
- Long lifts are avoided and if necessary grips changed when the load is at waist height.
- Storage is arranged so that the heaviest loads are stored in the most convenient position to avoid unnecessary lifting and movement
- Proper handles, handholds or carrying devices are used to avoid the possibility of trapping fingers/ hands.
- Loose items are secured to prevent the load shifting when being carried
- Sharp edges are protected to avoid cuts and grazes when lifting or carrying

A separate procedure covering manual handling is in place within the Powertek management system (PT07-06).

2.18 LIFTING OPERATIONS (LOLER)

All lifting operations should be properly planned, appropriately supervised and carried out to protect the safety of workers. A 'lifting operation' means an operation concerned with the lifting or lowering of a load (which includes persons)

The LOLER Regulations require that:

- The person planning the operation should have adequate practical and theoretical knowledge and experience of planning lifting operations.
- A plan is prepared to address the risks identified by a risk assessment and identify the resources required, the procedures and the responsibilities of individuals, so that any lifting operation is carried out safely.
- The plan should ensure that the lifting equipment remains safe for the range of lifting operations for which the equipment might be used.
- Where two or more items of lifting equipment are used simultaneously to lift a load, a written plan must be drawn up and applied to ensure safety. In particular if a load has to be lifted by two or more pieces of work equipment for lifting non-guided loads simultaneously, a procedure will be prepared, tested and applied to ensure good co-ordination on the part of the operators.
- All lifting equipment such as forklifts or diggers are appropriate for the terrain and that management know the capabilities which must not be exceeded at any time
- All lifting equipment is inspected and serviced on a scheduled basis (every 6 or 12 months depending on the type of equipment, frequency and nature of use)

2.19 CARTRIDGE OPERATED TOOLS

The use of cartridge operated tools will be used in accordance with The Provision & Use of Work Equipment Regulations 1998 (as amended) and the Control of Explosives at Work Regulations 1991. Operatives using cartridge-operated tools must be aged over 18 and will be trained with a certificate of authority. The manufacturer's instructions must be carefully read and understood before using the tool. The tool must be loaded with the barrel pointing away from the user. Operatives must not walk around with a loaded tool and must load only at the point of use.
The following safety precautions must be adhered to:-

- Always wear PPE when using cartridge operated tools
- Hold the tool at right angles to the job when firing
- Check the material into which bolt is to be fired – carry out a test fire and check there is no-one behind the target
- Allow at least 75mm from the edges of concrete or brickwork
- Ensure complete splinter guard is resting on work surface
- Never place a hand over the end of the barrel
- In the event of a misfire, wait a minute, and then re-fire. If nothing happens wait a further minute before unloading.
- Keep the tool clean and well oiled
- Never leave the tool loaded when not in use or if unattended
- Ensure that cartridges are kept in a safe place under lock and key.
- Keys to be signed out to suitably qualified operatives only.

2.20 PNEUMATIC / COMPRESSED AIR TOOLS

All operatives using compressed air tools must be trained and qualified to operate as per the Provision & Use of Work Equipment Regulations 1998 (as amended), and a Risk Assessment must have been previously carried out in writing by the competent person prior to any work commencing. All Compressed Air Tools will be rendered inactive at the end of each working shift and will be securely stored under lock, to prevent unauthorised use and possible injury.
The company will ensure that:-

- Suitable PPE and eye protection is worn
- The tools are regularly tested and examined by a competent person before each use
- The tools will show the safe working pressure and have a pressure gauge in full working order
- All hoses and joints will be checked and in good working order
- To prevent foreign bodies from entering the tool, blow the hoses out before coupling, ensuring that other persons are clear of the area.
- Never use the air to dust clothing
- Keep the air stream away from the body and away from others.
- Never take part in or allow horseplay with compressed air.

2.21 TRAFFIC MANAGEMENT

Under the Management of Health and Safety at Work Regulations 1999 and when relevant as part of the Construction Health and Safety Plan under the CDM Regulations 2015, there may be a need to put in place a Traffic Management System to reduce risks from plant and vehicle movement on site. Whilst working on public highways we must comply with the New Roads and Street Works Act and Chapter 8.

All phases of the project must be looked at from inception to completion. The operational manager will look at these differing phases and to assess the risk and reduce it where he or she can.

Where necessary the Safety Advisor will review this risk assessment with the operational manager for the contract.

The risk assessment requires to be a working document and this procedure looks at the following items.

- **Site Risk**: the potential to cause harm.
- **Checklist** for Site Operations
- **Risk reduction/control measures**: The work where applicable that has been carried out to reduce the risk.

One of the most important factors of traffic management on site is how we will avoid the need for vehicles to reverse on site:

- Developing one-way systems on larger static sites
- Installing turning areas or roundabouts on site to minimise reversing

If it is not possible to implement the above control measures then all reversing **must** be controlled by a banks-man. *(see company MS 28- Traffic Management)*

2.22 FIRST AID

People at work may suffer injuries or fall ill. Even if the injury or illness is not caused by the work they do, it is important that they receive immediate attention and that an ambulance is called in serious cases. First aid at work covers the arrangements that need to be made to ensure this happens.

With reference to Health and Safety (First Aid) Regulations 1981 (as amended) the Directors will provide or ensure the provision of equipment and facilities which are relevant for enabling first aid to be rendered to employees when they are injured or become ill at work. Provision will be made for "suitable persons" to administer first aid who are both trained and hold a current certificate.

Refresher courses will be provided and attended appropriate intervals in accordance with statutory requirements.

The purpose of the first aider is to provide an immediate response to an accident as follows:

- To give immediate assistance to casualties with injuries or illness and those likely to arise from specific hazards at work
- To summon an ambulance or other professional help

To ensure adequate provision of first aid needs consideration will be given to:-

- workplace hazards
- accident records
- activities being carried out
- location of the site in relation to emergency medical resources
- cover for absence of first aiders and appointed persons
- trainees and the general public who may be involved or affected by Powertek works
- specific requirements of current legislation

Training Requirements

In accordance with HSE recommendations training providers accredited by third party organisations will be used with emphasis placed on using trainers who can provide courses focused on the electrical utilities sector.

First Aider Requirements

There are two categories specified for the requirement of workplace first aiders – low and high. The HSE recommends that an appointed person is available when there is just 25 staff, rather than 50 as previously advised.

A guidance document *L74: third edition* is available from HSE.

Where the first-aid assessment identifies a need for people to be available for rendering first-aid, the first aiders will be made available in sufficient numbers and at appropriate locations to enable first-aid to be administered without delay should the occasion arise. Each site will operate with at least one first aider on site – with the majority of Powertek site-based employees trained in first aid.

The HSE assesses construction sites as high risk, and therefore advises the following as a minimum number of first aiders on site. When Powertek Utilities is working on smaller sites there will be at least one emergency trained first aider.

- Fewer than 5 – At least one appointed person
- 5-50 – At least one registered first aider
- More than 50 – One additional registered first aider for every 50 employed

It is Powertek policy to have 100% of its site-based workforce trained in Emergency First Aid.

First Aid Materials, Equipment and Facilities

First-aid equipment, suitably marked and easily accessible, will be available in all places where working conditions require it.

Employees will be advised of first aid arrangements at induction/ site induction.

First Aid Containers

Powertek will ensure that all company vans have a first aid kit and eyewash as the bulk of the company's work is transient. This will be of suitable size for the number it is designed to cover as highlighted earlier in this section.

First-aid containers will be easily accessible and placed where possible next to hand washing facilities. First-aid containers should protect first-aid items from dust and damp and should only stock items useful for giving first-aid. Tablets and medications must not be kept.

An appointed First Aider will check on a minimum of a weekly basis to ensure all first aid boxes are well stocked and equipment is within date.

There is no mandatory list of items that should be included in a first-aid container. Management and appointed first aiders should decide on requirements from information gathered during their assessment of first-aid needs. As a guide, where no special risk arises in the workplace, a minimum stock of first-aid items would normally be:

- A leaflet giving general guidance on first-aid
- 20 individually wrapped sterile adhesive dressings in assorted sizes and appropriate to the type of work
- two sterile eye pads
- four individually wrapped triangular bandages
- six safety pins
- six medium sized individually wrapped sterile un-medicated wound dressings
- two large individually wrapped sterile un-medicated wound dressings
- one pair of disposable gloves

Information for Employees

At least one notice will be posted at each workplace giving the location of first-aid equipment and facilities and the name(s) and location(s) first aiders. Information to be provided to employees at induction.

2.23 COSHH – Control of Substances Hazardous to Health

Regulations place a duty on employers to protect employees and others against risks to their health, whether immediate or delayed, from hazardous substances.

Management is aware that compliance with COSHH involves the following responsibilities:

- Identification of hazardous substances used in the workplace
- Assessment of health risks created by work involving substances hazardous to health
- Preventing or control of exposure to substances hazardous to health
- Control of substances hazardous to health
- Selection of alternatives where possible
- Monitoring exposure at the workplace
- Health surveillance where required
- Provision of information, instruction and training for persons who may be exposed to substances hazardous to health
- Ensure that valid certification is in place should there be a need to carry or dispose of any hazardous substance

Where assessments indicate that extra precautions are required to protect both staff, operatives and others in the vicinity who might also be affected, it is essential to ensure that:-

- A safe system of work is agreed prior to commencement of the operation
- The exhaust ventilation equipment when required is properly used and maintained
- The necessary protective clothing, and/or equipment is provided and used

Having established the necessary safe parameters, work must then be continuously and carefully monitored.

Management Duties – COSHH Assessments

- Be familiar with the Safety Data Sheets (SDS) and ensure that all operatives understand it also
- Complete a COSHH assessment and enter in register currently being used for company COSHH information
- SDS/ COSHH assessments for the specific hazardous substances used on site to be available to all operational teams either in hard or soft copy
- Brief all personnel involved about information identified on COSHH assessment and ensure that all PPE required is available
- Ensure that risk assessments obtained from sub-contractors have incorporated the information required from SDS and appropriate COSHH Assessments are supplied.
- Ensure sub-contractor operatives have confirmed that they are aware of the necessary precautions and utilise the appropriate PPE, prior to contact with/ handling of hazardous substances.

A separate procedure is included within the Powertek management system covering COSHH (PT07-04).

2.24 FIRE

Every year, there is large number of destructive fires. Many have serious consequences; people injured, buildings, plant and equipment destroyed or damaged.

Whilst non-compliance fire procedures may put people and buildings at risk, the further potential is that our insurers would see such non-compliance as a breach of contract and any existing fire insurance cover would become invalid.

The main causes of fires on construction sites include:

- Use of unsuitable or badly positioned heating appliances in accommodation huts
- Wet clothing, which has been placed over, or fallen upon, the heating appliance intended to dry it out
- Children playing with fire on site after hours
- Carelessly discarded cigarettes / matches
- Misused or faulty LPG equipment
- Welding sparks (both oxy / gas and electrical arc)
- Faulty or wrongly used portable electrical apparatus
- Improper burning of rubbish or debris
- Malicious or intentional ignition
- Spread of heavy flammable vapour (down drains, etc.) to a source of ignition some distance away (petroleum-based adhesives are often involved)
- Improper storage of highly flammable liquids and gases
- Site vehicles

Precautions

SITE FIRE SAFETY PLAN

The Site Fire Safety plan must detail as a minimum:

a) the site fire safety co-ordinator/ warden, and any other persons who are assigned fire safety duties
b) the general site fire precautions, including what provisions have been made in respect of fire-fighting equipment, warning alarms, fire escapes and signage should be detailed.
c) details where permit to works (hot works) will be required and who will control the permit system
d) the procedures for summoning the Fire and Rescue Service and evacuation of the site
e) the interval and arrangements for site fire drills and fire safety training
f) the measures being taken to minimise the risk of wilful fire-raising/arson
g) information to contractors on the Site Fire Safety Plan covered at site induction

All the above will be in place where Powertek Utilities is Principal Contractor, where this is not the case they should obtain this information from site inductions/ managers etc., prior to starting work.

SITE FIRE SAFETY CO-ORDINATOR/ WARDEN

Where Powertek Utilities is Principal Contractor they will appoint a Site Fire Safety Co-ordinator/ Warden who will be responsible for assessing the degree of fire risk, produce a Site Fire Safety Plan and issue and control hot works permits. The Site Fire Safety Co-ordinator must:

a) ensure that everyone on site is made aware of the details of the Site Fire Safety Plan
b) ensure that the permit to work system is introduced for "Hot Work" particularly for works including the control of sub-contractors
c) ensure that fire-fighting equipment and fire alarm systems are checked weekly
d) conduct weekly inspections of escape routes
e) maintain written records of all checks, inspections tests and fire drills

f) ensure that "Assembly Points" (signage to be erected) are established and that everyone on site is aware of their location

g) endeavour to maintain fire safety awareness

h) produce a fire risk assessment as required i.e. at the start of the project and when work packages require fire risk assessments

All company vans will be supplied and fitted with suitable fire-fighting equipment. Should any risk or COSHH assessment identify the need for further fire extinguishers these will be supplied, stored and kept in a serviceable condition.

2.25 COMPANY VEHICLE DRIVING

A separate company policy is available covering the safe use of Company Vehicles and Plant.

In summary, Management will ensure that all company vehicle drivers and plant operators

- All drivers must understand and follow the Powertek Vehicle and Management of Occupational Road Risk (MORR) Policies.
- Vehicles must be parked in designated parking areas on sites and that the arrangements made under any Health and Safety Plan for the site in terms of access, speed limits and other control measures for vehicles must be complied with.
- Drivers to check before reversing that there are no obstructions or people behind the vehicle.
- All accidents and damage, however, minor, must be reported to line managers.
- Traffic violations which result in prosecution must be reported to line managers
- Vehicles to be serviced in accordance with manufacturer's requirements.
- Lights, tyres, oil, water, windscreen wipers and washer reservoir etc. to be checked at least every week.
- No alcohol or medication which could affect driving ability to be taken before driving a vehicle.
- Drivers must stop if and when they are tired. On long journeys stop must be every two hours for at least 15 minutes with breaks taken at a service area or off the motorway (It is illegal to stop on the motorway, except in an emergency).
- No mobile phones to be used whilst driving. Using a mobile phone while driving affects the ability to concentrate and anticipate the road ahead, putting the driver and other road users at risk. Driving while using a hand held mobile phone is a specific offence and drivers using/ holding a hand held mobile phone will face six penalty points on their licence and a £200 fine, which can be increased to a maximum of £1,000 or £2,500 if driving a lorry if the matter goes to Court and they are found guilty as charged.
- No smoking in company vehicles. Enclosed vehicles which one or more persons use for work are classed as no-smoking premises and covered by the Smoke-free Regulations 2007. The ban applies to cars, vans and lorries at all times if they can be used by one or more person, as a driver or passenger, in the course of paid or voluntary work regardless of whether they are in the vehicle at the same time.
- **Drug and Driving** - It is illegal to drive if :-
    - An employee is unfit to drive because they are on legal (i.e., prescription or over the counter medicines) or illegal drugs or if there are certain blood levels of illegal drugs (even if they have not affected a person's driving.
    - An employee has taken prescription or legal drugs which are likely to impair an their driving. It is an offence to drive if over the specified blood limits of certain drugs and these drugs have not been prescribed

2.26 INVESTIGATION WORK, EXCAVATIONS & WORKING ADJACENT TO UNDERGROUND SERVICES

Excavations vary greatly from being only a few centimetres deep to being very deep and very dangerous. There is a high injury rate when dealing with excavations, some resulting in personnel being buried alive in collapsed tunnels and trenches. Many others are injured and there are hundreds of reportable accidents each year during excavation and tunnelling operations.

A relatively small collapse might involve about a cubic metre of soil, this volume will weigh between 1.5 and 2 tonnes depending on ground conditions. A person at the bottom of a trench buried under this volume of material would be unable to breathe, due to the pressure on the chest, and would quickly suffocate and die.

Deep trenches look dangerous, so precautions are usually taken. Most deaths occur in trenches less than 2.5 metres deep. In fact, most accidents occur in ground conditions with no visible defects; the trench sides seem clean and self-supporting. Despite appearances, however, the removal of material causes pressure relief and introduces the conditions that lead to failure. Rainwater, or hot, dry weather, increases the chance of such failure.

Neither the shallowness of an excavation, nor the appearance of the ground, should be automatically taken as indications of safety. The evidence suggests that far too often assumptions are made.

Managers will ensure that –

1. Prior to any excavation work taking place the work force or sub-contractor must have an approved method statement and risk assessment for activity being undertaken (trial holing, and/or excavation work).
2. They must be in possession of a permit to dig/ break ground.
3. This will be worked in conjunction with the engineering/ construction drawings available on site. Where a risk is identified, then it will be identified in writing, what control measures, e.g. trench boxes, different drilling method etc.
4. All supervisors and operatives are to be instructed in the contents of the risk assessment and in particular what control measures are to be employed signing to confirm understanding.
5. All excavations are to be inspected prior to commencement of work each day.
6. A weekly inspection is to be recorded in the Excavation Inspection Report register as a minimum.

Working Adjacent to Underground Services

Ensuring a safe system of work is being used will minimise the possibility of damaging services and exposing operatives to the risk of personal injury, continuous review should be carried out. Working to the HSE's guidance document (HS(G)47) "Avoiding Danger from Underground Services".

Site management will ensure that –

1. The underground services have been checked and recorded.
2. Adequate service drawings are available on site for working at or near existing underground services and that these are maintained in the site health and safety plan.
3. Personnel have been issued with the service drawings and the issue of the drawings has been recorded.
4. Cable avoidance tool (CAT) is available whenever excavations are taking place where there is risk from underground services.
5. Nominated personnel have received suitably training to use the equipment (CAT).
6. Known services, which pose a risk, are clearly identified, located and marked out by signage on site and, following any re-grade work, are subsequently re-marked.

7. Meetings have been held with any sub-contractor or staff on site and the contractor's safety related documentation has detailed the safe system of work which is countersigned by the sub-contractor's supervisor on site.
8. A tool-box talk has been carried out on site by the sub-contractor or site personnel for all operatives discussing the safe system of work in operation, a record of the training and those attending the site.
9. All site personnel involved in excavation work have been briefed on safe digging practices.

Working Adjacent to Overhead Services

A safe system of work will minimise the possibility of contact with overhead services and exposing operatives to the risk of personal injury and continuous review should be carried out.

Site management must ensure that –

1. All overhead services have been identified.
2. Where possible works are planned to avoid the need to work directly under overhead services.
3. Goal posts and warning signage shall be made available to operatives and these will be in place at all times when working in the vicinity of overhead services.
4. Goal posts will be set up to have a set either side of any overhead cable.
5. No loading/ unloading areas will be situated near or under overhead services.
6. All company personnel are aware of reporting procedure should an incident occur involving overhead services.

2.27 WORKING WITH LIVE ELECTRICS

All electrical work will be carried out in-line with DNO requirements and the Powertek electrical safety management system. Safe systems of work will be in place before any work commences.

1. There will be no work carried out at any time on LIVE HV networks.
2. Where possible work will be carried out NOT LIVE. Cables to be proved not live by competent person.
3. LV gloves (insulated) to be worn at all times when cutting/ stripping cable with the task carried out as per training and the manufacturer's instructions.
4. Cable will be tested to prove live using test lamp and probes that have been checked. Once the cable has been identified as live follow DNO's live working procedures and the Powertek Utilities electricity safety procedures.
5. All operatives will have access to and will use insulated tools when working in the vicinity of live cables.
6. Jointers to use company relevant method statements and tisk assessments as a guidance when working with live electricity.

2.28 WORK AT HEIGHT

All work at height will be adequately planned and assessed, as far as reasonably practicable, using the following hierarchy:-

- Avoid work at height where possible
- Use work equipment to prevent falls where height cannot be avoided
- Where a fall cannot be eliminated, work equipment will be used to minimise the distance and consequences.
- Always consider measures that protect the collective rather than the individual
- Work at height must only be undertaken in suitable weather conditions

Work at height will be planned and assessed by the Powertek Project Manager, Supervisor or nominated person. Powertek Team Leaders will review pre-assessed methods of working at height against identified site conditions, to ensure works can be undertaken without risk to health and safety.

All work at height access equipment and fall restraint equipment will be subject to pre-use inspection to confirm that it is fit for purpose.

All employees required to work at height will be adequately trained and where working platforms, MEWPS or scaffolding is in the, appropriate qualifications will be held.

2.29 PROTECTION OF STAFF, CLIENTS, THE PUBLIC & OTHER INTERESTED PARTIES

Prevention of unauthorised access on enclosed sites:

1. A secure fence at least 2m high will be erected around the site. If this fencing is of the Heras type it must be anti-climb, double-clipped, secured at its ends and rakered or buttressed where appropriate.
2. Gates will be provided for site access and will be securely locked shut when the site is unoccupied.
3. A daily visual inspection will be made of the fencing and gates to ensure they are secure and complete.
4. A weekly inspection will be carried out and recorded on the Public Protection check-sheet
5. No materials will be stacked near the fence in such a position that it provides a means of entry.
6. All visitors to the site will sign in when entering the site.
7. No children or animals will be permitted on the site as passengers in a construction/ delivery vehicle.

Signing, Lighting and Guarding of Excavations

Under the New Roads and Street Works Act, 1991 (NRSWA) it is clear that the proper guarding, lighting and signing of the works are the responsibility of the person carrying them out.

Powertek ensures that all staff/operatives:

- Understand the safety implications of carrying out Streetworks, with particular reference to the protection of persons engaged on the works and avoidance of danger to the general public.
- Appreciate the need to maintain the free movement of vehicular and pedestrian traffic at the site, if the works are to comply with the restrictions imposed by the works and the adoption of safe working practices.
- Demonstrate the correct layout of appropriate signs, barriers, lamps, warning notices etc in compliance with the relevant advisory documents.
- Recognise conditions that may necessitate the introduction of special measures such as the installation of portable traffic signals, traffic diversion, road closure etc.
- Maintain the correct operation of portable traffic signals and reposition equipment as work.

Open Sites

1. Some construction sites cannot be completely fenced off as access may be required for public viewing.
2. Where this is the case Powertek Utilities will be aware of the hazards and take appropriate measures to protect the public by:-
    a. Complying with the requirements of Chapter 8 and the New Roads & Street Works Act (NRSWA)
    b. Restricting access to the open areas of the completed works which are safe to enter
    c. Arranging and signposting access routes for the public to keep them away from site hazards
    d. Providing escorts to accompany the public at all times where required

Excavation Guarding:

- All sites must be suitably guarded to protect the employee, visitors and the others affected by the works. All sites will be secured before leaving the site.
- All excavations will be guarded by interlinked plastic crowd barriers erected at least 1 metre from the excavation edge. The barriers will be secured in place with use of sandbags at the barrier feet if required.
- All plant and materials will be safely and securely stored on site.

- No loose equipment will be left on site on completion of the work.
- Where possible excavations will be backfilled prior to leaving site at the end of work shift. Where this is not possible, then the excavation will be left in such a condition by covering over and/or guarding so that no-one will be in danger of falling into it.
- Live services will not be left exposed at the end of shift.

Signage, Traffic Management and protection of the public

- Where the works impinge on pedestrian walkways/footpaths, pedestrian signage will be erected in compliance to NRSWA requirements to warn/inform pedestrians of works ahead and routes will be erected and put in place to ensure segregation from the works and road traffic.
- Traffic signage, where applicable, will be erected in compliance to NRSWA requirements to warn/inform drivers/cyclists of works ahead and traffic controls as applicable to road classifications and conditions.
- Ramps/covers will be provided as appropriate for vulnerable persons using pedestrian walkways

Lighting

- The work area will have lighting erected around its perimeter during hours of darkness if deemed that this is required.
- Flashing amber lights will be attached to excavation / perimeter barriers if required.
- In the absence of adequate street lighting, temporary light systems will be erected. Temporary lighting systems will be erected such that they do not create hazards to road traffic nor create nuisance to pedestrians and local residents.

Out of working hours requirements

1. All plant & equipment to be left in a safe condition and any keys removed to prevent unauthorised use.
2. All work areas will be left in a safe condition, any cables, tools/equipment tidied /cleared away and securely stored.
3. All small tools will be locked away after use.
4. All excavations will be left in a safe condition, with suitable fencing erected to prevent access and falls.
5. Lighting will be provided as appropriate when the site is unoccupied.
6. All flammable & hazardous materials will be stored in a safe manner to prevent leaks and spills or fires.

Visitors

1. All visitors to sites will sign in before entering.
2. Visitors will not enter a site unless they are wearing the appropriate personal protection and as a minimum a safety helmet, hi-visibility vest and safety footwear.
3. Visitors will be accompanied by a person responsible for their safety at all times.
4. Visitors will be given appropriate site safety induction so that they are aware of any risks and the precautions to be taken. The emergency arrangements for the site will also be explained.

Safety outside the Site

1. Adequate provision will be made for safe access and egress from the site so as not to cause accidents on the public highway.
2. No material shall be allowed to fall outside the site and precautions shall be taken to prevent light materials being blown off site, these will be weighted down where required.

2.30 CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

Everyone has health and safety duties and responsibilities.

The Construction (Design & Management) Regulations 2015 (CDM Regulations) places duties upon Clients, Designers, Principal Designers, Principal Contractors, Contractors and Workers. The Regulations also require documents – *Health & Safety Plans and the Health & Safety File*. All duty holders have a role to ensure that health and safety is taken into account and managed effectively throughout all stages of the construction project.

Each duty holder under the CDM Regulations has a different and clear role. By working together through teamwork and collaboration with other duty holders, all parties can improve health, safety and welfare standards on all our developments and for subsequent work (maintenance).

Powertek operates procedures in accordance with its role and it is possible that roles overlap at the different stages of a project.

The health and safety plan may be regarded as the most important document referred to in the Regulations. If Compliance with it will have the potential to improve the management of health and safety on site and also to reduce the number of accidents and the incidences of ill health that may occur.

The Pre-Production Process

Senior management will be responsible for implementing CDM procedures at this stage in the development process.

The Health & Safety Plan

The Powertek Utilities Health & Safety Plan is divided into three areas:-

Section 1 – Pre-tender Information

This section contains information, developed during the planning and design process that the Principal Contractor (and Contractors) will require to develop the "Construction Phase Health & Safety Plan", and to which he will need to refer.

Section 1 is compiled by the Principal Designer and contains information relating to the site and the surrounding area as well as the design. It contains details of the remaining significant hazards from which the Principal Contractor will develop control measures within the "Construction Phase Health & Safety Plan". It also contains details of any significant environmental issues that relate to the site.

Section 2 – Site Action and Monitoring (Construction Phase Plan)

This is a continuation and development of the Pre-tender information and is compiled by the Principal Contractor. It is a working document and will continue to develop as the various activities progress on site. It takes note of the significant hazards identified by the Designers, and establishes safe methods of working. It contains the working documentation, records, registers, permits etc. which will be generated and utilised as part of the ongoing health and safety procedures on site.

Where Powertek Utilities is completing the starting process in the construction phase i.e. the site investigation they will pass information to the appointed PC to allow them to comply with above.

Section 3 – Site Reference Material

This part contains the reference material to which the PC will need to refer, in order to develop the Construction Phase Health & Safety Plan and, once used, would only need to be referred to as and when necessary. This will include any H&S memos, RAMS, company procedures, borehole information, contamination, etc.

Health & Safety (O&M) File

The health and safety file is a record of information for the end user which focuses on health and safety. It should identify significant health and safety risks that will need to be dealt with during subsequent use, construction, maintenance, demolition and cleaning work. The level of detail should be proportionate to the risks likely to be involved in such work.

Relevant information to be included:-

- typical drawings, e.g., as laid drawings for cable laying and cable jointing
- details of materials used
- details of any equipment supplied
- maintenance procedures
- details of the location and nature of utilities and services including
- emergency and fire-fighting systems

The full safety-file information as outlined in the CDM Guidance notes. Powertek Utilities will provide clients with all relevant information which will include:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with
- Any hazards associated with the materials used
- Information regarding the removal or dismantling of plant and equipment
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including fire- fighting services
- Information and as-built drawings of the structure, its plant and equipment.

Where Powertek Utilities is working as a contractor on a site all company operatives and sub- contractors will co-operate with those holding significant duties under the Regulations.

A separate procedure exists within the Powertek Utilities Management System covering CDM responsibilities (PT07-01).

2.31 LONE WORKING

Lone working is not encouraged at Powertek Utilities.

Where there is no alternative to lone working, the operational manager will assess the project or operation for suitability and ensure that all necessary information is on site where lone working will take place.

This will allow operational management to assess that employees are suitably competent persons, by training, technical experience and/or qualifications. Safety while working alone will be included in employee induction.

Company equipment may be issued as a result of the assessment to aid emergency contact. This may include

- periodic supervisory checks,
- periodic contact by telephone or radio,
- automatic warning devices if not periodically cancelled by the lone worker,
- emergency alarms operated manually or in the absence of any activity.
- certain activities will not be done alone e.g., confined space entry, jobs where respirators are required, work at heights.
- Designated activities that will require a standby person identified through risk assessment.

A separate company policy covering Lone Working guidelines and procedures is available.

2.32 SMOKING POLICY

Following the ban on smoking in public places which is in effect in all of the UK, the approach Powertek Utilities has taken to comply with the legislation is detailed below. The smoke free legislation has led to a ban on smoking in the following:

- Company offices.
- Site accommodation including all welfare facilities.
- Company vehicles including hired plant.
- 'Enclosed' and 'substantially enclosed' structures. Structures will be considered enclosed if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis. Structures will be considered 'substantially enclosed' if they have a ceiling or roof, but have an opening in the walls, which is less than half the total area of the walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut.
- Site specific rules may be applied where for example there is contaminated land or confined spaces etc.

The above are minimum requirements to ensure compliance with the legislation. The specific rules for each location must be disseminated at the entrance to the office or at the site induction.

Smoking areas may be provided as long as they are not enclosed or substantially enclosed, are situated away from combustible materials and are not situated adjacent to access/egress routes. There will be a facility for the disposal of used cigarettes etc within the smoking areas.

All locations where smoking is prohibited will have appropriate signage. Office management and operational management have a legal duty to enforce the legislation and ensure rules applied to their particular location are enforced.

There are various penalties which can be enforced if the appropriate signs are not displayed, persons are smoking in smoke free premises or vehicles and individuals fail to prevent smoking in a smoke-free premises under their control.

A separate company policy covering Workplace Smoking Guidelines and procedures is also available.

2.33 ALCOHOL AND DRUGS

Powertek Utilities understands that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

Powertek Utilities has a duty under the Health & Safety at Work Act 1974 to ensure the health, safety and welfare of all employees. The company will also be breaking the law if they knowingly allow drug related activities on their premises and they fail to act.

The management are responsible for implementing the Company's policy and to ensure that its aims are carried out. This policy applies to all employees and they will have access to the full policy and be advised of any changes.

Management will be aware that the misuse of drugs or alcohol may come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug related problem.

- Unexplained and increased absenteeism
- Instances of unauthorised absence or leaving work early
- Poor time keeping i.e. lateness, especially after returning after lunch
- Unusually high level of sickness/absence for colds/flu/stomach upset
- Impaired job performance
- Dishonesty/theft
- Unusual irritability, aggression and mood changes
- Tendency to be confused and fluctuations in concentration and energy
- Accidents

Company procedure on alcohol and drugs

A separate policy relating to the company procedures on alcohol and drugs is available which forms part of the Powertek Utilities Management System.

No working under the influence of alcohol or drugs is permitted.

All employees are expected not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure.

External advice and information can be obtained through local organisations dealing with drug and alcohol abuse.

2.34 OFFICE HEALTH AND SAFETY PROCEDURES

It is the responsibility of the company to ensure sufficient resources are available for the implementation of safe working practices in company offices. This includes regular monitoring and inspection to ensure compliance.

Assessments of Risk and Safe Methods

At each place of work a manager will arrange for the potential risk to be assessed in accordance with legislation and formally record the findings. These will be made known to all persons who may be affected. The Manager may require the assistance of the Safety Advisor to carry out these duties.

These include:-

- Any operation involving moving loads of manual effort. Safe practices and/ or additional equipment will be introduced where necessary to prevent injury or ill health.
- Storage, transport and use of any substance hazardous to health
- All office machinery and equipment to be maintained and serviced as required and all staff required to use it to receive adequate training and instruction in its use.
- Power circuits and all electrical equipment will be tested and results of such tests recorded in accordance with the Electricity at Work Regulations 1989. Trailing cables are to be avoided wherever practicable.
- The posters required by legislation and the insurance certificates and company policies are displayed.

Display Screen Equipment

The main hazards associated with this equipment include:-

- Work related upper limb disorders e.g. temporary fatigue or soreness in the hands, arms shoulders etc. occupational cramp, chronic soft tissue disorders such as peri-tendinitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue - poor positioning, poor legibility of screen or documents, lighting, poor screen image.
- Fatigue or stress.
- Photosensitive epilepsy.
- Environmental factors e.g. humidity, heating, ventilation, static electricity.

Monitoring and Control

Office management will ensure that:-

Agreed procedures are implemented.

Defective equipment is reported promptly and rectified as soon as possible. Where there is a risk to health and safety, the equipment will not be used until remedied. Breaks are taken when planned, or when necessary, and work organised to accommodate them.

In order to minimise any potential risks to the health and safety of computer operators, the following guidelines have been drawn up. Where the terminal is not used continuously, minor faults in equipment placement or design may not be harmful. Conversely when intense and continuous operation is required, the need for optimum workplace and screen characteristics become crucial. These guidelines should, therefore, be the subject of full consultation between management and users, ensuring that a DSE (Display Screen Equipment) assessment is completed prior to the use of any work stations.

Office Fire Arrangements

Fire precautions are in place and equipment maintained in accordance with the requirements of current legislation (Fire (Scotland) Act 2005).

Fire can be a hazard not only in terms of possible injuries or even loss of life, but also consequential losses in terms of materials, time and productivity.

Typical hazards may include:-

- Lack of or insufficient provision of fire-fighting/extinguishing equipment.
- Incomplete or blocked fire exit routes.
- Inadequate detection and alarm systems.
- Uncontrolled storage of flammable materials or waste.
- Inadequate liaison between companies working in multi occupancy buildings.
- Poor control of visitors.
- Inadequate evacuation procedures.

This list is by no means exhaustive and is intended to highlight typical hazards. An office specific risk assessment will be completed.

Monitoring and Control

The Fire Safety Co-ordinator/ Marshall appointed will ensure that:

- All procedures and precautions are known and understood.
- If the need arises a hot work permit system will be used.
- All fire-fighting equipment, alarms, escape and access routes are visually checked every week.
- All fire-fighting equipment is tested by a competent contractor on annual basis.
- A log of all checks, inspections, tests, drills and any other events such as alarms etc. is kept noting and taking action to remedy any defects and deficiencies.
- The arrangements and procedures for calling the emergency services remain valid and reviewed/ revised if necessary. These should be displayed and all office personnel aware of their location.
- The office is evacuated safely during any alarm situation and all staff and visitors report to assembly points in accordance with the requirements of the emergency plan.
- Used fire-fighting equipment is replenished immediately after use by a competent person.
- A safe working environment is promoted with regard to fire prevention.
- The requirements of the office emergency plan are implemented and followed.
- Emergency access routes and areas are kept clear.
- Adequate fire-fighting facilities are available, are clearly defined and free of obstructions.
- Working areas are kept clean and tidy and waste is disposed of promptly. Keep waste collection areas away from any flammable stores, buildings etc.
- Electricity and gas supplies are correctly installed, maintained by a competent person and inspected regularly.
- All rubbish (especially boxes) is removed from the building regularly and not allowed to accumulate.
- The last staff member to leave the building at night on each floor checks for any potential fire hazards and ensures all photocopiers and computer workstations (where appropriate) are switched off.
- All visitors to the building sign in/out a visitor's book held in the reception. Visitors should be allocated a member of the office staff who will be responsible for ensuring all the fire procedures relative to visitors are followed. In addition any workman to be left unaccompanied in the building must be made aware of all fire exits and call points.
- Staff report any potential fire hazards or concerns to the Fire Warden or Deputy Fire Warden.

2.35 SELECTION PROCEDURES FOR SUB CONTRACTORS

The Managing Director in conjunction with the Safety Advisor where necessary will carry out a vetting procedure of all Sub Contractors which will include previous experience, track record, health and safety performance and the ability to allocate resources. The procedure will also determine the contractor's ability to supply method statements and meet the site requirements.

Where sub-contractors are to be used on NERS related projects there are supplementary requirements which need to be proved prior to appointment.

The operational manager, with assistance from the Safety Advisor when requested, will be responsible for ensuring that all sub-contract method statements and risk assessments are collated and checked prior to works being carried out. All sub-contractors will be instructed to ensure that method statements and risk assessments are supplied to their own employees before arriving on site otherwise they will be refused entry upon arrival.

Any Sub Contractor carrying out work activities in a fashion which involves a risk of serious personal injury will be served a company Health and Safety Prohibition Notice by the operational manager. This will result in immediate stopping of work activity and the sub-contractor will be requested to provide written confirmation that remedial actions have been taken to remove the risk.

2.36 DUST CONTROL PROCEDURE

All vehicles completing either delivery or removal from the works will have adequate sheeting to ensure that no debris falls from the vehicle and also to ensure minimisation of dust. The sheeting will be in place prior to vehicles leaving site for removal and will be left in place until the delivery is ready for discharge in a safe location on site.

Steps will be taken by site management to avoid creating dust nuisance which may come in a variety of forms including but not limited to installing wheel washes where required. It may involve the use of road sweeps as and when required.

Dust created from the use of cutting tools will also be controlled. Cutting of cement and bituminous based material will be dampened by use of water and the individual will also have the necessary PPE/ RPE which fits correctly. The area should be kept separate where possible and ensure that no unprotected personnel or member of the public is allowed in close proximity.

Where dust is created from cutting timber i.e. MDF, plywood this will be controlled with suitable vacuum attachments being fitted to the saw. Where this is not possible then this activity must be carried out in a well-ventilated area and any person undertaking the work will have suitable PPE/RPE.

2.37 CONFINED SPACE WORKING

All operatives carrying out confined space working will be fully trained, qualified and competent to do so and will only be permitted to enter the confined space per the work instruction and on the instructions of their supervisor.

Prior to commencing work checks will be made with client to confirm likely contaminants and hazards and the task will be risk assessed and requirements for appropriate PPE identified and communicated to the operative who will be carrying out the works.

Any requirement for confined space working will be carried out under with standby operative(s) in place to monitor safety and welfare and call for emergency services should the need arise.

As dangerous and toxic gases can be present in confined spaces equipment for testing the atmosphere will be in place prior to entering the confined space and used by a competent person. Testing will continue for the duration of the confined space works and the operative carrying out work in the confined space will leave the space immediately when told to do so should conditions become unsafe.

No eating or drinking is permitted in a confined space.

2.38 ACCIDENT INVESTIGATION AND REPORTING

All accidents will be reported to the main office and an Accident Report/ Investigation form completed *(see company forms F024 Accident Incident log and F025 Accident Incident report)*. This is a requirement under the Social Security (Claims and Payments) Regulations 1979. The Accident Report must record the following information

- Date, time and place of accident
- Name and job of injured or ill person
- Detail of injury/illness and first aid given
- What happened to person immediately afterwards e.g. went to hospital, went home, went back to work
- Name and signature of person/ first aider dealing with incident

This information can be entered by either the injured party or a representative if the injured party is unable to complete the form for any reason. In accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR) confidentiality will be maintained and the completed documentation held securely by an appointed person.

Clear instructions will be given to employees, contractors, their employees and self-employed persons that they must notify any accident, disease, dangerous occurrence or environmental incident to Powertek management. The person whom this is reported to in turn must contact senior management by phone, following which the Managing Director will determine what level of investigation is required and who will be involved and if there is a requirement to report it to the HSE.

As part of the National Electrical Registration Scheme (NERS) management will ensure that the client, adopting utility and accreditation body are informed of serious accidents or incidents.

Formal Reporting of Incidents Under RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a legal duty on:-

- Employers
- Self-employed people
- People in control of premises

to report all work-related deaths, major injuries or over 7 day injuries, work related diseases and dangerous occurrences (near miss accidents).

In accordance with the legislation, Powertek Utilities will report the following types of incident, if the accident occurs because of or in connection with work, within 15 days of the accident/incident.

RIDDOR 2013 is the law that requires employers and other people in control of work premises to report and keep records of:-

- Work-related accidents which cause death
- Work-related accidents which cause certain serious injuries(reportable injuries)
- Diagnosed cases of certain industrial diseases
- Certain ‘dangerous occurrences’ (incidents with the potential to cause harm)
- Special requirements for gas incidents

As required by RIDDOR 2013 records will be maintained of all reportable incidents.

Powertek will also follow the reporting requirements as detailed below:

a) All deaths to workers and non-workers if they arise from a work-related incident, including an act of physical violence to a worker. Suicides are not reportable as the death does not result from a work-related accident.

b) Specified injuries to workers as per the 'Specified List' Regulation 4 RIDDOR 2013

c) Over seven-day injuries to workers where an employee or a self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident)

d) Injuries to non-workers i.e., members of the public or people who are not at work and are taken from the scene of the accident to hospital for treatment of that injury.

e) Reportable Occupational Diseases must be reported where they are likely to have been caused or made worse by their work as per Regulations 8 and 9.

f) Reportable Dangerous Occurrences are certain, specified '***near-miss***' events which are incidents with the potential to cause harm. There are 27 categories of dangerous occurrences which are relevant to most workplaces. Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems and for a full detailed list refer to www.hse.gov.uk/riddor.

g) Reportable Gas incidents, apply to distributors, fillers, importers or suppliers of flammable gas who are aware that someone has died, lost consciousness or been taken to hospital for treatment or sustained an injury arising in connection with the gas service they provided, can be done on line.

A Gas Safe Registered gas engineer must provide details of any gas appliance or fittings they consider dangerous which may lead to death, loss of consciousness or hospital treatment.

All incidents can be reported online (www.hse.gov.uk/riddor) but a telephone service remains for reporting **fatal and specified injuries only.**

Call the Incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am to 5pm). Information about contacting the HSE out of hours can be found at www.hse.gov.uk/contact/outofhours.htm

Road traffic accidents are excluded unless the accident involved:-

- -The loading or unloading of a vehicle
- Work alongside the road i.e. construction or maintenance work
- The escape of a substance being conveyed by the vehicle
- A train

Investigating Accidents/Incidents on Site

Investigating and learning from Accidents/ Incidents that have taken place can prevent a reccurrence and is an essential part of risk assessment review.

Powertek will investigate all accidents / incidents and matters causing ill health regardless whether reportable under RIDDOR. This will be reported by completing a company reporting form. These will be carried out by various levels of management and include other levels of staff for their input and returned to head office within 72 hours of the occurrence.

Depending on the accident, incident or matter causing ill health there may be a need for a report to be written, to include input from various levels of staff. This will be carried out on completion of the investigation.

The report should include the following:

1 Summary of incident
2. Membership
3. Terms of Reference, addressing at least the following points:

- the root causes of the incident
- any contributory factors to the cause or severity of the incident
- any shortcomings in procedures or equipment, or the conduct or competence of staff
- immediate actions required to alleviate significant dangers or shortcomings

4. Interviews with persons involved in the incident / interviewed
5. Photographs, sketches or measurements
6. Investigation of the Accident/Incident

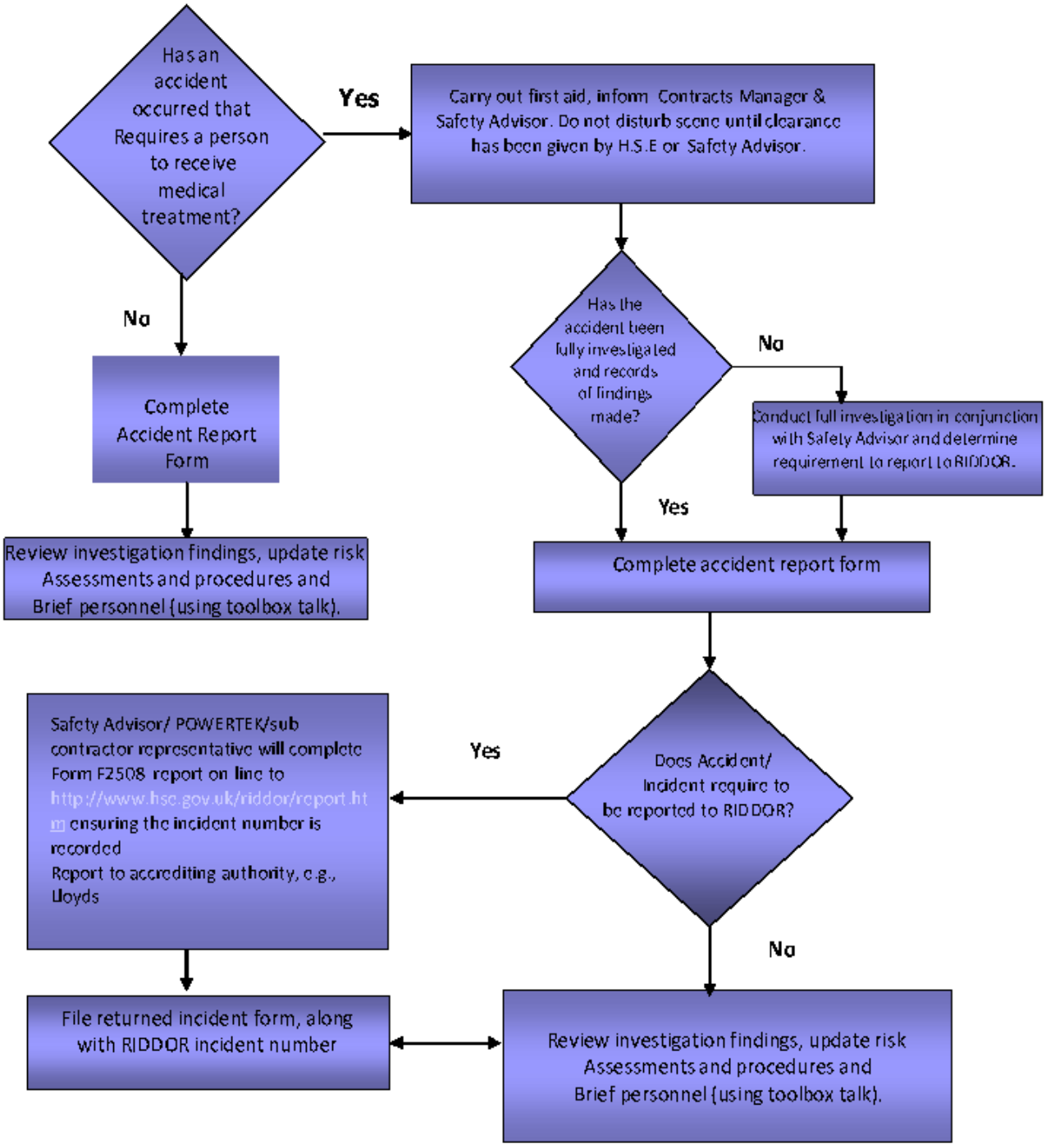
- Description of the incident
- Description of the premises/site/equipment
- Examination of the premises/site/equipment
- Other items

7. Issues arising from the investigation
8. Preparation of the Conclusions (including employee participation in review)
9. Recommendations (including employee participation in preparation)
10. Review of Business Risks
11. Appendices, including relevant supporting information as appropriate.

The appointed report writer will pass the report to the Managing Director (or suitably appointed individual) at the draft stage for comments. This will then be returned with an agreed completion date. On completion there will be recommendations. An appointed person will ensure these recommendations are implemented this will be completed on a time scale being monitored by the Managing Director. The appointed individual will also ensure that any toolbox talks or change in procedures are communicated throughout the company and disseminated as agreed in report.

This in turn will allow the company to see any trends and address these accordingly. Allowing comparison with figures produced by the HSE to see if the company is above or below the national average allowing targets to be set. Feedback from investigations from all levels of staff and implementing change should help to create a good positive safety culture and reduce the potential for accidents. (See flow chart on next page)

2.36 ACCIDENT REPORTING PROCEDURE FLOW CHART



2.39 COMMUNICATION

Powertek will select methods of communication appropriate to the material being communicated and the persons receiving the communication. Communication will take place using a variety of methods including written, verbal, video and demonstration.

Where the person has issues with literacy or where the person's first language is not English, information will be communicated by mentoring, translation, verbally or by demonstration with a responsible person taking steps to confirm that the person receiving the information has fully understood the content.

2.40 SAFETY POLICY: MONITORING, EVALUATION AND REVIEW

In order for Powertek Utilities to comply with Section 2(3) of the Health and Safety at Work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999 this policy will be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the statutory requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to its implementation and techniques of risk control.

The purpose of the monitoring, evaluation and review process is to ensure:

- The maintenance and development of an effective health and safety policy.
- The maintenance and development of an effective management structure to ensure that the policy is implemented.
- The maintenance and development of improving performance standards.
- The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes all employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the company through its management system and/or safety co-ordinating arrangements any areas where this policy is inadequate or ineffective.

Site inspections will be carried out on a regular basis by the safety advisor and by company management.

Breach of this policy

Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure.

Employees must report all suspected breaches of this policy to their manager.

The company is committed to continuous improvement, monitoring compliance with this policy and the constant improvement of policies, processes and procedures to improve performance and provide highest levels of customer satisfaction.

Signed on behalf of Powertek Utilities:

Steve Higgins
Managing Director
Date: 15/01/2022
Next review date: December 2023

- END -