



Greenpiling

# HEALTH AND SAFETY POLICY DOCUMENT

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May 2012	9	DG	May 2013	Reviewed and amended personnel	previous
May 2013	10	DG	May 2014	Reviewed re-written +amended personnel & reporting	previous
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## PART 1

# STATEMENT OF POLICY ON HEALTH AND SAFETY

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### **General Statement of Intent**

Green Piling Ltd regards the promotion of Health and Safety at Work and Environmental Protection as an essential objective for all people who work directly or indirectly for the company.

The Company will do all that is reasonably practicable to prevent personal injury and illness to employees and others not in their employment, and to protect property and the environment from reasonably foreseeable damage/hazards.

In particular the Company will take steps to:

- Provide adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy as necessary at regular annual intervals or more frequently where there is significant change.

The Company regards the promotion of health and safety measures as at least equal to that of any function carried out by employees at all levels. The company shall ensure a continuing programme of Health and Safety Inspections of all the Company's operations to detect and eliminate unsafe practices and conditions, and will endeavour to follow industry best practice.

This Policy shall be brought to the attention of all employees.



David Green .....

Date.....24/08/2017.....

MANAGING DIRECTOR

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May 2012	9	DG	May 2013	Reviewed and amended personnel	previous
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**PART 2**
**ORGANISATION AND RESPONSIBILITIES**
**1. MANAGING DIRECTOR**

The Managing Director is responsible for all matters relating to safety. His duties include:-

1. Ensuring the implementation of an effective policy for Health, Safety, Hygiene, and Environmental management and that a clear line of communication exists between management and workers intent to promote a proactive safety culture.
2. Advising other Directors, Senior Management and all staff on all matters appertaining to Health and Safety in order to assist them to fulfil their responsibilities.
3. Organising periodic inspections to identify unsafe plant and working practices to report any findings and make appropriate recommendations for remedial action.
4. Obtaining advice on the preparation and implementation of safe systems of work and in the provision and use of appropriate protective equipment.
5. Advising site management and supervisory staff on legal requirements affecting safety.
6. Ensuring that accidents and dangerous occurrences are investigated and that recommendations for remedial measures are implemented where appropriate.
7. Ensuring that serious accidents and dangerous occurrences are reported in accordance with Company Safety Policy.
8. Recording of accident statistics and presentation of this information in a form suitable for the measuring of safety performance.
9. Liaison with Piling Federation Industry body and official bodies such as Fire Services and H. M. Inspectors.
10. Liaison with other Company Safety Advisors and with Clients' safety staff.
11. Attending Site Safety Inspections and Site Safety Meetings and Committees as required.
12. Work in conjunction with the Directors to secure regular training of all levels of staff and employees.

**2. BOARD DIRECTORS/ SENIOR MANAGERS**

The overall responsibility for Health and Safety at Work is held by the Directors who through joint consultation and personal involvement shall ensure that the Policy is reviewed and revised as necessary.

They shall delegate responsibility to the holders of offices described in this part of the policy to ensure its content is brought to the notice of all personnel and its objective of securing the health and safety of all persons who may be affected by the Company's operations is accomplished.

They will require a positive approach to safety from all levels of management. Their duties include

1. They will arrange for the necessary funds and facilities for the Company Safety Policy to be implemented. Ensuring that employees have the necessary training and experience to carry out their duties and are appointed/authorised in writing.
2. Co-operating with any initiatives for improving standards of Health and Safety made by the H. M. Inspectors
3. Consult employees on matters which may affect their health and safety in compliance with duties imposed by the (Consultation with Employees) Regulations 1996. Notably in good time and where new technology or working practices are introduced.
4. Carrying out regular Site Safety Inspections/audits out to ensure that all work activities are checked for compliance with the Method Statements and that safety equipment is serviceable and being used correctly.

**3. CONTRACT MANAGEMENT**

The Contract Management will assist in the preparation and revision of the Company Health and Safety Policy and will be responsible for its implementation and overall effectiveness. New developments in legislation or in the nature of the Company's operations will be considered for any revision. 'CDM' regulations and guidelines will be strictly adhered to by management and compliance by employees is essential. Their duties will include:-

1. Informing the Directors of safety performance and of matters which may have an adverse effect on safety.
2. Ensuring that regular Site Safety Inspections/audits are carried out so that all work activities are checked for compliance with the Method Statements and that safety equipment is serviceable and being used correctly.

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3. Co-operating with the client's management in the investigation of accidents to Company personnel and the implementation of any recommendations.
4. Securing health and safety at all contracts, and ensuring compliance with statutory regulations and instructions issued by the Company.
5. Setting objectives for the improvement of Health and Safety standards and monitoring performance.
6. The preparation of emergency procedures in consultation with the client and appropriate authorities and ensuring that these are known and understood by all personnel.
7. Co-operating with any initiatives for improving standards of Health and Safety made by the client's staff or H. M. Inspectors
8. Liaison with clients and the Health and Safety Manager on Health & Safety matters.
9. Determining the safe working methods to be employed during the pre-contract planning stage and ensuring that detailed arrangements for safe working are drawn up and agreed with the client.
10. With the co-operation of the Directors and Health and Safety Manager assessing the safety training needs for all staff.
11. Ensuring any remedial actions recommended by the Directors/ Safety Advisor are implemented.
12. Ensuring that proper and sufficient facilities, machinery and equipment, are made available for the safe working of contracts.
13. Ensuring that site management hold Site Safety Meetings and are undertaking Safety Inspections at regular intervals.
14. Ensuring that the arrangements for the investigation and reporting of accidents and dangerous occurrences are adhered to in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, and any recommendations arising from an accident or dangerous occurrence are implemented without delay at the sites.
15. Ensuring any sub-contractors employed by Green Piling Ltd. are subjected to the same requirements as those applying to all personnel.
16. Ensuring that subordinate staff know their responsibilities regarding safe working methods, statutory requirements and the rules of the Company and the client.
17. The preparation of written specifications for safe systems of work, detailed Risk Assessment and Method Statements and ensuring their implementation.
18. Ensuring work is carried out as planned and ensuring personnel are advised of potential hazards and are given appropriate instruction and training to enable them to carry out their duties safely.
19. Ensuring that all necessary advisory and warning notices are prominently displayed and compliant with the Safety Signs and Signals Regulations 1996.
20. Ensuring that a Control of Substances Hazardous to Health Assessment is available for each hazardous substance before it is transported, stored or used on site; and that it is available and understood by all personnel who may be involved with the substance.

#### **4. FOREMAN + FOREMAN RIG DRIVER**

The Foreman Rig Driver is responsible to the Contracts Manager for supervising operations and ensuring that the Company Health and Safety Policy is adhered to at all times. His duties will include:-

1. Liaison with the client's management on all matters of Health and Safety.
2. Ensuring that work is carried out as planned and that all statutory regulations, Company and client's rules are observed.
3. Ensuring that persons have received the appropriate training and authorisation to undertake the work to which they have been deployed.
4. Checking that all necessary advisory and warning notices are prominently displayed.
5. Ensuring that any necessary information such as known hazards and the need to take safety precautions are passed on to all personnel. Also that any changes in work methods have been notified in detail and that all personnel fully understand them.
6. Checking that operations are being carried out with the proper equipment and that appropriate personal protective equipment is being used correctly and that all personnel are aware of the reasons for its use.

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7. Reporting any defects in machinery or equipment immediately.
8. Ensuring that any hazards arising from the work which cannot be eliminated are reported to their immediate Manager without delay.
9. Ensuring high standards of housekeeping are maintained at all times.
10. Ensuring there are sufficient stocks of appropriate personal protective equipment on site and its use is encouraged or enforced as appropriate.
11. Plan and Control movements of plant to ensure safety of themselves and others.
12. Assist in control of maintaining exclusion zones around rigs to prevent risks to others.
13. Carry out and maintain record of visitor inductions.
14. Reporting injuries to persons in their charge and ensuring that details are entered in the site and company accident book and that the Company report form is completed and forwarded to head office in compliance with the company accident reporting procedures.
15. Informing the Contracts Manager of any changes in the Safety training needs of employees.
16. Ensuring through regular inspection the integrity of all work equipment and lifting items including where required the maintenance of valid insurance /inspection documentation.
17. Ensuring that there are proper and sufficient facilities, machinery and equipment on site for the safe working of the contract. Any shortages are to be reported to the Contracts Manager or Client whoever is appropriate.
18. Reporting major injury accidents and dangerous occurrences to the Contracts Manager and Directors without delay.

#### **5. RIG OPERATORS & BANKSMEN / TOPMEN / PUMPMAN**

They must adhere to the requirements of the Company Safety Policy at all times. They will:-

1. Use the correct equipment and tools and maintain them in good condition. Report any defects to their superior.
2. Use the correct safety devices (slings and accessories) and appropriate personal protective equipment.
3. Control movements of plant to ensure safety of themselves and others.
4. Maintain exclusion zones around rigs to prevent risks to others.
5. Keep the work area tidy and free of obstruction.
6. Develop a personal concern for safety for themselves and others.
7. Participate in safety discussions and suggest ways of eliminating or reducing hazards.
8. If unsure about any aspects regarding their work to consult their supervisor.
9. To report any injury to their supervisor and obtain immediate first aid treatment as required.
10. Comply with safe systems of work and standard operating procedures.

#### **6. HEALTH AND SAFETY MANAGER**

The Health and Safety Manager is responsible for developing health, safety, and environment policies, arrangements and standards, overseeing their implementation, auditing performance and reviewing effectiveness and the preparation of emergency procedures in consultation with appropriate authorities and ensuring that these are known and understood by all personnel.

Is responsible for the provision of advice on occupational health, safety, hygiene and environment matters, investigating and reporting on significant accidents, incidents and dangerous occurrences and for assisting in the selection of external assistance in specialist areas.

Is responsible for liaison with the enforcement bodies, the organisation's insurance brokers and insurers on matters affecting employers liability and fire precaution / business interruption standards

#### **7. YARD, PLANT & OFFICE MANAGERS**

The Yard Plant and Office Managers are responsible to the Managing Director and for supervising operations and ensuring that the Company Health and Safety Policy is adhered to at all times. Their duties will include:-

1. Ensuring that work is carried out as planned and that all statutory regulations, Company rules are observed.

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2. In conjunction with the Safety Advisor, ensuring that written procedures where necessary are prepared for the safe and efficient use of plant and equipment. Ensuring that Maintenance Programmes for items of plant have been prepared and approved and that arrangements have been made for their implementation and ongoing monitoring.
3. Ensuring that persons have received the appropriate training and authorisation to undertake the work to which they have been deployed.
4. Checking that all necessary advisory and warning notices are prominently displayed.
5. Ensuring that any necessary information such as known hazards and the need to take safety precautions are passed on to all personnel. Also that any changes in work methods have been notified in detail and that all personnel fully understand them.
6. Checking that operations are being carried out with the proper equipment and that appropriate personal protective equipment is being used correctly and that all personnel are aware of the reasons for its use.
7. Reporting any defects in machinery or equipment immediately.
8. Ensuring that any hazards arising from the work which cannot be eliminated are reported to their immediate Manager without delay.
9. Ensuring high standards of housekeeping are maintained at all times.
10. Ensuring there are sufficient stocks of appropriate personal protective equipment on site and its use is encouraged or enforced as appropriate.
11. Plan and Control movements of plant to ensure safety of themselves and others.
12. Carry out and maintain record of visitor inductions.
13. Reporting injuries to persons in their charge and ensuring that details are entered in the site and company accident book and that the Company report form is completed and forwarded to head office in compliance with the company accident reporting procedures.
14. Informing the Managing Director of any changes in the Safety training needs of employees.
15. Ensuring through regular inspection the integrity of all work equipment and lifting items including where required the maintenance of valid insurance /inspection documentation.
16. Reporting major injury accidents and dangerous occurrences to the Directors without delay.

## **8. ALL EMPLOYEES**

Every employee is required to co-operate in the implementation of the provisions of the Company Health and Safety Policy and to comply with all statutory regulations, as far as they apply to the work in which he is employed.

It shall be the legal responsibility of all personnel to adhere to the Health and Safety at Work Act 1974 and in particular Sections 7 and 8 of the Act which are as follows:-

### Section 7

*It shall be the duty of every employee while at work:*

- a) *To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- b) *As regards any duty or requirements imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*

### Section 8

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*

*In particular each employee shall participate in any training which is arranged for his benefit, and shall take due notice of instructions which he is given by a responsible official of the Company or of the Client. If he is in doubt about any aspect of his duties, or if he does not fully understand any instructions, he shall request clarification.*

*He shall co-operate with supervisory personnel in maintaining a safe place of work, and shall make proper use of all equipment which is provided for the safety of him and others.*

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*He shall report any hazard which he encounters and shall endeavour to ensure that no person is at risk from any hazards which cannot be immediately eliminated.*

*He shall not use any equipment or substance which has been identified as presenting an unacceptable risk to health and safety and shall not remove or deface any notice which warns of a hazard.*

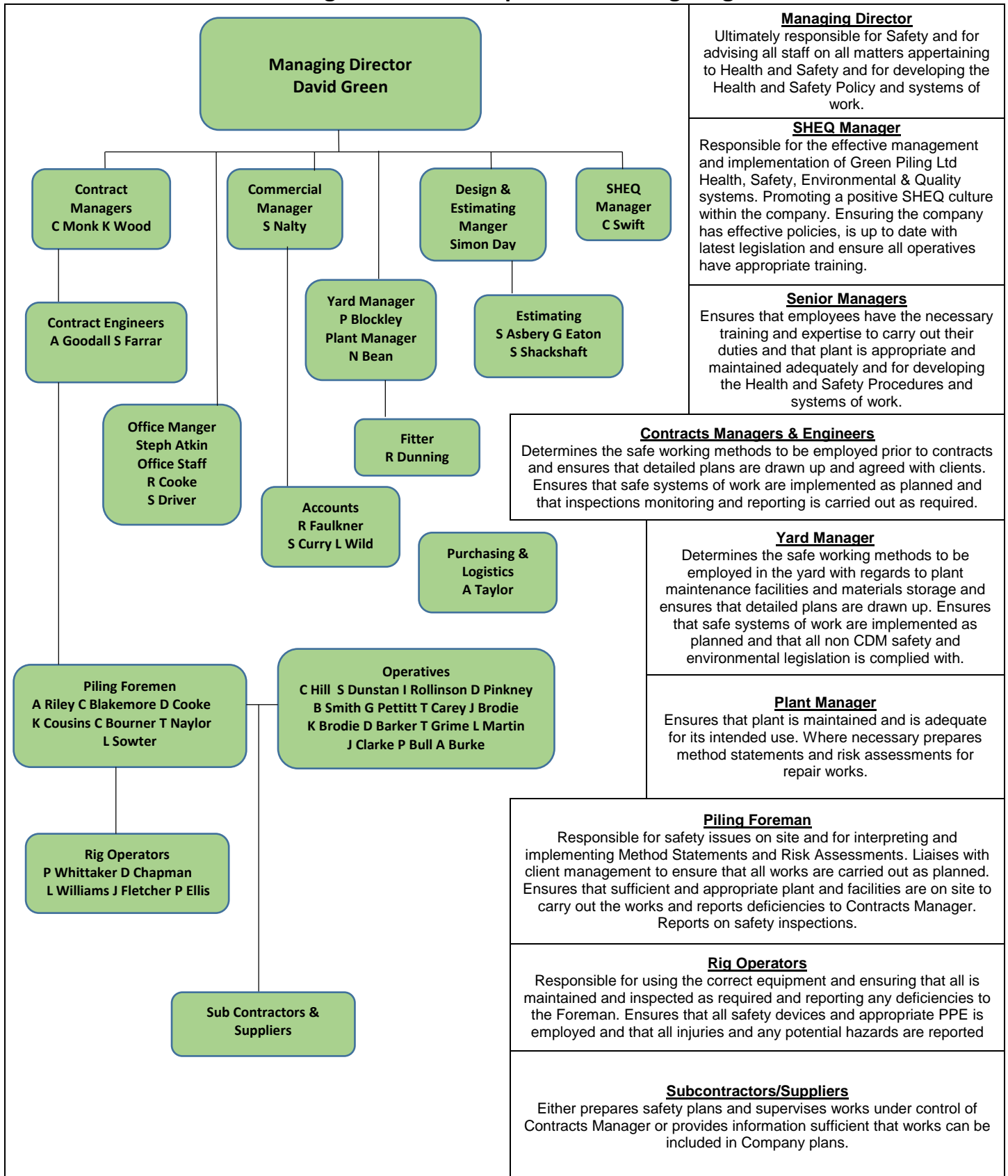
*He shall report any injury to himself which results from an accident at work, to his immediate supervisor and follow company accident reporting procedures.*

## **9. ALL SUBCONTRACTORS**

1. Are responsible for observing the Company's safety rules and any instructions given by those responsible for enforcing the Company Safety Policy.
2. Other persons/sub contractors shall not visit or commence work until the safety rules are agreed and understood.
3. Where required other persons/sub contractors shall not work on behalf of the company unless covered by insurance against risk. A copy of the Contractors/sub contractors Public Liability Insurance should be sent to a Director.
4. No contractor or sub contractor will work on behalf of the company without the person appointing the contractor first establishing the competence of that person to undertake the task. This procedure should be documented in accordance company vendor questionnaire.
5. All sub-contractor personnel shall attend a GPL Visitor Induction to agree workplace requirements and ensure integration with GPL works and to notify GPL foreman when leaving site.
6. Contractors and sub contractors are responsible for ensuring that their own tools and equipment are fit for purpose and safe to use. Furthermore that the equipment is inspected/examined at regular intervals and in compliance with the Provision and Use of Work Equipment Regulations 1998 (PUWER98) and Electricity at Work Regulations 1989.
7. Each contractor/sub contractor shall ensure that their own portable electrical equipment is examined at frequent intervals so as to prevent as is reasonably practicable any danger to the user. The frequency of formal inspection and test should be determined with respect to the type of equipment, likely level and manner of use, and the conditions relating to the environment in which it is used.
8. Frequency of inspection and test should meet as a minimum standard the recommendations given in HSG150 "Health and Safety in Construction". For 110V portable and hand held tools, weekly user check, monthly formal visual inspection and combined inspection and test before first use on site, thereafter every 3 month.
9. For 230V portable hand held tools, extension leads and portable floodlighting: daily user check, weekly formal visual inspection and combination inspection and test before first use on site, thereafter monthly.
10. Subcontractors shall not deviate from method statements and planned working practice without first consulting a Manager of the company and principle contractor as required.
11. Subcontractors shall participate in any training which is arranged for his benefit, and shall take due notice of instructions which he is given by a responsible official of the Company or of the Client. If he is in doubt about any aspect of his duties, or if he does not fully understand any instructions, he shall request clarification.
12. He shall co-operate with supervisory personnel in maintaining a safe place of work, and shall make proper use of all equipment which is provided for the safety of him and others.
13. He shall report any hazard which he encounters and shall endeavour to ensure that no person is at risk from any hazards which cannot be immediately eliminated.
14. He shall not use any equipment or substance which has been identified as presenting an unacceptable risk to health and safety and shall not remove or deface any notice which warns of a hazard.
15. He shall report any injury to himself which results from an accident at work, to his immediate supervisor and follow company accident reporting procedures.

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## Organisation & Responsibilities Organogram



### Managing Director

Ultimately responsible for Safety and for advising all staff on all matters appertaining to Health and Safety and for developing the Health and Safety Policy and systems of work.

### SHEQ Manager

Responsible for the effective management and implementation of Green Piling Ltd Health, Safety, Environmental & Quality systems. Promoting a positive SHEQ culture within the company. Ensuring the company has effective policies, is up to date with latest legislation and ensure all operatives have appropriate training.

### Senior Managers

Ensures that employees have the necessary training and expertise to carry out their duties and that plant is appropriate and maintained adequately and for developing the Health and Safety Procedures and systems of work.

### Contracts Managers & Engineers

Determines the safe working methods to be employed prior to contracts and ensures that detailed plans are drawn up and agreed with clients. Ensures that safe systems of work are implemented as planned and that inspections monitoring and reporting is carried out as required.

### Yard Manager

Determines the safe working methods to be employed in the yard with regards to plant maintenance facilities and materials storage and ensures that detailed plans are drawn up. Ensures that safe systems of work are implemented as planned and that all non CDM safety and environmental legislation is complied with.

### Plant Manager

Ensures that plant is maintained and is adequate for its intended use. Where necessary prepares method statements and risk assessments for repair works.

### Piling Foreman

Responsible for safety issues on site and for interpreting and implementing Method Statements and Risk Assessments. Liaises with client management to ensure that all works are carried out as planned. Ensures that sufficient and appropriate plant and facilities are on site to carry out the works and reports deficiencies to Contracts Manager. Reports on safety inspections.

### Rig Operators

Responsible for using the correct equipment and ensuring that all is maintained and inspected as required and reporting any deficiencies to the Foreman. Ensures that all safety devices and appropriate PPE is employed and that all injuries and any potential hazards are reported

### Subcontractors/Suppliers

Either prepares safety plans and supervises works under control of Contracts Manager or provides information sufficient that works can be included in Company plans.

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## **PART 3**

### **ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

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Constant vigilance and adherence to safety procedures is essential in maintaining a safe workplace. Green Piling Ltd. will co-operate fully with the client and other contractors in all matters concerned with safety.

#### **1. RISK ASSESSMENTS**

The Company recognises its duties under the Management of Health and Safety at Work Regulations 1999 and the importance of having a systematic and organised approach to health and safety so that appropriate control measures are implemented for the protection of its employees and other persons who might be affected by its activities.

Before any new work is commenced by the Company it will be assessed by managers who will have the necessary experience and expertise. They will identify any hazards and determine that the risk from any significant hazards are eliminated or reduced to an acceptable level. Appropriate preventive and protective measures will be taken where necessary. Assessments will be reviewed on a regular basis and updated where necessary. Records of all assessments will be kept as long as they remain relevant. Details of assessments will be made known to all persons concerned and where necessary appropriate training or will be arranged.

Personnel will be instructed to report any unforeseen hazards without delay to their immediate superior. Remedial procedures will be devised and all affected persons made aware of them.

#### **2. SAFE SYSTEMS OF WORK**

A detailed Method Statement will be prepared for any new operations by the Directors or Contracts Manager. Safe systems of work and standard operating procedures will be devised by management and regularly reviewed where there is a change of activity or new process Teach-ins will be arranged for all personnel concerned so that they are made fully aware of the approved system of work and fully understand its content.

#### **3. INFORMATION, INSTRUCTION AND TRAINING**

The Directors will liaise with the appointed Health and Safety Manager and the CITB to keep up to date with safety legislation as applicable to the company's activities. Monitor information from additional available sources regarding accidents, new legislation and new safety products and shall circulate any relevant information to all employees. Training needs will be continually reviewed and met by in-house and external facilities, where appropriate. Safety courses will be provided for all employees and certificates gained will be kept in date. Maintain a programme of tool box talks at which foremen can discuss health and safety issues with their teams, remind them of critical risks and precautions. Promote individuals to make their own suggestions about improving safety arrangements.

A key element of most legislation is the provision of adequate training for employees. It is company policy that all statutory requirements for training will be met. A record of all training given will be retained with relevant safety files and in the individual's personnel records. A formal training policy is in place to support the statement.

#### **4. SITE SAFETY INSPECTIONS**

The Directors and Senior Management will carry out site inspections at monthly intervals or as required. The Company Health and Safety Manager will assist the Directors and Senior Management with the operation and maintenance of a formal safety audit programme including reviews. Periodical safety audits will be carried out on each Operating Rig to determine employee compliance to company rules and site conditions and controls. Audit reports will be reviewed by Management and corrective action taken to rectify identified problems as required. A formal record of all audit reports will be retained on file readily available for access by all employees.

#### **5. HEALTH AND SAFETY MEETINGS**

Green Piling Ltd is a non-unionised workplace, and falls outside the scope of the Safety Representatives and Safety Committees Regulations 1977. However, action has been taken to provide a means of regular consultation with the employees in accordance with the Consultation with Employees Regulations 1996. Safety meetings will be held at frequent intervals and attended by senior management and others.

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## **6. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The company will assess the suitability of PPE prior to purchase and do all that is reasonably practicable to comply with statutory guidance contained in the Personal Protective Equipment Regulations 1992. The Foreman Rig Driver will assess the requirements for personal protective equipment. The company supplies safety helmets, hearing protection, eye protection, gloves and safety boots to personnel. Additional personal protective equipment is provided when required. Employees are required to make proper use of all protective equipment provided and make arrangements for them to be replaced when they become unserviceable. Management and Supervisors will enforce the habitual use of these items by those in their charge.

## **7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

The Company will collect information on the toxicity and potential hazards of all substances used or stored. Where possible substances used will be replaced by less harmful substitutes. The exposure to all substances hazardous to health will be controlled and where necessary monitored as an ongoing priority. Care will be taken with the introduction of new substances, and any potential risks from these assessed as required. The significant findings of COSHH assessments will be brought to the attention of those persons that use/handle or, may come into contact with substances to which they relate.

## **8. FIRST AID**

The company will introduce procedures to ensure all employees have access to adequate and appropriate first-aid treatment, equipment and facilities while they are at work, including situations where off site activities are undertaken. First aid procedures will be coordinated with those of the client/principle contractor to confirm adequate first aid arrangements are available during construction site activity. First Aid facilities are provided in compliance with the First Aid at Work Regulations 1981. Approved First Aid Kits are maintained on site.

## **9. NOISE AT WORK**

The company will do all that is reasonably practicable to comply with the Physical Agents Directive by establishing noise levels through assessment and taking appropriate action as required. A full record of the assessment shall be kept until a new one is carried out. Where it is identified that the mandatory actions levels set by the Directive are met or exceeded the company shall seek the services of a competent person to assist in the introduction of a noise control programme.

If noise or sound pressure exceeds the level prescribed by law steps shall be taken to reduce the noise/sound pressure to the lowest level reasonably practicable. Where noise level is between the first and second action level employees shall be supplied with ear protection (e.g. ear muffs or ear plugs) advised to wear the protection and given information on the risks involved. Where noise level exceeds the second action level the company will enforce the wearing of hearing protection in and sign / designate the location (a mandatory hearing protection zone). (Rig operating envelope)

Ear protectors shall be maintained and stored properly and in accordance with any relevant instructions (e.g. manufacturers' maintenance schedule). Any defects must be immediately reported to Management.

Health screening will be provided for employees as required, and, in compliance with the Management of Health and Safety at Work Regulations 1999, aimed at ensuring the health of employees is not deteriorating.

The preferred method of control shall be where practicable to reduce noise at source and issue hearing protection as a last resort. Noise levels of new machinery will be confirmed prior to being introduced in the workplace and further readings taken to verify possible changes to noise exposure. Information from recognised tests on noise emitted from machines will be referred to and attention given to noise limits established by law.

## **10. PLANT AND EQUIPMENT**

The company accepts that the nature of business that it is involved in gives rise to potential high risk of injury from machinery, and in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER98) will so far as is reasonably practicable ensure that equipment provided for work is suitable for its intended purpose and is maintained in an efficient state. This will include consulting machinery suppliers to ensure that any new equipment is designed and supplied to work in a safe manner, and will inform and train employees on the dangers associated with the equipment that they will use.

Machinery risk assessments will be completed in line with the requirement of Regulations 3 of the Management of Health and Safety at Work Regulations 1999, the Company programme of action will include:-

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May 2012	9	DG	May 2013	Reviewed and amended personnel	previous
May 2013	10	DG	May 2014	Reviewed re-written +amended personnel & reporting	previous
March 2014	11	DG	May 2015	Personnel amended	previous
July 2015	12	DG	July 2016	Reviewed and amended	previous
July 2015	13	DG	July 2016	Reviewed & Organisation & Personnel amended	previous
Aug 2016	14	DG	Aug 2017	Reviewed & Organisation & Personnel amended	previous
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- 1) Assessing risks to the health and safety of our employees and non-employees arising in, or from our works operations, and review them where significant change occurs.
- 2) Plan, organise, control, monitor and review the preventative and protective measures taken as a result of all risk assessments.
- 3) Provide health surveillance where necessary for example to help control risks from dust or fume, etc.
- 4) Appoint competent persons needed to assist the company with its legal obligations for machine preventative maintenance and statutory inspection and examinations.
- 5) Set out what should be done in the case of serious or imminent danger in the workplace for both on and off site situations.
- 6) Inform all employees about the risks and precautions involved in their work.
- 7) Train employees to work safely.

## **11. ACCIDENT INVESTIGATION AND REPORTING**

The Managing Director is responsible for ensuring appropriate accident/incident procedures exist and are communicated throughout the workforce. The company reports accidents and incidents in accordance with internal procedure and in compliance with statutory requirements, where they apply. A formal accident/incident reporting policy has been introduced and all levels of employee made aware of the procedures.

All personal injury, property damage accidents and near miss incidents shall be reported by the affected person to their immediate manager and where applicable the client / principle contractor by the quickest practicable means.

All accident / incident reports shall be completed and passed to the contracts manager for investigation and progression.

All Accidents and incidents shall be entered in the company accident book and where applicable the site accident book.

On return to work following the accident/incident the affected person shall be interviewed by their immediate manager to communicate any actions that the individual or the Company has to take.

The result of the investigation and the interview shall be recorded on the personnel file of the affected person.

Following receipt of an accident / incident report the contracts manager shall complete an accident investigation report and pass the completed document through normal communication channels to one of the company Directors. In addition to the internal reporting procedures, the Contracts Manager in liaison with the Managing Director will ensure that the local office of the Health and Safety Executive as specified under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) is notified.

An accident resulting in a major injury will be reported to the Contracts Manager and Managing Director without delay. In the event of a fatal accident the Contracts Manager will notify the Managing Director as soon as possible. Reporting procedures are clarified further in the accident/incident reporting policy.

## **12. FIRE PRECAUTIONS**

The designated Company "Fire Officer" is Steph Atkin and is responsible for fire precautions, fire drills, and emergency evacuation procedures. Also, along with designated fire marshals, for keeping a periodical check on Fire Fighting Equipment, ensuring service and replenishment as required, and recording all events in the Company Fire Log Book.

- 1) If you discover a fire immediately raise the alarm, the office telephone operator will call the Fire Services, or out of normal working hours the person discovering the fire.
- 2) Attack the fire if possible with the appliances provided but without taking personal risk.
- 3) The Fire Assembly Point is the edge of the car park adjacent to the entrance.
- 4) In the event of a fire, or an evacuation being ordered all personnel must immediately report to the Fire Assembly Point.
- 5) A site nominated person should quickly check each area to ensure that all personnel have left, but without putting themselves at risk.
- 6) All employees' will be issued with a copy of the Company "FIRE INSTRUCTIONS" that must be read and understood.
- 7) When working on a construction site familiarise your self with the type of fire alarm, emergency exit routes, assembly points, and emergency plans set for the site.
- 8) To use and comply with hot work permits as required.
- 9) To immediately report to your direct Supervisor or where applicable site management any fire safety concerns that you may have, and not to put yourself at risk.

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- 10) To request to see fire risk assessments where concerns arise whilst working away from the company premises and to comply with all site fire safety rules as set by the Principle Contractor or nominated person in charge (notably no smoking rules).
- 11) To actively reduce the amount of combustible materials taken on site and to safely clear away and dispose of rubbish and waste on a daily basis.
- 12) To take extra safety precautions when handling flammable substances such as solvents, liquids or gasses.
- 13) To store LPG bottles safely in the designated locations on piling rigs. Use LPG in accordance with training and manufactures instructions.

### **13. EMERGENCY PROCEDURES**

The Company emergency procedures are designed to identify a range of potentially foreseeable hazards to the business and its employees and to reduce the severity and probability of those hazards so far as is reasonably practicable. Contingency plans to deal with accident, incident, fire, and environmental incident are in place and will be coordinated with those of the client/principle contractor as applicable. Designated foreman will ensure that all personnel are fully acquainted with the local emergency procedures as given at site induction or for specific reason.

### **14. OCCUPATIONAL HEALTH**

It is company policy to encourage health promotion initiatives for all staff. Employees will be provided with appropriate health surveillance in the event of a risk assessment identifying a need. To facilitate this need the company will when required make arrangements for medical assistance through recognised industry medical practitioners, or approved government medical advisers associated with (EMAS) Employment Medical Advisory Service. Through association with insurance organisations or by arrangement with the occupational health department of our local hospital or a local Doctor trained in Occupational Medicine.

### **15. MANUAL HANDLING**

Green Piling will comply with the Manual Handling Operations Regulations 1992 (as amended), which place a requirement on the employer and employee to reduce the hazards to health associated with the manual handling of loads. Accordingly, the company will:

- avoid the need for hazardous manual handling operations,
- design and provide safe and ergonomically suitable workplace environments:
- assess the risk of injury from any hazardous manual handling that can't be avoided and eliminate or reduce these to a tolerable level;
- introduce appropriate measures to reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable;
- provide equipment to enable manual handling activities to be undertaken safely:
- provide suitable and sufficient supervision, training, (including periodic refresher training), and information to all staff involved in manual handling operations.

### **16. WORK AT HEIGHT**

It is company policy to fully discharge our duties under the Work at Height Regulations 2005. We will provide a safe working environment for all employees who may be required to work at height. We will achieve this by:-

- Identifying work activities that may involve working at height.
- Eliminating the need to work at height whenever it is reasonably practicable to do so.
- Ensuring that, where work at height cannot be eliminated, we use the risk assessment process to evaluate & manage risk.
- Implementing a safe system of work that will prevent falls of persons, materials & equipment.
- Providing suitable plant and equipment to allow safe access for persons and materials.
- Ensuring working platforms and any supporting structures are appropriate and designed in accordance with current standards.
- Ensuring that regular inspections of all equipment required for working at height are undertaken.
- Providing adequate information and training to ensure that only competent persons are engaged in working at height.

### **17. FLEET ROAD SAFETY**

It is company policy to promote sound health and safety driving practices by implementing clear and concise rules and procedures which will instil a good safety culture among employees and others who drive for work. Procedures will cover vehicles, drivers, journeys and management monitoring. The system will be audited and reviewed regularly.

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