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## **Health and Safety Policy**

AS REQUIRED BY SECTION 2 (3) OF THE  
HEALTH AND SAFETY AT WORK ETC. ACT 1974



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## **1.0: INTRODUCTION**

Section 2 (3) of the Health and Safety at Work Act 1974 states: -

“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 THAT STATEMENT AND ANY REVISION OF IT TO THE NOTICE OF ALL HIS EMPLOYEES”.

This policy is a statement of intent by Dyas Electrical Engineers Limited to comply with or exceed current statutory requirements and to provide a safe place of work for its employees. It will be reviewed on a regular basis, at least annually, and be revised whenever appropriate

Overall responsibility for implementing this policy lies with management at the highest level, however all employees must accept a degree of responsibility for ensuring a safe working environment.

### **POLICY REVIEW RECORD**

Review Number	Date	Details
07/01	01/08/2007	Issue of policy in revised format
08/02	25/09/2008	Revision of policy
09/03	09/07/2009	Annual revision of policy
10/04	26/07/2010	Annual revision of policy
11/05	29/07/2011	Annual revision of policy
12/06	17/09/2012	Review and minor amendments to policy
13/07	03/09/2013	Annual review
14/08	15/09/2014	Annual review and address change
15/09	04/09/2015	Annual review
16/10	01/09/2016	Annual review
17/11	12/09/2017	Annual review
18/12	03/09/2018	Annual review
19/13	02/09/2019	Annual review
20/14	08/09/2020	Annual review, Update 4:25 to reference vaping
N/A	27/10/2020	Update to document formatting
21/15	07/10/2021	Annual review
22/16	23/06/2022	Document review, update and reformat.
22/17	20/09/2022	Document review, update and minor modifications.
22/18	27/09/2022	Document review, and minor modifications.
23/19	14/11/2023	Document review, and modification re. photography 4.29.



## **2.0: GENERAL STATEMENT OF INTENT**

Dyas Electrical Engineers Limited accepts its responsibilities under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any others who may be affected by its activities.

It is the policy of Dyas Electrical Engineers to give prompt attention to all aspects of health and safety at work and the company firmly believes that these responsibilities are equally as important as its other business functions.

It is the Company's objective to minimise losses through avoidable unplanned events, systematically identify and control risks arising out of our activities, and to foster a culture supportive of health and safety within the organisation.

In particular the company will give due attention to the provision and maintenance of;

- Safe plant, equipment and systems of work
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work including access and egress to and from it.
- Adequate welfare facilities.
- Adequate information, instruction, training and supervision.
- Suitable means of identifying, assessing, eliminating or controlling potential hazards.

As Managing Director of Dyas Electrical Engineers I have the health, safety and welfare of its employees in mind. I am convinced that by working together and accepting our own individual levels of responsibility; we shall achieve the aims of this policy; namely the health, safety and welfare of all company employees, the control of risks arising from our activities, and the minimisation of avoidable losses.

A handwritten signature in black ink, appearing to read "Kevin Dyas". The signature is stylized with loops and flourishes.

Signed

Date: November 2023

Mr Kevin Dyas

Managing Director



### **3.0: ORGANISATION AND RESPONSIBILITIES**

#### **3.1: MANAGING DIRECTOR**

Overall responsibility for health, safety, and welfare within the company, and particularly for:-

- Initiating and administering the company policy and procedures on health and safety.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Providing facilities and resources for the implementation of the company safety policy, making adequate allowance for such when tendering for work.
- Ensuring that employees receive training, instruction, and information commensurate with their position, duties, and responsibilities.
- Technical, operational, and environmental safety on all premises, plant and operations, making use of specialist safety services available.
- Communication, through the management chain, of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.

#### **3.2: MANAGERS**

Managers responsible for operational undertakings will, as a minimum, hold the Institutes of Occupational Safety and Health (IOSH) Managing Safety qualification and electrical trade qualifications and experience relevant to their position and responsibilities.

Managers not required to control operational activities will hold qualifications and experience relevant to their position and responsibilities.

Managers will be responsible to the Managing Director for ensuring that, within their area of responsibility, operations are undertaken in a safe manner, and particularly for;

- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Formulating, Implementing and monitoring company safety policies, procedures, precautions, and operating instructions.
- Formulating risk assessments and method statements for company undertakings liaising with clients, qualified employees, sub-contractors and specialist support as and when applicable.
- Ensuring that requisite risk assessments, method statements, and work instructions are in place before work commences, and employees are aware.
- Ensuring that all power tools, hand tools, test equipment and other work equipment supplied by the company, contractor or employee is fit for purpose and appropriately maintained and calibrated.
- Ensuring that all employees and contractors are competent and have received appropriate information, training or instruction for the duties they are to undertake.
- Communication of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.



### 3.3: SUPERVISORS

Responsible to line managers for ensuring that within their area of responsibility operations are undertaken in a safe manner, and particularly for;

- Implementing and monitoring company safety policies, procedures, precautions, and operating instructions.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating standards for safe working practices.
- Ensuring that all employees are competent and have received appropriate information, training and instruction for the duties they are to undertake.
- Communication of health and safety requirements to the workforce.
- Ensuring that all tools and equipment in use are inspected, tested and maintained as required
- Ensuring compliance with safe systems of work and work instructions issued.

### 3.4: ELECTRICAL SUPERVISORS

In addition to those duties described in section 3.3;

- Ensuring that they and those under their control understand and comply with client specific safety policies, procedures, precautions and instructions applicable to them when attending client sites.
- Undertaking point of work risk assessments and disseminating findings to those under their control. See Dyas ISO 9001 H&S02 for further information.
- Ensuring that contractors within their area of responsibility have received appropriate information, training and instruction for the duties they are to undertake and work within agreed safe working practices.

### 3.5: EMPLOYEES

All employees have a responsibility for actively promoting a safe working environment and accepting that they have a key role in achieving the aims of this policy.

In addition to the foregoing responsibilities, all employees have a duty under the Health and Safety at Work Act to: -

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with their employer in meeting the company's safety responsibilities.

Employees also have a duty under other legislation to:-

- Use plant, machinery, equipment, or substances in accordance with any training received by him and any instruction provided.
- Inform their employer of any situation, which could reasonably be considered a serious and immediate threat to health and safety.



### **3.6: OPERATIONAL EMPLOYEES**

In addition to those duties described in section 3.5

- Ensuring that all power tools, hand tools, test equipment and other work equipment used by them is fit for purpose and appropriately maintained and calibrated.
- Ensuring that the correct PPE is worn, checked, maintained and within specified inspection limits.
- Ensuring that they understand and comply with task specific point of work risk assessments, task specific safe working requirements and client specific safety policies, procedures, precautions and instructions applicable to them when attending client sites.

## **4.0: ARRANGEMENTS**

### **4.1: ACCIDENT REPORTING & INVESTIGATION**

The company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents and incidents, which result in personal injury or other losses, or may have had the potential to do so, must be reported and be recorded on the company accident/incident report forms.

Accidents occurring on company premises must be reported to the employee line manager as soon as reasonably practicable, and in any case before the end of the working day.

Accidents occurring on client sites must be reported to the immediate supervisor who will ensure company management and the client are informed as per the site/client arrangements. All accidents must be reported to company management as soon as reasonably practicable and in any case before the end of the working day and/or before leaving the client premises.

Managers notified of an accident or incident will ensure that the Managing Director or nominated deputy is made aware of the circumstances and consequences.

The Managing Director or nominated deputy, assisted by external safety advisors if required, will ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

When working on client's premises, the company will comply with the client's reporting requirements and fully co-operate in any investigation

Further information and guidance can be found in the Company Accident/Incident Reporting Procedure and job specific health and safety file.





#### 4.2: ALCOHOL AND DRUGS

Attending work whilst under the influence of alcohol or drugs is strictly forbidden. Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the company disciplinary procedure

Prescribed drugs may also have an adverse affect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects.

Non prescribed drugs (over the counter medication) may also adversely affect performance and safety. Employees are advised to read guidance and advice as provided with medication. Employees are required to notify their Line Manager if they are taking any medication or substance that is likely to affect their performance at work.

As part of drug and alcohol monitoring the company may require employees to undergo random alcohol and drug testing. The company also recognises and accepts clients may require employees to undergo random drug and alcohol testing as part of their health and safety regime. The company will provide all necessary assistance and will require all company employees to abide by site/client requirements.

See Dyas ISO 9001 QMP10 for further information.

#### 4.3: ASBESTOS

The company is aware that asbestos may still be present in older buildings, especially those constructed prior to the mid 1980's. Before any work is carried out on any building or structure that may contain asbestos, the company will request appropriate information from the client or occupier. If necessary, an appropriate survey will be carried out and any relevant information passed to all who may come into contact with the asbestos. Where employees are required to carry out permitted work involving asbestos, and in conjunction with the company health and safety advisors, safe-working methods will be produced and issued to all concerned.

Periodic asbestos awareness training will be provided to employees (typically every 1 – 2 years) no employee will undertake any task where asbestos has been confirmed or may be present without having attended appropriate training.

#### 4.4: COMMUNICATION AND CO-OPERATION

The company accepts that it must develop a culture of co-operation and mutual support if the aims of this policy are to be achieved. This will require clear communication from all parties involved, both in making clear the company's requirements, and the reporting to management of any problems encountered in the workplace. The company will endeavour to communicate appropriate health and safety information in writing, through copies of policies, procedures and working instructions, and verbally on a day-to-day, face-to-face basis. It is expected that all employees will co-operate fully in this transfer of information and will strive to maintain a culture supportive of health and safety in the workplace.





#### 4.5: CONSULTATION WITH EMPLOYEES

The company will consult with employees on specific health and safety matters. This will be carried out directly with employees, either collectively or on a one-to-one basis.

#### 4.6: CONTRACTORS AND SUB-CONTRACTORS

On occasions, work may be undertaken by (sub)contractors working under the control of the company. Under these circumstances, the (sub)contractor will be expected to comply with the requirements of this policy and any associated documents, in addition to all other prevailing Legislation relating to them and their own company policies and procedures

In selecting (sub)contractors, due consideration will be taken of their previous safety performance and accident record. Only sub(contractors) approved by the company will be permitted to work.

(Sub)contractors will be required to submit appropriate risk assessments and method statements to the company prior to commencement of the task. These will be reviewed by the company manager responsible for the task. In turn the documents will, where required, be submitted to the client for further review and acceptance.

Contractors are responsible for ensuring that all plant and equipment brought onto site is fit for purpose and maintained and inspected as required.

#### 4.7: DISPLAY SCREEN EQUIPMENT

In accordance with statutory requirements, the company will ensure that wherever employees use visual display equipment as a significant part of their work, a suitable assessment will be made of their workstation in order to identify and minimise any risks to health, which may arise from it. Where necessary, appropriate steps will be taken to arrange the workstation and work schedule in such a manner as to protect employees from unacceptable levels of risk to their health, and such training, information and instruction as is necessary will be given to allow the proper use of the workstation.

#### 4.8: DRIVING COMPANY VEHICLES

Employees driving company vehicles are responsible for driving in accordance with the requirements of the Road Traffic Act and the Highway Code. Any breaches, or involvement in any accident involving a company vehicle should be reported to management as soon as reasonably possible

Driving whilst under the influence of alcohol or drugs, or whilst excessively tired, is strictly forbidden.

All drivers should visually check their vehicle at the start of each day and report any obvious defects immediately. Lights, tyres, fluids and wipers should be checked at least weekly.



Company vehicles will be maintained and serviced in accordance with manufacturers recommendations.

Drivers are required to keep company vehicles in a clean and tidy condition and are reminded that smoking whilst in a company vehicle is prohibited.

When attending sites, drivers should report to the representative as instructed, be in possession of all requisite PPE.

Drivers will follow all applicable site rules and regulations, proceed with caution particularly where traffic routes are of a temporary nature and park only in designated areas.  
See Dyas ISO 9001 QMP20 for further information.

#### 4.9 ELECTRICAL SAFETY

The company recognises the hazards associated with working with electricity and will ensure, so far as is reasonably practicable that all work undertaken on or near electrical systems is planned and undertaken in a safe manner.

Only personnel competent in their duties, suitably trained and approved by the company will be permitted to work on electrical systems.

All work on electrical systems will be carried out in accordance with applicable regulations and task specific Risk Assessments and Method Statements (RAMS) will be in place.  
Point of Work (PoW) risk assessments will be completed for any unforeseen works. See Dyas ISO 9001 H&S02 for further information.

Where applicable, systems and components will be isolated following approved isolation procedures. Where applicable these will be agreed with the client before work is commenced.  
See Dyas ISO 9001 H&S03 for further information.

#### 4.10: EMERGENCY PROCEDURES

The company will identify such events as may cause imminent danger for its employees and other persons in the vicinity and will adopt procedures designed to give warning of any imminent danger and allow personnel to move to a place of safety. Information on emergency procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of an emergency arising, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the emergency.

When working on client's premises or other sites, the company will obtain details of the emergency procedures in force and ensure that all of its employees are aware of those procedures. In the event of an emergency occurring, employees must act in accordance with those procedures, and must follow any subsequent instructions given by those in control of the premises or situation.



Emergency procedures will form part of the risk assessment and method statement (RAMS) documentation prior to job commencement.

#### 4.11: EMPLOYEE BEHAVIOUR & CONDUCT

All employees are expected to conduct themselves in an appropriate manner whilst at work and to comply with all company health and safety procedures, policies, rules, and systems of work that relate to them. They must also comply with the duties listed in section 3 of this policy applicable to them and all rules relating to behaviour and misconduct, which may be issued as part of the contract of employment.

In addition, when working on client premises company employees and (sub)contractors working for or on behalf of this company must adhere to all client policies, procedures and site rules applicable to them.

The company is committed to the belief that a safe working environment depends on the attitude of those persons at work within it and will treat breaches of safety rules and regulations as equally important as other issues. Serious or repeated breaches will result in the company disciplinary procedure being implemented.

#### 4.12: EMPLOYEE WELFARE

In accordance with statutory requirements, the company has provided employees with access to adequate welfare facilities whilst at work. This includes suitable and sufficient sanitary conveniences, washing, and rest facilities, and access to an adequate supply of drinking water.

Where facilities are provided by the client or Principal Contractor, the company will seek agreement on the shared use of these facilities. On sites where it is not reasonably practicable to provide separate welfare facilities, the company may make arrangements for the use of nearby facilities.

The provision of welfare facilities will form part of the risk assessment and method statement (RAMS) documentation prior to job commencement.

#### 4.13: FIRE PROCEDURES

The company will identify such events as may give rise to a risk of fire breaking out in the workplace and will take such steps as are appropriate to minimise the likelihood and/or consequences of any such event. It will adopt procedures designed to give warning of any outbreak of fire and to allow personnel to move to a place of safety. Information on fire procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of a fire breaking out, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.



When working on client's premises or other sites, the company will obtain details of the fire procedures in force and ensure that all of its employees are aware of those procedures. In the event of a fire breaking out, employees must act in accordance with those procedures, and must follow any subsequent instructions given by those in control of the premises or situation.

Fire procedures will form part of the risk assessment and method statement (RAMS) documentation prior to job commencement.

#### 4.14: FIRST AID FACILITIES

The company will maintain suitable numbers of trained first aid personnel to deal with minor accidents and emergencies in the workplace, and for more serious instances, to provide first-aid until more qualified assistance can be summoned. These personnel will have undertaken such training as is required by statutory requirements and the identity of these first aiders will be displayed in the workplace in prominent positions.

The company will also maintain adequately stocked first aid kits, which will be kept in all vehicles and within the offices in clear, designated areas in order to be readily accessible for trained first aiders.

When working on client's premises, first aid requirements will form part of the risk assessment and method statement (RAMS) documentation prior to job commencement. Arrangements may include reliance upon, or support from the client's or Principal Contractor's arrangements. In all cases details will be clearly provided to employees and (sub)contractors prior to starting work.

#### 4.15: HAZARDOUS SUBSTANCES

In accordance with statutory requirements, the company will ensure that employee exposure to hazardous substances is prevented or controlled. Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of the workforce. Such assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Under no circumstances should work-involving exposure to hazardous substances be commenced before the appropriate information has been received and understood.

#### 4.16: HEALTH AND SAFETY ASSISTANCE

The Managing Director is responsible for ensuring that statutory duties are met and that company policy is being adhered to, however, the company recognises that there may be occasions when specialist advice is required and therefore have appointed a competent advisor to offer guidance and assistance as required.



The Competent advisor being: -

Langness Management Services Ltd  
Lancaster House  
Lancaster Approach  
North Killingholme  
DN40 3JY

Tel: (01469) 541538  
Fax: (01469) 541238  
E-mail [safety@langness.co.uk](mailto:safety@langness.co.uk)

#### 4.17: HOUSEKEEPING

The company accepts that good housekeeping practices are necessary to maintain high standards of hygiene in the workplace and to minimise the likelihood and potential consequences of risks arising from other hazards. All employees will ensure that they maintain their work area in a clean and tidy condition, ensuring that access and egress routes remain clear, and that access to emergency equipment is maintained. Appropriate facilities and receptacles will be provided for waste materials and maintaining good housekeeping standards will be an integral part of every job.

#### 4.18: MAJOR INFECTIOUS DISEASES EPIDEMICS AND PANDEMICS

The company recognises that from time to time infectious diseases develop into epidemics or pandemics and create increased risks for the community. These occasions require specific policies targeted at the particular disease in question and general efforts at preparedness.

The company

- wishes as far as possible to protect its staff, contractors and others from infection or contagion by epidemics and/or pandemics.
- will facilitate, through its policies and procedures, strategies designed to reduce risks to its staff, contractors and others.
- will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

The company will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.

In the event of an epidemic or pandemic, the company will, as far as possible:

- Assist its staff, contractors and others, as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support staff, contractors and others to take reasonable precautions to prevent infection or contagion.
- Maintain its services and operations throughout the period of concern.



#### 4.19: MANUAL-HANDLING OPERATIONS

In accordance with statutory requirements, the company will ensure that manual handling operations which present a risk of personal injury will be avoided so far as is reasonably practicable.

Where it is not possible to avoid such manual handling operations a suitable assessment will be made of the risks to health arising from the activity, taking account of the task, the load, the working environment and the capability of the individual. The results of the assessment will be brought to the attention of the employees concerned and based on the findings of the assessment; reasonably practicable measures will be implemented to reduce the risk of injury.

Wherever it is reasonably practicable the company will ensure mechanical aids are provided to reduce the need for manual handling activities.

#### 4.20: NOISE AND VIBRATION

The company is aware that operating or working near plant, vehicles and machinery may expose employees to noise and vibration. Where exposure levels are suspected to be at a level which may give rise to ill-health effects, the company will arrange for the appropriate assessment to be carried out to establish the noise and vibration levels involved in company activities and establish precautions to be taken.

The company will endeavour to provide low noise and low vibration tools and equipment wherever possible and will reduce noise and vibration levels to the lowest levels reasonably practicable. When required the company will provide the appropriate hearing and vibration protection and the necessary health surveillance to individuals.

All employees are expected to fully co-operate with the use of personal protection and in any health, surveillance provided by the company.

#### 4.21: OCCUPATIONAL HEALTH

The company accepts that an employee's health is equally as important as their safety or welfare and will provide such health surveillance or periodic medical examinations as are appropriate to the activities carried on in the course of their employment. The nature and frequency of these medical and health surveillance provisions will, as a minimum, meet statutory requirements and will take consideration of relevant guidance and best practice.

Employees will be made aware of the purpose, scope, and arrangements for carrying out medical examinations or health surveillance and will be apprised of the results. Confidentiality will be maintained as is appropriate for personal medical records.





#### 4.22: PERSONAL PROTECTIVE EQUIPMENT

In accordance with statutory requirements, the company will ensure where risks cannot be controlled by other means, appropriate personal protective equipment will be freely available and will be issued to those personnel requiring it.

An adequate assessment of the need for PPE will be carried out along with an assessment of the suitability of any equipment selected. This assessment will form part of the pre-start RAMS and will be communicated to all relevant personnel prior to commencing task.

All employees provided with personal protective equipment will receive appropriate training, instruction, and information necessary to enable them to use the equipment in a proper manner and understand the risks that the equipment will protect against and its limitations.

A record of PPE issue and replacement will be maintained.

It is the employee's responsibility to use this equipment in accordance with the training given, to keep the equipment clean and well maintained as instructed, and to report any defects in the equipment or its operation.

(Sub)Contractors appointed to undertake work for or on behalf of the company will be required to provide their own PPE as may be required by the task, site conditions, or legislative requirements. On occasion, and in the interest of progress and safety on site, the company may provide PPE to (sub)contractors and seek recompense from the contracting company.

#### 4.23: PROTECTION OF THE PUBLIC

The company will ensure that all necessary measures for the protection of the public will be allowed for and planned, taking into account the proximity of schools, leisure facilities, public amenities, retail, and residential developments etc. All company employees, contractors and sub-contractors will be required to consider the health & safety of members of the public at all times. Where there is an apparent risk of injury to the general public from this company's activities, then work will cease immediately, and the site manager will be notified.

#### 4.24: RISK ASSESSMENT

The company will carry out suitable and sufficient assessments of all significant risks to which its employees and others affected by its activities may be exposed. Based on these assessments and other factors, the company will adopt a hierarchy of measures intended to reduce risk to an acceptable level. The results of these assessments will be brought to the attention of the workforce along with details of any measures to be taken to reduce risks.

The company will appoint a manager of sufficient competency based upon trade training, task knowledge and appropriate experience to produce suitable and sufficient risk assessments and method statements in conjunction with client representatives and company employees as necessary for each contract.





Under no circumstances should work involving significant risks to health or safety be commenced before an appropriate risk assessment has been undertaken, and suitable information on safe working practices has been received and understood.

#### 4.25: SAFETY SIGNS AND SIGNALS

In accordance with statutory requirements, the company will ensure (where required) the use of signs to warn and instruct employees in relation to risks that cannot be adequately controlled by other means. Where such signs are provided, they will be of such design, dimensions, and colour as is commensurate with the type and degree of risk involved.

#### 4.26: SMOKE FREE POLICY

It is the policy of the company that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles used by more than one person. This policy applies to all employees, consultants, contractors, customers, and visitors.

The use of electronic cigarettes will be in line with the company smoke free policy. The use of electronic cigarettes is prohibited in all enclosed and substantially enclosed premises in the workplace.

The company recognises that people may wish to make use of electronic cigarettes as an aid to reduce or move away from use of tobacco products, as such the use of electronic cigarettes may be permitted in external areas away from dedicated smoking areas. Employees should discuss individual requirements with their line manager.

When working on client's sites company employees will abide by their rules and requirements. See Dyas ISO 9001 QMP24 for further information.

#### 4.27: THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

This company is aware of its obligations under the above regulations and when operating as a Duty Holder will fully co-operate with all parties concerned to ensure our obligations are met. Suitably qualified and competent professionals will be consulted and/or engaged to ensure that any work undertaken in the role of Contractor or Principal Contractor fully meets the requirements of the regulations.

#### 4.28: TRAINING, INSTRUCTION, AND INFORMATION

The company regards safety training as an indispensable ingredient of an effective health and management system and will ensure that employees are provided with suitable and relevant training to enable them to carry out their duties safely and without risk to their health.

Such training will be provided on induction and periodically throughout employment to take account of changes of role, new technology, new procedures or simply as a refresher.



Employees will be provided with specialised training appropriate to their role. Such training may include, but will not be limited to working at height, use of MEWP, asbestos awareness etc.

Formal training will be supported by the periodic issue of such instruction and information as may be required in relation to working practices systems of work, or any other factor.

Training records will be maintained and will record both the date training was provided, and the level of competence attained by individuals in particular skills

#### 4.29: USE OF MOBILE PHONES

The use of handheld mobile phones whilst driving is strictly prohibited. Vehicles should be pulled over into a safe parking spot before attempting to make or receive calls using a handheld phone.

In the event of personnel being involved in an accident where their use of a handheld phone is implicated, recompense for losses may be sought from the employee

The use of hands-free telephones is permitted but drivers are still advised to park up before making or receiving a call if possible.

When working on client sites use of mobile phones will be in line with client and site rules and regulations.

Employees are prohibited from using any device to take photographs or videos of the company, or any clients, workplace, employees or activities unless authorised.

See Dyas ISO 9001 QMP22 for further information.

#### 4.30: WORK AT HEIGHT

The company will seek to avoid work at height however if it is required this will be properly planned and organised by a competent person and only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection (e.g. guard rails) priority over personal protective measures (e.g. safety harness). The works will be adequately supervised, and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations.

Ladders are primarily to be used as a means of access and are only to be used as a working platform for jobs that are of limited height, low risk, and short duration. Under these circumstances three points of contact should be maintained whilst working.



#### 4.31: WORK EQUIPMENT AND LIFTING EQUIPMENT

In accordance with statutory requirements, the company will endeavour to ensure that all equipment provided for use in the workplace is safe and suitable for the purpose for which it is to be used, is maintained in good working order and repair, and that training is given to employees in its correct use.

Equipment will be maintained in good order and repair, be tested in accordance with statutory requirements, and all relevant reports and certificates will be readily available for inspection. The company shall ensure that all work equipment will be marked with health and safety warnings, indicators of limitations etc, where appropriate.

The use of any work or lifting equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised persons.

It is the responsibility of employees to use equipment provided in a safe and correct manner and in accordance with any instructions given, and report any defects in the equipment or its operation as soon as reasonably practicable.

#### 4.32: WORK IN EXCAVATIONS

The company will restrict work within or near to excavations as far as reasonably practicable. Where such work is required task specific RAMS will be created in close liaison with appropriate client representatives and company employees.

The company will ensure that before any person commences work within an excavation, adequate provision has been made to prevent collapse or the ingress of plant or vehicles. No person is to commence work in an excavation until it has been inspected by a competent person and declared safe.

#### 4.33: WORK RELATED STRESS

Stress in the workplace is a growing problem and it is the policy of this company to prevent work related stress using a combination of management and task related provisions, these will include: -

**Management Related:** Good relationship between staff and management, achievable objectives, effective two-way communications, employee involvement, good management support and adequate pre-planning.

**Task Related:** Well defined tasks, clear responsibilities, proper use of skills, good control of hazards and risks and support from senior management.

Any employee displaying signs of stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels.



#### 4.34: WORKPLACE INSPECTIONS

In accordance with statutory requirements, and in order to constantly monitor the performance and effectiveness of the health and safety management system, the company will ensure that regular inspections of the workplace are carried out. Such inspections will be carried out by members of the management team, client representatives and external safety advisors. These formal inspections will be supplemented by ongoing inspections by supervisory staff, to identify areas where risk control measures are ineffective, not being observed, or otherwise require improvement.

Information obtained from these inspections will, in conjunction with reactive monitoring data, be used in regular review of the safety management system.

Dyas ISO 9001 H&S05 site visit observation document is available to record site visits.

A handwritten signature in black ink, appearing to read "Kevin Dyas". The signature is stylized with loops and flourishes.

Approved by:

Kevin Dyas

Managing Director

Date: November 2023