

OBR
CONSTRUCTION LIMITED

June 2022 UK Policy

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OBR Construction Limited Health & Safety Statement

This document has been prepared in accordance with the Health & Safety at Work Act 1974. Amendments may consist of changes to individual sections or respective content, not necessarily the document as a whole. Formal revisions shall be detailed on the following table.

Document Title
OBR Construction Limited Health & Safety Statement UK. Revision 17 – Date June 2021

1. INTRODUCTION

OBR Construction was established in 1997 and is one of the Ireland's leading Concrete Formwork and Re-enforcement specialists with a workforce of over 250. OBR provide an integrated service with an extensive and experienced team including Engineers and Surveyors. The Company is self-sufficient in terms of equipment including a fleet of concrete pumps and OBR bring the highest level of professionalism, expertise and safety to all contracts and excel in adhering to project programmes.

WHAT IS THE SAFETY POLICY?

The Safety Policy is the written policy of the Directors of OBR Construction Limited detailing how Safety, Health and Welfare at Work, along with all related matters are being managed.

WHO SHOULD READ IT?

Each staff member has a duty to familiarise themselves with the Safety Policy and its contents. The Safety Policy is freely available to employees.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Policy.

UPDATES AND AMENDMENTS:

Changes will inevitably occur from time to time in sections of our operations. These will be recorded in the revision register in the Safety Policy. This policy has been prepared for work in England.

NEW LEGISLATION & STANDARDS:

OBR Construction Limited will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory. When required the company shall use the services of an external safety provider.

REVIEW OF SAFETY POLICY

Management must review this Safety Policy at regular intervals, at least one per year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary. These changes are to be discussed with the workforce concerned by Management.

Revisions					
No.	Status	Author(s)	Approved By	Item update Page	Issue Date
Rev 01	Release	David McCarthy	OBOR Construction		01/Mar/06
Rev 02	Revision	David McCarthy	OBOR Construction		01/Apr/07
Rev 03	Revision	David McCarthy	OBOR Construction		01/Mar/08
Rev 04	Revision	David McCarthy	OBOR Construction		01/Mar/09
Rev 05	UK Revision	David McCarthy	OBOR Construction		01/Jul/10
Rev 06	UK Revision	David McCarthy & Nicola	OBOR Construction		01/Oct/11
Rev 07	UK Revision	ASM (Annual Update)	OBOR Construction		21/Mar/13
Rev 08	UK Revision	ASM	OBR Construction		Aug 2013
Rev 09	UK Revision	ASM	OBR Construction		Nov 2013
Rev 10	UK Revision	ASM (Annual Update, New RIDDOR	OBR Construction		Nov 2014
Rev 11	UK Revision	ASM (New Management structure)	OBR Construction		Jan 2015
Rev 12	UK Revision	OBR/ASM	OBR Construction		Fer 2016
Rev 13	UK Revision Reviewed &	OBR	OBR Construction		Jan 2017
Rev 14	UK revision Reviewed & updated	Jackie O'Neill CFIOSH	OBR Construction	Pg 15 Awareness of FFI Pg 31 Excavations Pg 32 OH/underground cables Pg 32 Statutory inspections Pg 33 Abrasive wheels/Silica Pg 34 Form work	Oct 2018
Rev 15	UK revision Reviewed & updated	Jackie O'Neill CFIOSH	OBR Construction	PG 37 Concrete pump & compressed air Signposting to RA process.	January 2020
Rev 16	UK revision Reviewed & updated	Jackie O'Neill CFIOSH	OBR Construction	Pg 6 Employees and Sub Contractors added to organisation chart Pg 37 Rules for sub-contracting Pg 30 Guidance for specification for	March 2020
Rev 17	UK revision Reviewed & updated	Jackie O'Neill CFIOSH	OBR Construction	Pg 5 Organisation Chart updated General covid guidance throughout Pg 17 additional training requirements	June 2021
Rev 18	UK revision Reviewed & Revised	Liam Mc Conalogue	OBR Construction	General Review Organisational Chart Updated Accident Information- Retention of Records Updating Covid Guidance in line with most recent guidance Drugs & Alcohol	

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2. General Health & Safety Policy Statement

The activities undertaken by OBR Construction Ltd as a Company is covered by the provisions of the Health and Safety at Work etc. Act 1974, its subordinate legislation (notably the Management of Health and Safety at Work 1999 and the Construction (Design and Management) Regulations 2015 which requires health and safety to be managed effectively.

The Senior Management of OBR Construction Ltd accepts that the principal objective of safety management is the identification and control of risks in the workplace. This will be achieved by senior managers, managers and supervisors taking responsibility for health and safety in their areas of work and ensuring that adequate arrangements are in place and communicated, in order to reduce significant risks to company employees (and agency staff and contractors) and others who may be affected by our work.

Safety has to be a team effort led from the top and it must have the support of the entire workforce if a positive safety culture is to be developed and maintained within the Company. In particular, so far as it is reasonably practicable, managers and supervisors will identify hazards and assess risks associated with:-

- the provision of a safe workplace with safe access and egress;
- the provision of safe equipment with all workplaces;
- the provision and communication of safe systems of work;
- the provision of adequate Personal Protective & Respiratory Protection Equipment;
- the proper control of substances hazardous to health; and
- the provision of a healthy working environment;

To ensure that health and safety risks are controlled, together with senior manager, managers and supervisors, will address and review:-

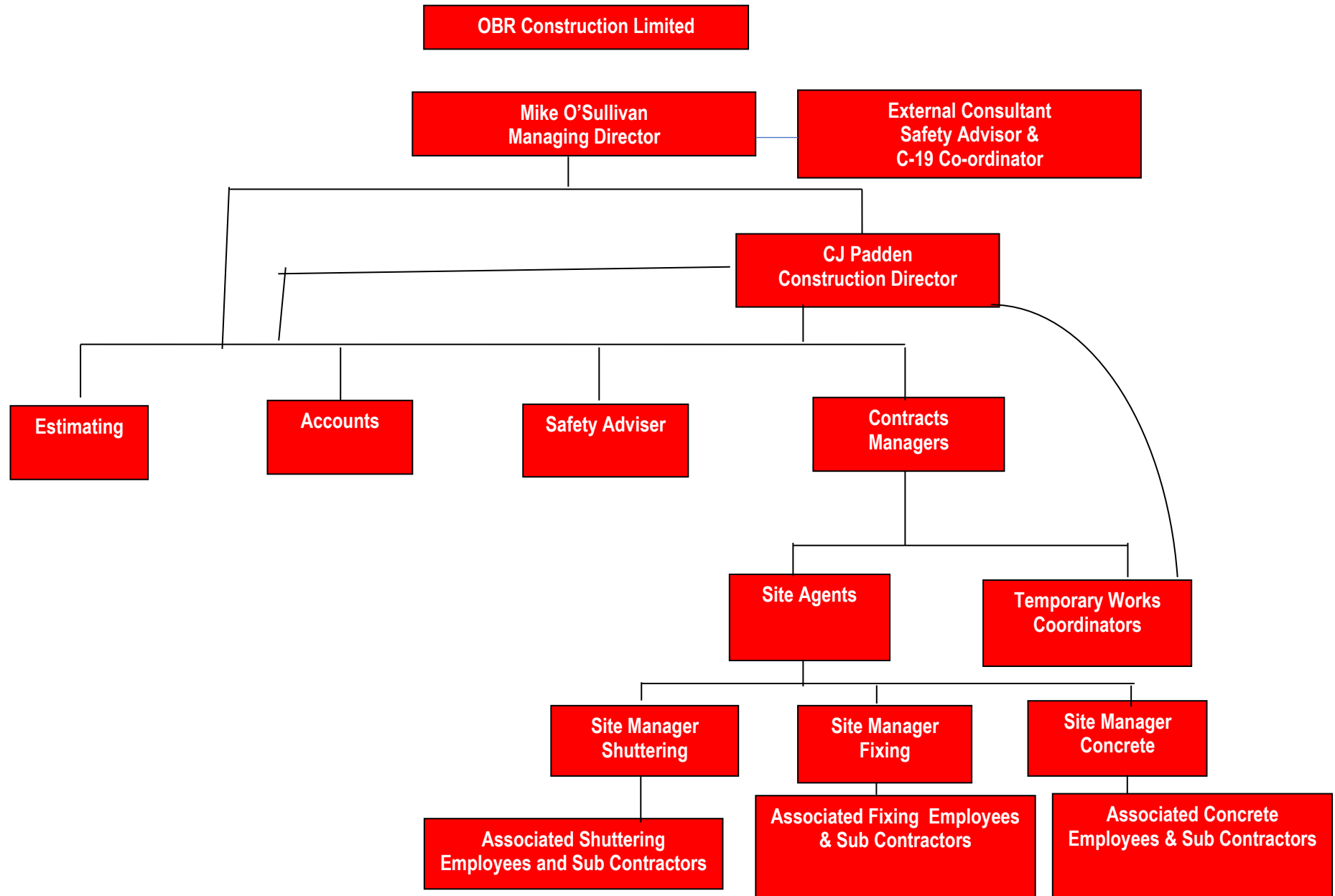
- policies and procedures for health and safety;
- the delegation of responsibility;
- the effectiveness of supervision;
- the suitability of any arrangements and the need for written procedures, guidance or other documents;
- consultation and co-operation between management and the workforce; and
- the provision of sufficient resources at the time of budget-setting.

The senior management gives full support to this policy, together with all health and safety arrangements within all premises and work environments controlled by the company. The senior management will actively encourage and support all those who comply with and maintain safe working practices.

Lastly, it is our objective to provide the necessary resources & commitment to the continuous development and improvement of the safety management system. We will endeavour to set and review objectives annually, which will enhance the system whilst also ensuring they are met or exceeded.

Signed **Mr Mike O'Sullivan** _____
Managing Director
Date: March 2022

Organisational Chart



3. Responsibility

It is the duty of employees at all levels to comply with the Safety Policy and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function but ultimate responsibility still lies with the named individual.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

4.1 Directors of OBR Construction Limited

As the persons, responsible for the effective management of the Firm, **Directors of OBR Construction Limited** have the ultimate responsibility to represent the firm in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this safety policy document. In accordance with the general duties placed upon them under the Health & Safety at Work Act 1974 and under the Construction (Design and Management) Regulations 2015. Directors of OBR Construction Limited shall, in so far as is reasonably practicable, ensure compliance with the Safety Policy by:

- Taking a first-hand interest in the Safety Policy and to support those whose function it is to implement it and actively lead from the top down.
- Provide the resources necessary, in terms of time, effort and finance in order to promote Health and Safety in this workplace.
- Managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.
- Ensuring the design, provision and maintenance of plant and machinery or any other articles are safe and without risk to health.
- Ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent.
- Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health.
- Providing and maintaining facilities and arrangements for the welfare of his or her employees at work.
- Providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees.
- Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger.
- Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of our employees when identifying hazards and carrying out a risk assessment as per the requirements of the Health & Safety at Work Act 1974, and subsequent related regulations and ensuring that the measures take account of changing circumstances and the General Principles of Prevention

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- The directors shall ensure that any measures taken by him or her relating to safety, health and welfare at work do not involve financial cost to his or her employees.
 - Take an active part in reviewing any relevant Reports and Audits, relevant changes and improvements (and prioritising these) and ensure that Health & Safety is taken into account at the planning stage of all new work.
 - Ensure that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow employees and others, who may be affected by their work.
 - Ensure that all staff are competent in their own individual tasks.
 - Ensure that all materials and equipment comply with the requirements of safety legislation and standards and that no items purchased shall interfere with standards of safety.
 - Ensure that the 'Safety Policy' is understood, by all employees by allowing each employee access to the Safety Policy. When changes / amendments occur, ensure these are appropriately circulated.
 - Ensure that all employees accept training or literature given in relation to Safety and Health and also accept any advice given by a competent person
 - Provide a C-19 co-ordinator for all site and ensure procedures are in place to avoid the spread of COVID-19.

4.1 **Duty of the Health & Safety Advisor**

- Assist in the establishment and monitoring of Health & Safety performance standards.
- To assist in the recording of accident statistics and present the information in an appropriate form for the use of Directors and Managers to measure Health and Safety performance and in monitoring the effectiveness of the policy.
- Assist in the coordinating of all Health and Safety activities and provide support and advice for all areas and levels of the business.
- Assist in the monitoring of the effectiveness of Health and Safety policies and procedures.
- Assist in the maintenance of Health and Safety policies, procedures and systems are up to date within legislation and best practice.
- Assist OBR to ensure that generic method statements and risk assessments are published, maintained and available for site management.
- Undertake Health and Safety audits and inspections when required, complete reports and issue to Site/Yard managers and copy in Senior Management.
- Provide Health and Safety Advisor reports (when required) and follow up corrective/preventative actions with Contract/Site Managers.
- Assist in the Investigation of accidents and near misses, compiling reports and where necessary making recommendations to prevent recurrence.
- Assist in liaison with authorities i.e., HSE, EA, Local & Fire Authorities etc, and report all accidents within RIDDOR.
- Provide timely, clear and concise written and verbal communication in all Health and Safety matters.
- Assist training officers to promote a health and safety programme, to secure regular training of employees and to coach frontline supervisors to develop and maintain safe working conditions. Ensure site managers are following strict COVID-19 procedures.

4.2 Duty of Project & Site Managers

- Ensure he understands his responsibilities under the Health and Safety Policy.
- Implement and monitor Health & Safety performance standards
- Ensure that all employees under his control are inducted prior to commencing work and are familiar with the Company's Health and Safety Policy and the individual responsibilities imposed upon them.
- Ensure that all new employees to site under his control, are familiar with the specific method statement & risk assessment relating to their works. Appropriate measures shall be taken in the absence of the Safety Advisor.
- Understand the roles and responsibilities of OBR Construction Limited in respect of the CDM Regulations 2015 for that particular site.
- Ensure all aspects of working methods and systems are effectively assessed, planned and monitored.
- Ensure that site specific Method Statements and Risk Assessments are written, implemented and effective and work is properly supervised.
- Ensure that all necessary information relating to safe systems of work are provided to secure the safety of employees under his control.
- Ensure that all employees responsible to him are competent to perform their tasks.
- Ensure that all employees receive suitable training, including induction, to enable them to perform their duties safely without risk to themselves and others.
- Ensure that safety standards are regularly reviewed and revised if necessary.
- Ensure that the recommendations, advice and Corrective/Preventative Actions issued by the Company's Health and Safety Advisors, Directors or Senior Managers are implemented and closed out in a timely manner.
- Ensure access, egress and high housekeeping standards are maintained in the workplace.
- Ensure proper systems are in place for the safe handling, use and storage of substances and materials in the workplace.
- Ensure plant and equipment are safe and without risk to health.
- Ensure the supply and issue of Personal Protective & Respiratory Protection Equipment and clothing.
- Ensure adequate welfare facilities are available.
- Ensure that a First Aider (or responsible person) is made available and that first aid equipment
- Ensure statutory registers are available and maintained on site when necessary.

- Ensure suitable instructions regarding the actions required in the event of an emergency are available.
- Ensure all accidents or dangerous occurrences are investigated and reported in accordance with company procedures.
- Consult with employees on Health and Safety matters.
- Suggest ways of eliminating hazards by reporting to their Contracts Manager on matters of Health and Safety.
- To coach front line supervisors to develop and maintain safe working conditions.
- Actively promote the company's workforce engagement initiatives by holding weekly Site Manager meeting's.
- Monitor COVID-19 procedures on site and ensure compliance by all employees and sub contractors.

4.3 **Duty of Section Foremen**

- Communicate Health and Safety at work by personal example.
- Ensure that the OBR Construction Limited Health & Safety Policy and other safety guidance is communicated, observed, understood and implemented.
- Ensure that all processes and procedures are completed safely and free from ill health.
- Ensure activities are planned so that they may be carried out safely. Provide effective supervision.
- Ensure all machinery, equipment and safety devices are properly maintained and safe to use.
- Provide and maintain adequate guarding systems on machinery.
- Ensure that only competent personnel adjust, operate and maintain machinery or equipment.
- Ensure that the safety of lesser-experienced employees is never in jeopardy, from the work they are doing and take direct interest in the Health and Safety of the employees.
- Ensure that all equipment, installations etc. are fully secured & up to the standard.
- Where Personal Protective & Respiratory Protection Equipment (P.P.E.) is provided, ensure that it is worn by each individual & maintained.
- Ensure that the adequate safety training is provided if necessary and availed of by employees.
- Ensure that employees are aware of actions to be taken in case of an emergency and that properly maintained fire-fighting equipment is available.
- Ensure good housekeeping standards are maintained and in particular access / exit routes as well as fire exits and fire points are never obstructed.
- Ensure all accidents and dangerous occurrences are thoroughly investigated and remedial action taken. The Directors must be of accidents as soon as is reasonably practicable.

- Ensure that changes in processes, procedures or equipment by way of new purchases, maintenance or does not endanger the safety and health of an employee.
- Monitor COVID-19 procedures on site and ensure compliance by all employees and sub-contractors.

4.4 Employees

- All employees are expected to co-operate fully with all provisions taken by us for ensuring the Safety, Health and Welfare of employees. All employees irrespective of position or employment status within the company have a personal responsibility to:
- Take reasonable care for the health and safety of themselves and of other persons who could be affected by their acts or omission.
- Report any accidents or near misses that they experience, or witness, to their supervisor.
- Co-operate and assist in all aspects of health and safety procedures introduced by management for their health and safety.
- Wear personal protective equipment when conditions require or where identified by risk assessment, method statement or mandatory signage.
- Follow safe working procedures when handling, storing, using or transporting any COSHH controlled items.
- Report any medical problems experienced when undertaking any work functions to management.
- Report any problems or losses of items of Personal Protective & Respiratory Protection Equipment.
- Attend any training or Tool Box Talks as required.
- Assist with any investigations or accident reports where necessary.
- Maintain a good standard of housekeeping throughout their areas of work.
- Reporting any health hazards identified or suspected in the place of work, e.g. infestation, birds, rats mice etc.
- Ensure that work equipment is only used for its intended purpose and that they have been trained to use it.
- Not interfere with any equipment provided for their Health, Safety and Welfare
- Comply with all COVID-19 procedures

4.5 **Subcontractors and Self Employed**

- Directors of OBR Construction Limited realise their specific duties under the 2015 CDM Regulations when dealing with subcontractors:
- Subcontractors and self-employed persons shall submit their Safety Policy's when requested to do so.
- Each subcontractor must be in possession of an up to date Safety Policy, insurance and RAMS.
- Self-employed persons must conform generally with the duties and responsibilities as for employees.
- Subcontractors must produce evidence when requested showing that appropriate Employers Liability and Public Liability Insurance is in place.
- Subcontractors and self-employed persons have a duty to bring to the attention of Directors of OBR Construction Limited and anyone else that may be affected by any process or use of materials that may endanger health and safety while at work.
- Subcontractors and self-employed persons shall comply with the requirements of this Safety Policy, and co-operate with site management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
- Subcontractors must ensure their employees and others under their care are provided with and wear safety helmets.
- Subcontractors, employees and self-employed persons must attend any safety courses prepared for workers.
- All subcontractors shall have a duty to report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- Subcontractors must use competent and suitable persons on site.
- Subcontractors must get the consent of Directors of OBR Construction Limited to engage persons other than their direct employees on site.
- Subcontractors must ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety
- Sub-contractors shall not sub contract any work without prior permission from the director.
- Comply with all COVID-19 procedures set in place by OBR.

4.6 **(Sub-Contractor) Falsework co-ordinator - temporary works co-ordinator.**

- The appointed co-ordinator must be a suitably qualified engineer
- They are aware of the BS5975 2018 code of practice

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- The appointed co-ordinator is responsible for ensuring that correct falsework procedures are followed and that operations are carried out safely.
 - Ensure that only competent personnel are involved in erecting and striking falsework
 - Plan the design and eliminate hazards before erecting falsework
 - The temporary works co-ordinator should agree the time of striking for each section of the falsework (a written permit-to-strike procedure is strongly recommended)
 - The co-ordinator should focus on:
 - Design brief
 - Construction sequence
 - Concrete placement method
 - Additional loading on falsework or slab
 - Restrictions on standard layout
 - Specified finish requirements

4.7 Regulatory Authorities

The Health & Safety Executive (H.S.E.) is the principal statutory body set up to ensure and monitor compliance of Health and Safety Legislation in the UK.

The H.S.E. may visit OBR Construction Limited at any time for a safety inspection and issue instructions regarding Health and Safety matters. The Authority may also conduct investigations into accidents that have been officially reported to them.

The H.S.E. has the statutory authority to issue various improvement and prohibition orders which must be complied with. If the H.S.E visit our workplace and find that the company have breached health and safety law, the company will have to pay for the time it takes the H.S.E to identify what went wrong. This is called a fee for intervention (FFI).

Safety Representatives have the right to accompany the H.S.E. inspector when carrying out an inspection and to consult with the inspector on matters relating to health and safety in the workplace.

All management and staff, contractors and sub-contractors are required to give their full cooperation to agents of the H.S.E. and must not hinder their work in any way. Failure to comply with this requirement may lead to instant dismissal from employment.

4.8 CDM Responsibilities – Principal Contractor

The Principal Contractor (as per the Construction (Design and Management) Regulations 2015) When the company is nominated as Principal Contractor, it will be the duty of Senior Management to ensure the following is complied with: Prepare, develop and implement a written Construction Phase Health and Safety Plan and review and revise it when appropriate. The company generally act as sub-contractor, however, they are aware of their duties under the regulations and shall:

- Plan, manage and monitor the construction phase.

- Provide contractors with relevant parts of the Construction Phase H&S Plan.

- Ensure that suitable welfare facilities are provided at the start and maintained throughout the construction phase.

- Draw up necessary health and safety rules.

- Liaise with the Principle Designer.

- Ensure co-operation and co-ordination of contractors.

- Where necessary consult with contractors for Health and Safety plan.

- Ensure that every worker is provided with suitable site induction, information and training.

- Ensure contractors provide suitable and sufficient information and training to their workforce.

- Monitor project Health and Safety performance.

- Ensure there is a means for consulting and informing all workers on site.

- Ensure site security and make sure only authorised people are allowed on the site.

- Display a copy of the notification of the project to the Health and Safety Executive (F10)

SECTION THREE – ARRANGEMENT

5. Resources

OBR Construction Limited shall dedicate the resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of employees.

The following resources will be dedicated:

The Management and if necessary Consultants or Competent Persons for appropriate safety consultancy, auditing and training input.

Time for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.

Effort for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for employee Safety, Health and Welfare to carry out their functions.

Finance to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of employees. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of our employees.

The resources to ensure that Health & Safety is taken into account at the planning stage of all new work, where this new work may have effects on employee Health & Safety.

Note: Audits are currently carried out by OBR project managers on site, audits are scanned and e-mailed to OBR managing director in the head office in Cork. The audits are reviewed by the MD and followed up on if required.

5.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken.

Each employee will be given the opportunity to make representations to management as applicable.

Consultation & Communication makes provision for consultation with OBR Construction Limited employees and to ensure that health and safety meetings are carried out effectively within the company.

Project/Site Managers/Agents will ensure that their site staff and the workforce are informed, instructed and consulted on the health and safety aspects of their day-to-day work. Mechanisms for achieving this may include safety inductions, briefings, committees, training, site rules, and method statements.

To enable adequate consultation with employees, Project Managers or Health and Safety Advisors shall hold meetings with representatives of the workforce on a quarterly basis. The meetings shall be held on site, in the yard or at Head Office whilst complying with social distancing procedures during the COVID-19 pandemic.

6.0 Training

In relation to the training of employees we intend to comply with the duties and legislation placed upon us.

It is recognised that ongoing Safety Training is needed to maintain a high standard of service. Safety Training and safe work procedures, such as Manual Handling training, will be built into every training package.

The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely. A record of all training shall be kept. Where it is deemed to be necessary, employees will be given further training or retraining as required and this will also be recorded and progress monitored.

The Company will provide the appropriate training through approved training providers/organisation's for Managers, Supervisors, and operatives whose duties require them to undertake the following activities:

- Directors – Health and Safety Awareness
- Site Manager - CITB Safety Awareness Course
- Site Supervisors - CITB Safety Awareness Course
- Management of CDM
- Work Equipment Operator
- First Aid – Appointed Person, First Aider
- Abrasive wheels
- General site safety awareness
- Confined Space – Awareness, Entry, Traverse, Rescue Etc
- New Roads and Street Works Act – Supervisors & Operators
- CSCS Certification – NVQ Assessment for levels 2 & 3
- CISRS Certification – Scaffolders + SG4/05 NASC Guidance
- Scaffold Inspection
- CPCS – Plant Operators
- Fork Lift Truck
- Concrete Pump
- Work at Height – Collective or Individual, including harness inspection etc
- IPAF – Mobile Elevated Work Platforms (MEWP) e.g. Cherry Pickers, etc
- PASMA – Mobile Aluminium Towers
- Fire Awareness, Marshall etc
- Appointed Persons – LOLER, Cranes etc
- Slinger Signaller
- Various NVQ Levels – Groundwork's, Joinery, General Construction etc
- Mates in Mind facilitators
- C-19 Co-ordinators during COVID pandemic

Some of the above courses require “Refresher” training, if in doubt check certificates, cards etc. or contact the health and safety advisor. The foregoing list is not intended to be fully exhaustive, but indicates that wherever training is required to ensure the Health and Safety competency of employee's or others, the Company will provide the appropriate training.

7. Disciplinary Procedures

Breaches of Health & Safety regulations may be treated as a matter for discipline and depending on the seriousness of the breach may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health & Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept in the Employees Personnel files. In the event of a breach of Firm rules or failure to work to an appropriate standard, the following procedure will be followed.

	Verbal Warning / counselling	Record. Copy of form to personnel file.
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
	Written Warning / formal	Record.
In the event of a further breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
	Final Written Warning	Record.
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, the Firm may also impose a period of suspension without pay.		
	Suspension / Dismissal	Record. Inform the person of the right to appeal. Note to personnel file.

If, following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement. In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, the Firm may summarily dismiss an employee without recourse to the procedure outlined in clauses 1-4 above. In cases where the Firm considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, the Firm may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure in 1 to 4.

If behaviour alters or becomes satisfactory, the employee needs to know that Warnings are not held over them.

In brief the Firm disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss employees is retained for the more serious offences.

7.1 Examples of Gross Misconduct

The following lists examples of gross misconduct:

- Negligence resulting in injury or possible injury to others, destruction / damage to company property or goods.
- Drunkenness while at work.
- Possession, use of, or being under the influence of drugs while at work.
- Willful neglect or destruction of Company's property.
- Falsification of returns or other official documentation.
- Working while on sick leave.
- Fighting or threats or acts of physical violence.
- Possession, on Company's premise, of firearms or arms defined by law.
- Theft of Company's or other employee's property.
- Interference with or theft of First Aid or safety Equipment.
- Sabotage, attempted sabotage or threatened sabotage of Company's or employee's property.
- Deliberately restricting output or quality of work. Violation of other employee's rights / freedom by threats of violence or other action.
- Serious misconduct affecting the interests of the employees and / or the Company's.
- Refusal to carry out a lawful instruction given by a level of authority.
- Unauthorised use, possession or disclosure of Company's private information.
- Disregard the Company's Safety Rules and Regulations, the contents of this Safety Policy or specific instructions given.
- Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
- Driving a Company's vehicle in a reckless manner or under the influence of drink / illegal substances.
- Not complying with COVID procedures

All employees are advised that failure to comply with the above can result in prosecution by the enforcing authority and / or use of the Company's Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

8. Accidents & Dangerous Occurrences

8.1 Recording, Reporting & Investigation

The Company is aware that there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (amended) 2013 (RIDDOR). Our stimulus to do this properly knows that if we put the information, which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again. Accidents / Dangerous Occurrences as outlined under RIDDOR shall be reported appropriately. These may include:

- Deaths and major injuries
- Dangerous occurrences (near misses)
- Over-seven-day-injuries (GB)
- Over-three-day injuries (NI)
- Disease
- Gas incidents
- (possibility of reporting cases of COVID – if it can be proved it was caused by neglect due to lack of COVID procedures within the working environment)

Following an accident / dangerous occurrence etc. OBR Construction Limited shall ensure:

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded & investigated as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to your immediate superior, who must investigate them.
- Reporting of accidents and dangerous occurrences is a duty of every employee.
- Retain accident records for a period of 3 years to meet legal requirements but 5 years is stipulated by insurers, therefore all such records will be retained for 5 years as a minimum.

Please use this link for online reporting forms and for further guidance.

<https://www.hse.gov.uk/forms/incident/index.htm>

8.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

- Clear the area of the occurrence immediately. If necessary, cordon off that area.
- Preserve the area of the incident immediately until the investigation is completed.
- Your immediate superior, Foreman of Management must be informed immediately.
- An investigation must take place into the cause of the occurrence to identify the factors involved.
- In this way, the problems may be identified and remedied before any further risk is taken.

If a case of COVID-19 or suspected case is reported, the C-19 co-ordinator will make safe the area by taking the person to an isolated room until they can leave for home to isolate. Follow the company's procedures in V7 of CIF guidelines. Other workers should not have to isolate unless they have symptoms. A deep clean of the workplace shall take place.

Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

8.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and help them when they arrive at the scene. Where damage to property has occurred, no employee should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced. When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected.

Do not move the casualty unless they are in immediate danger of further injury or they can move themselves. If any personnel on site cannot treat the injury, a Doctor or the Ambulance Services must be called. If the injured person can be transported, then he may be taken to a Doctor or the local Hospital. If a chemical agent is involved in the injury, always take the relevant Material Safety Data Sheet or container and label, with the injured person, as this can be very helpful in treating the injury.

8.4 Accident Report

The appropriate reporting channel shall be used to notify the Health & Safety Executive i.e. post, email, online reporting etc. The completion of the Accident Book and where necessary the forms F2508, F2508A or F2508G, are the starting point of any investigation. The answers to the questions set within these documents can prompt further discussion and enquiry and help to decide what action needs to be taken in the future. Below is a matrix which identifies different types of accidents and incidents and the required action to be taken to ensure the Company meets compliance.

TYPE OF ACCIDENT		ACTION/INVESTIGATION	WHO	RISK ASSESSMENT RATING	
	Minor injury not requiring first-aid	Entry into Accident Book	Individual	very low	1
	Minor injury	Entry into Accident Book	First-Aider Appointed Person	below average	2
	Minor injury resulting in less than three days absence	Entry into Accident Book Investigate/report	First-Aider Appointed Person Manager	average	3
	Seven days consecutive days' absence (excluding the day of the accident).	Entry into Accident Book Investigate/report Inform RIDDOR (F2508 - within 10 days)	First-Aider Appointed Person Manager	above average	4
	Work related illness – Acute Ailment e.g.: RSI	Investigate/report Inform RIDDOR (F2508a - within 10 days)	Manager / Director	above average	4
	Work related illness – Chronic Ailment e.g.: Legionella, Asbestosis	Investigate/report Inform RIDDOR (F2508a - within 10 days)	Manager / Director	high	5
	Serious injury resulting in permanent partial disability	Entry into Accident Book Investigate/report Inform RIDDOR (F2508 - within 10 days)	First-Aider Appointed Person Manager / Director	high	5
	Serious injury resulting in permanent severe disability	Entry into Accident Book Investigate/report Inform RIDDOR (F2508 - within 10 days)	First-Aider Appointed Person Manager / Director	high	5
	Fatality	Entry into Accident Book Investigate/report Inform RIDDOR (F2508 - immediately)	Manager / Director	certain	6

8.4 Accident Site

The site of the accident or incident must be preserved until the Accident Report has been written.

This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of your immediate superior. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping Company records.

Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

8.5 First Aid Supplies

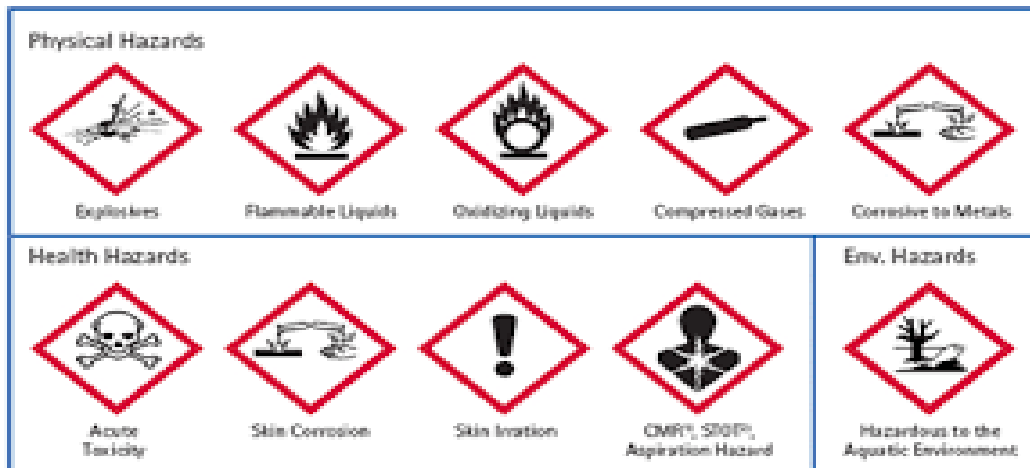
A First Aid kit is provided by the Company on each site in which we work. It shall be stocked and filled as necessary by the Supervisor. The table below is the minimum recommendation by the Health & Safety Executive. The Company will carry out a Risk Assessment to determine the number of, location and contents of the first aid kits provided.

RECOMMENDED CONTENTS OF FIRST AID BOXES & KITS			
MATERIALS	FIRST AID BOX CONTENTS		
	1 – 5 Persons	6 – 25 Persons	26 – 50 Persons
Adhesive Plasters	12	20	40
Sterile Eye Pads, bandage attached.	-	2	4
Individually wrapped Triangular Bandages.	2	6	6
Safety Pins.	2	6	6
Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.)	-	6	8
Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.)	1	2	4
Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.)	-	3	4
Individually wrapped Wipes.	8	8	10
Paramedic Shears.	1	1	1
Pairs of Latex Gloves.	1	2	2
Additionally, where there is no clear running water, Sterile Eye wash.	1	2	2
<p>Note:</p> <p>Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken.</p> <p>Eye bath / eye cups / refillable containers should not be used for eye irrigation.</p>			

9 COSHH (Control of Substances Hazardous to Health Regulations)

We acknowledge that the COSHH regulations represent a major step forward in making arrangements to assess and control health risks on sites and we are committed to ensuring the safe use of chemicals and substances.

The Regulations cover virtually all substances that may be hazardous to health but exclude those substances that have their own specific legislation – Asbestos, Lead, Radiation and health risks in deep mines. Failure to comply with the requirements of The COSHH Regulations is an offence under the Health & Safety at Work etc. Act 1974. Changes were made to the COSHH symbols which replaced the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 – CHIP on 1 June 2015. New symbols as below.



9.1 Identification and Assessment

Site management shall identify the types of materials on site that may present health risks. A record will be kept of these materials along with the necessary information about potential hazards, material safety data sheets are the best source of information. Prior to use it will be necessary to make an assessment of the risk involved and relate it to the work in hand. Prior to ordering materials, Contracts, Site management and the Company Buyer must consider whether there is a less hazardous alternative. Sites will ensure Sub-Contractors provide information about the materials they bring to site. In addition to the obvious health risks from materials, our industry presents several identifiable risks from a variety of sources:

- Micro-organisms - Contaminated water, weill's disease
- Concrete - Cement contains chromates and limes causing dermatitis and burns, aggregates contain silica and quartz
- Grouting and adhesives - Epoxy resins and isocyanides released during mixing and applying Processes
- Gases - Various in connection with confined spaces and vehicle movements.
- Acids and thinners - Furnishings, cleaning, dilutions of associated products – corrosive, mists, respiratory problems
- Oils and greases - Skin cancers through inattention to personal hygiene and inadequate washing facilities
- Paints (application and in connection with demolition) - Release of solvents during application and drying, and also cadmium, pitch, arsenic released during burning and demolition of existing steel.
- All dusts - identification of respirable ranges, particular attention to drilling (rigs) and cutting (concrete), quarry work, timber – cutting of hardwoods and insulation boards which produce dust .

9.2 Monitoring of chemicals

The Company holds equipment capable of monitoring hazardous atmospheres (e.g. Gas Detector) where potential health risks are identified, effective monitoring programs will be arranged and subsequently analysed to assist in producing safe systems of work. Where more specialised analysis is required the company will call upon the services of an external consultant specialising in that area.

All employees and Sub-Contractors must be familiar with completed assessments of substances hazardous to health and associated procedures. General rules for the safe use of substances include:

- COSHH essentials summary sheets must be available for reference at all times when utilising chemicals or substances
- Referring to their direct section foreman etc, on all occasions when it is believed that unusual conditions apply to the use of hazardous substances
- Through suitable training and instruction ensuring hazardous substances are not misused.
- Wearing appropriate masks when working with any substances which can emit hazardous fumes.
- Appropriate gloves must be worn when dealing with any adhesive or other similar chemical.
- Waste or unused substances will be disposed of carefully and in compliance with environmental and local authority regulations.
- Encouragement of personal hygiene - washing hands thoroughly after working with any substance.

10 Noise at Work

Where the daily personal exposure to noise is assessed at more than 80 dB (A), then OBR Construction Ltd will undertake the following action:

- Record an assessment;
- Provide ear protectors for employees where appropriate
- Provide adequate information and training to those people exposed to noise

If the noise level is assessed at 85 dB (A) or if the peak noise exceeds 200 Pa (140 dB) OBR Construction Ltd must also take action to minimise the noise and must ensure that all people exposed to the noise wear ear protection. OBR Construction Ltd will endeavour to ensure that all work equipment supplied or used on Clients Premises is constructed in such a manner or is fitted with suitable inhibitors that reduce the levels of noise to absolute minimum.

10.1 Ear Protection

Where high noise levels exist, OBR Construction Ltd will supply ear plugs and ear defenders to employees which will be appropriate for the type and level of noise assessed. Employees will not interfere with the protection in any way since such interference may seriously damage the effectiveness of the equipment. Furthermore, when operating machines of any kind, employees will not remove any part which might contribute to noise reduction. Employees have a duty to report defects in any equipment they use or operate.

10.2 Excessive Noise Levels

Employees and Sub-Contractors working on construction sites will ensure that they do not expose themselves to unnecessary noise risks. They must contact both the site manager if they find

noise levels unacceptable and must wear ear protectors if assessments show them to be necessary.

Any activity which Sub-Contractors intend to carry out that will create significant noise will be discussed with site management in advance, particularly if the activity is to be undertaken outside normal working hours. The Company is aware that local authorities and magistrates courts have the right to control noise generated on construction sites and certain restrictions may apply to the site

11 Bullying

The key objective of our policy is to communicate clearly, so as to avoid any doubt, that instances of bullying will not be tolerated and that precautionary measures are in place both to prevent the occurrence of bullying and to deal appropriately with any cases that might arise. OBR Construction Limited will at no stage tolerate bullying in the workplace.

11.1 Definition of Bullying in the Workplace

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.

11.2 Reporting, Recording & Investigation

The Company is aware that **there is a legal onus upon us to record and investigate all alleged incidents of bullying in the workplace**. Our stimulus is to do this properly in knowing that if we put the information, which we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Ultimate responsibility for this recording and investigating process is that of the Management of OBR Construction Limited.

11.3 Informal Procedure

It is company policy that any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she can seek help and advice, on a strictly confidential basis, from a contact person. A contact person could, for example, be one of the following:

- a supervisor;
- any member of the site management team;
- human resource/personnel officer;
- employee/trade union representative.

. Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person (supervisor, etc.) will be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner. The complainant may request to bypass the informal procedure in some circumstances and this shall not reflect negatively on the complainant in the formal procedure

11.4 Formal Procedure

If the informal approach is deemed inappropriate or if after the informal procedure, the bullying persists, the following formal procedures shall be invoked:

- The complainant shall make a formal complaint in writing to his/her immediate supervisor.
- The alleged perpetrator(s) shall be notified in writing that an allegation of bullying has been made against him/her. He or she shall be given a copy of the complainant's statement and advised that he or she shall be afforded a fair opportunity to respond to the allegations.
- The complaint shall be subject to an initial examination by a designated member of management who is considered impartial with a view to determining an appropriate course of action i.e. exploring a mediated solution or a view that the issue can be resolved.
- Should this approach be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation.

11.5 Investigation

Investigations of all alleged bullying will be conducted by either a designated member(s) of management or, if deemed appropriate, an agreed third party. The investigation shall be conducted thoroughly, objectively, with sensitivity and utmost confidentiality with due respect for the rights of both the complainant and the alleged perpetrator(s). The following will take place:

The investigator(s) shall meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual and confidential basis with a view to establishing the facts surrounding the allegation(s).

Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague or employee/trade union representative if so desired.

On completion of the investigation(s), the investigator(s) should submit a written report to management containing the findings of the investigation.

Both parties should be given the opportunity to comment on the findings of the investigation. The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.

Should management decide that the complaint is well founded, the alleged perpetrator(s) shall be given a formal interview to determine an appropriate course of action. Such action could, for example, involve counselling and/or monitoring or progressing the issue through the disciplinary and grievance procedure of the employment.

If either party is unhappy with the outcome of the investigation, the issue may be processed through the normal industrial relations mechanisms.

11.6 Confidentiality

All individuals involved in the procedures referred to above shall maintain confidentiality on the subject.

12 Fire Procedures

OBR Construction Ltd will ensure that its employees are made aware of emergency and fire procedures currently in force at its workplaces and places of operation. It is the responsibility of the Site Managers, Section Foremen, Health & Safety Advisors etc. to ensure all Contractors and Sub-Contractors are made aware of fire and emergency procedures and maintain formal induction and training records.

The minimum standards for fire and emergency procedures are as follows:

Office personnel will be accountable for ensuring all aspects of fire safety are adhered to. In places occupied by the Company, adequate and effective fire evacuation procedures exist and fire-fighting equipment is available. Fire alarms and firefighting equipment will be provided in accordance with the Regulatory Reform (Fire Safety) Order 2005 and any local authority requirements.

Electrical equipment not required should be switched off whenever possible. Waste materials must be disposed of daily or as and when it constitutes a fire hazard. Only trained personnel will have permission to dispose of highly flammable waste. Information on evacuation procedures and use of firefighting equipment will be displayed in the Company's premises.

12.1 Training

Adequate training is required in all aspects of fire safety including:

- knowing the limitations in respect of firefighting
- use of fire extinguishers
- which type of extinguisher to use
- how to operate the fire alarm system
- the evacuation procedure
- the fire assembly point
- the sound of the fire alarm

Initial training be given when an employee first joins the Company, which will be one of the first things to cover as the risk starts on entering the premises, and refresher training will be provided at periods relevant to the subject being covered.

12.2 Fire Evacuation

All employees will be trained in the orderly method of evacuating the premises to their designated assembly point. The assembly route will be from their workplace through the nearest exit to open air and from there to the assembly area. Once out of the building they will not re-enter that or any other building until authorised to do so. If possible, machinery will be switched off and isolated, but employees will not delay evacuation to collect personal belongings. All employees will be instructed to walk and not run.

A member of management will gather the information of those who are on site. This will be monitored by using either a signing in book, clock cards or fire check book. A visitor's book will also be taken and any contractors visiting should be accounted for. This member of management will go direct to the assembly area to take a roll-call. The fire authority, if attending, will be notified of anyone missing. All employees will remain at the assembly area until given the all clear to return to

work by a member of management.

On Discovering a Fire

- Sound the Alarm – Only use a fire extinguisher if you are trained to do so
- Leave the building by the nearest exit
- Report to designated Assembly Point
- Call the Fire Brigade on 999 or 112 and when connected speak slowly and distinctly, e.g.: This is OBR Construction Ltd, Site Address, nature of emergency etc.

On hearing the alarm

- Stop work and make the work equipment safe
- Leave the building by the nearest exit
- Report to designated Assembly Point
- Do Not re-enter the building until instructed by a member of management

12.3 Fire Control Measures

The Company will ensure a Fire Risk Assessment is undertaken of their premises in Cork, and where required Fire Risk Assessments of their operations located at Clients Sites these are reviewed periodically, in accordance with the Regulatory Reform (Fire Safety) Order 2005. The reviews are undertaken:

Every two years, or following significant changes to the operations or management, premises or current legislation.

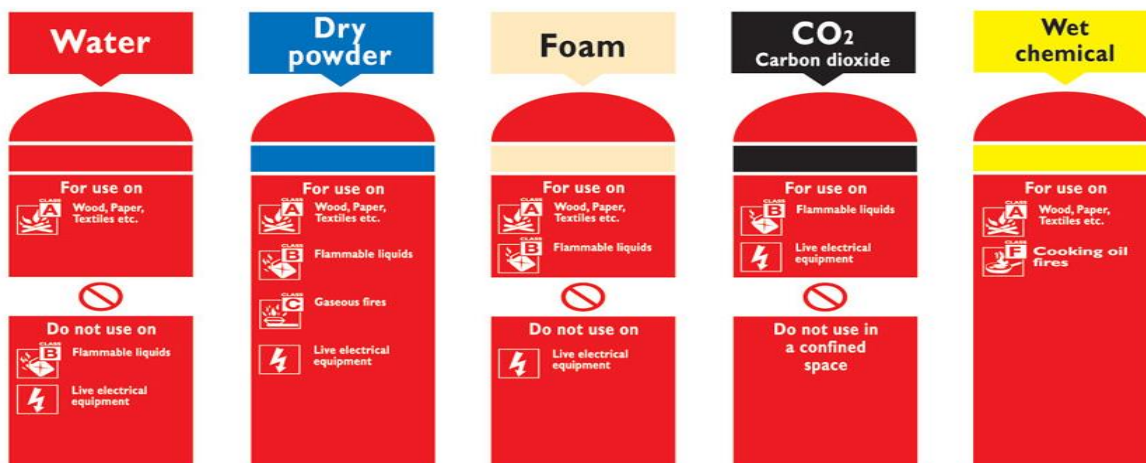
The following are a list of the control measures that are in place; these also are serviced and maintained in accordance with current British Standards and Manufacturers Recommendations, with full detailed records maintained and copies kept at Head Office in Hammersmith:

- Fire Extinguishers
- Emergency Lighting
- Fire Doors and Fire Routes
- Fire Detection and Alarm System

12.4 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below

KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



13 Environmental Policy

The Company commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees and sub-contractors, customers and the community. Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

- Comply with all local, and national legislation.
- Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
- Assess the discharges and waste generated from our sites / premises and their effects, if any, on the environment and community.
- Ensure that all of our waste is disposed of properly. Where possible waste generated will be recycled.
- We will endeavour to keep these sites and grounds as tidy and clean as possible for the local communities. “Clean as you go” policy to be adhered to

Our goal of a less hazardous environment can be achieved by a conscientious effort and commitment to excellence from all staff.

14. Welfare Facilities

OBR Construction Limited undertakes to protect the Health and Welfare of its entire staff & others affected by our works such as sub-contractors. We intend to comply with current legislation regarding the issues of welfare. It is incumbent upon the Main Contractor to allocate suitable Health and Welfare facilities to sites under their management. Where the Company has this obligation the following requirements will be adhered to:-

The Project Manager shall ensure that:

Adequate welfare facilities are provided at the commencement of the project; then maintained throughout the contract.

All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.

Toilets and Washing facilities shall be provided at an adequate and suitable ratio for the number of persons employed on site. They will be equipped with an adequate supply of hot and cold running water for washing, with adequate supply of soap and towels for drying. Drinking water will be supplied and clearly labelled.

A Drying Room will be provided for the storage, drying and changing of employee’s clothing. Its size will be determined by the number of employees expected to work on the contract. Please note: Welfare facilities will be limited and there shall be temporary arrangements during the COVID pandemic. Refer to the COVID procedure for full details.

The Site Manager shall ensure that when in use, all site facilities will be maintained in a clean and tidy condition. A person shall be appointed to ensure that:

- Canteen floors are swept and mopped daily.
- Table tops are washed after each use with Soapy Water – and bacterial wipes
- Cooking equipment is cleaned after use.
- Canteen waste is properly disposed of on a daily basis.
- Drying rooms are kept clean and tidy

15. Personal Protective & Respiratory Protection Equipment

It is Safety Policy that Protective Equipment is issued for your own safety. Following a Hazard / Risk assessment, Personal Protective & Respiratory Protection Equipment (PPE & RPE) will be issued and used when the risk cannot be reduced by other means.

The Company recognises the view taken by the Personal Protective Equipment at Work Regulations 1992. Each employee who is issued with Personal Protective & Respiratory Protection Equipment is responsible for its use and safe storage and must immediately report loss or damage to those in charge.

If protective equipment is supplied but not used, both the employee and the Company are breaking the law. It is unacceptable and against Safety Policy to condone non-use of the equipment by effectively turning a 'blind eye' to the non-user: the regulations and standards must be enforced for the health and safety of the individual.

Any individual who refuses to wear the equipment should be counselled as to the reasons why the equipment must be used. If the individual persists in refusing to use the equipment, they should be advised that the Company regards this as a matter of gross misconduct. If the individual continues to refuse to use the equipment, our disciplinary procedure will be invoked.

15.1 Responsibilities

It is the responsibility of OBR Construction Limited to provide adequate Personal Protective Equipment where no other method of risk reduction is reasonably practicable. We intend to supply PPE & RPE to adequate standards, sizes and amounts as it is required. We will Select RPE that is adequate and suitable by matching RPE to the hazard, wearer, task and environment. This shall be done by carrying out a risk assessment on the task and choosing the appropriate mask for the task. For example, when using a cutting saw, even with water suppression, a suitable RPE with an assigned protection factor of at least 20 will still be needed, with FFP3 filtering facepieces.

We intend to ensure that all PPE & RPE, which requires maintenance, is maintained to an adequate standard so as not to provide risk to Personal Protective Equipment at Work Regulations 1992.

We intend to make provisions for ensuring that where PPE & RPE is provided that it is used. Where employees have been provided with Personal Protective & Respiratory Protection Equipment for protection of their Safety and Health it is their duty to wear it. The only exception to this is where a medical condition stipulates against its use.

Any defects in worker's equipment should be reported to the Directors and a replacement obtained. Please refer to separate PPE policy.

16. Hand Arm Vibration

Hand Arm Vibration Syndrome (HAVS) can affect anyone who is exposed to any working machinery that vibrates. The most commonly known form is called vibration white finger, but other forms can damage blood vessels in the fingers, reducing the supply of blood. It can also damage nerves, leading to a loss of feeling in the fingers and hands, reducing the sufferer's ability to grip, coupled with extreme pain.

The Control of Vibration at Work Regulations 2005 introduced statutory limits on exposure of workers to vibration. Employers are required to assess and manage the risk to their workforce's health and provide suitable equipment that is designed to limit the exposure level of vibration. Guidelines for minimising the risk of vibration include:

- Seek alternatives to using equipment which vibrates
- Do not exert too much grip pressure when holding the tool
- Ensure the equipment is maintained and in good working order, with a valid test certificate
- Make sure the tool you select is suitable for the task it is used for
- Look out for specially designed low-vibration equipment
- Keep all attachments sharp, including drill bits, points and chisels
- Use protective clothing, especially on the hands to keep them warm
- Ensure that regular breaks are taken, and that the employees exercise their fingers

OBR Construction are committed to ensuring that all employees involved in the hand tools are assessed according to this system. Persons working with vibrating tools shall be made aware of the risks from this condition, and all efforts will be made to reduce vibration exposure.

The responsibility to ensure that the correct type of work equipment is purchased/hired is with the purchasing/buyer employed by the company.

17. Manual Handling

HAZARDS. Injury can occur from lifting even relatively light loads if proper precautions are not taken.

Factors to be considered as lifting hazards:

Nature of load e.g. Size & Weight, Bulky etc.

No proper grip.

How often is load lifted?

Is there enough space to lift safely?

Is lifting done outside best lifting range (above chest / below hip).

Is best lifting technique employed?

Health and build of person lifting?

How far is item lifted (distance)?

Are platforms provided?

Is training given?

Is area kept free of obstruction - trip hazards?

Principles of Lifting

1. Assess the task, the area and the load.
2. Broad stable base – feet flat on floor
3. Bend the knees
4. Back straight, (not necessarily vertical).
5. Firm grip with the palm of the hand?

Refresher manual handling training will take place every three years.

18. Excavations

All excavation work has to be properly planned, managed, supervised and carried out to prevent accidents. This section outlines the important considerations when planning work. Where necessary, all trenches and excavations will be adequately shored or supported to prevent a fall or dislodgement of earth, rock or other material forming the side of any excavation. Where such a risk also exists for those installing supports, other appropriate control measures will be in place to ensure the safety of persons entering the excavation. The risk assessment will be reviewed at all terms during the excavation works. The following conditions have been considered and will be monitored:

- Ensure shoring/formwork does not become unstable
- Ensure formwork is not removed prematurely (only after 48hrs)
- Monitor ground water, possible seeping into excavations from its side walls or base
- Monitor changes to soil and/or weather conditions
- Ensure that surface water or run-off entering the excavations or accumulating on surface
- Carry out weekly inspections of the excavation and after each day during adverse weather conditions.
- Emergency procedures should be in place to deal with possible collapse

19 Underground and Overhead Cables

19.1 Underground cables

All maps and location of cables shall be provided to the relevant employees. Cat scanners shall be in use. All services shall be clearly marked.

Rules prior to a dig

- Plan the work
- Seek plans from relevant agencies
- Cable- and pipe-locating devices

19.2 Overhead Cables

Distance to overhead powerlines shall be calculated by the site engineer and all lifts can be conducted with a banksman. Formwork panels and any other material and equipment must be stored a safe distance from overhead powerlines. The safe distance depends upon the amount of power in the lines.

When working in an area where overhead cables might be present the company will ensure correct measures will be put in place

- Goal posts
- Bunting
- Making safe cables if necessary by contacting the local electricity supplier
- Employees will never use plant or equipment in a way that it enters an exclusion zone.
- HSE Guidance Notes supplied on GS6 on how to work safely in and around live wires.

20 Plant and equipment – statutory inspection and maintenance

The company will compile detailed risk assessments to ensure that all machinery that is operated meets with the requirements of the Provision and Use of Work Equipment Regulations (PUWER) & (LOLER)

The site managers shall be actively involved in site inspections, however it is the duty of everyone on site to report hazards the findings of such inspections. Weekly plant inspections shall be carried out by the employee who operates the plant. Faults shall be reported using appropriate statutory registers forms. Lifting equipment will only be inspected by a competent person and Thorough Statutory examinations of equipment will take place by an external provider when:

- The equipment is put into service for the first time. It is new and not been used before
- Every 12 months. Every 6 months for equipment used for lifting persons

All such records will be kept in the site offices and copies of statutory inspections in the cab of the vehicle or site files. In addition, the company will ensure that:

- The use of any work equipment that could pose a risk to any persons in or around the workplace will be restricted to authorised persons
- All work equipment will be maintained in good working order with planned regular maintenance. Appropriate service records shall be cross referenced to the item of plant repaired.
- All work equipment will be clearly marked with health and safety warnings where appropriate.
- No un-authorised personnel to drive plant or equipment unless they are competent and trained

- All hired plant and equipment will also hold inspection records and staff will be trained for use
- Any plant with serious faults highlighted as a result of weekly or statutory inspections shall be removed from site for immediate repair.

20.1 Doka and Peri products – installation and inspection

The equipment/system must be inspected by a competent person before use, to ensure that it is in suitable condition. Steps must be taken to rule out the use of any components that are damaged, deformed, or weakened due to wear, corrosion or rot.

The functional/technical instructions, safety warnings and loading data must all be strictly observed and complied with. Failure to do so can cause accidents and severe (even life-threatening) damage to health, as well as material damage. Only original Doka/Peri components may be used as spare parts. Repairs may only be carried out by the manufacturer or authorised agents.

21 Abrasive wheels

The company shall take reasonable steps to ensure, so far as is reasonably possible, the health and safety of employees who work with grinding machines that incorporate abrasive wheels. The company acknowledges that safety hazards may arise when using this type of equipment.

The company will: -

- Complete a documented risk assessment for the use of the equipment and issue copies to all employees who use the equipment.
- So far as is reasonable practicable, take measures to reduce the risks found as a result of the assessment.
- Ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task and the environment in which it is used.
- Keep a register to state who is authorised to operate abrasive wheels

22 Concrete cutting saws –exposure to silica

There are several hazards associated with the use of concrete cutting saws:

- Noise/Dust, Manual handling, Kick back, Blade sticking, Entanglement, Flying debris
- User must be trained. Guards must not be removed. Wet cutting will take place where possible, eye, ear dust protection is mandatory and must be worn during all cutting operations.
- Cutting operations should not take place close to members of the public. Do not overreach or cut above shoulder height.

22.1 Silica dust health issues

Crystalline silica is present in substantial quantities in sand, sandstone and granite, and often forms a significant proportion of clay, shale and slate. It can also be found in chalk, limestone and other rock and soil, though this is unusual. Products such as concrete and mortar also contain crystalline silica. Users should wear an FP3 filter mask and the mask and 'Face Fit Testing' is recommended.

23 Formwork/False work

Hazards and risks:

- Workers falling during steel fixing and the erection of formwork.
- Collapse of the formwork / falsework.
- Materials falling during the striking of formwork.
- Silica dust from scabbling operations.

- Manual handling of shutters, reinforcing bars etc.
- Cement burns from wet cement.
- Arm and back strain for steel fixers.

23.1 Precautions:

- A planned, written health and safety method statement must be prepared before work commences and all associated with the work made aware of its contents. It must then be followed. Any deviations from the method statement must be communicated to all concerned.
- Workers must be provided with safe access to the work.
- Guard rails must be put in place as work progresses
- Access ladders must be properly erected, tied and project at least 1 metre above the landing platform.
- Ladders or an access scaffold must be used for access.
- Equipment must be in good order before use. Original manufacturers pins must be used in adjustable props.
- Formwork, falsework and temporary supports must be checked, properly tied, footed, braced and supported before loading and before pouring walls or columns.
- Workers must be protected from wet concrete by use of protective gloves and boots and from the effects of silica dust by avoiding the need to scabble by using a retarder or by the provision of respirators.
- There is a planned striking procedure that everyone is made aware of before the work commences.

Sources of further information

BS 5975:2019 is the Code of practice for temporary works procedures and the permissible stress design of falsework. BS 5975 gives recommendations and guidance on the procedural controls to be applied to all aspects of temporary works. It also includes guidance on design, specification, construction, use and dismantling of falsework and guidance on permissible stress design of falsework. This guidance also applies to the design of what is termed “class A” falsework in BS EN 12812, the design of which is specifically excluded from BS EN 12812.

- CIRIA R108 Concrete pressure on formwork
- Concrete Society CS144 Checklist for assembly, use and striking of formwork
- https://www.construct.org.uk/wp-content/uploads/2017/01/Guide_to_Safe_Transportation_of_Formwork_and_Falsework.pdf
- Concrete Society CS123 Checklist for erecting and dismantling falsework
- HSE CIS56 Safe erection, use and dismantling of falsework
- CE marking is an indicator of a product’s compliance with applicable EU legislation and its legitimacy to be placed on the market within the European Market. CE stands for Communauté Européenne.

24 Physical hazards associated with reinforcing steel

Reinforcing steel is delivered to the site in bundles. The bundles are usually so heavy that they are moved with either a crane or some other mechanical lifting device. Although heavy, reinforcing steel has considerable flexibility, and bundles can whip or bounce when being hoisted. Ensure that bundles are well secured while being hoisted, and that the path of travel does not endanger workers or the structure.

The end of a piece of reinforcing steel can be sharp, so workers must be cautious when working around it. to prevent scratches and cuts

25 Working at Heights

The company will comply with all aspects of the Working at Heights Regulations. Prior to erecting or dismantling a formwork deck and supports the company will consider whether it is possible to eliminate the risk of a fall by undertaking all or part of the work on the ground. Risk controls will be implemented if a person is exposed to a risk of falling. A risk assessment must be conducted for all work at height. It is important that the person carrying out the risk assessment has the necessary information, knowledge and experience of the work environment and process to assess the risks competently.

Following a risk assessment, control measures must be implemented to address each risk that is identified. These control measures might include fencing, handrails, safety screens, scaffolding, guardrails (including mid rail and toeboards or equivalent), safety nets, elevating work platforms, fall arrest systems (such as nets) or a combination of these measures. In deciding what controls to use, take into account:

1. factors that increase the risk of falling (for example, a slippery surface which may cause slips and falls) or ^[SEP] if it is a hazardous situation, such as where the surface condition onto which a person may fall would cause serious injuries (for example, falling on to reinforcing steel starter bars or building materials). ^[SEP]

Control measures that provide the highest level of protection, such as those that prevent falls, should be used in preference to those providing a lower level of protection such as fall arrest systems. Fall protection systems should also be provided for workers installing and removing any safeguards.

The following hierarchy of control measures should be used until the risk of fall is minimised as far as reasonably practicable:

1. Use of passive fall prevention devices. Passive fall prevention devices include safe (temporary) work platforms (safety mesh, perimeter scaffolding or guard railing, barriers or perimeter screens). ^[SEP]
2. Use of work positioning systems. This means equipment designed to allow a worker to work safely in position for the duration of the task at heights. This requires greater competency and supervision of the worker than passive fall prevention devices. This includes use of industrial rope access systems, travel restraint systems. ^[SEP]
3. Use of fall injury minimisation systems. This means equipment to prevent or reduce the severity of an injury if a fall happens, such as industrial safety nets, catch platforms and fall arrest systems (such as safety harnesses, nets or lazy joists). ^[SEP]
4. Use of ladders and administrative controls. If ladders are used the contractor should do a risk assessment to make sure the work is done safely.

26 Safety Audit Procedure

HSE has moved away from using the POPMAR (Policy, Organising, Planning, Measuring performance, Auditing and Review) & replaces HSG65 model of managing health and safety to a '**Plan, Do, Check, Act**' approach.



26.1 When to Use Plan–Do–Check–Act

- As a model for continuous improvement.
- When starting a new improvement project.
- When developing a new or improved design of a process, product or service.
- When defining a repetitive work process.
- When planning data collection and analysis in order to verify and prioritise problems or root causes.

Proactive Management

It is the responsibility of all Team Leaders/Managers to:

Implement adequate control measures to address non compliance identified as a result of completing an audit, assessment or inspection
 Support all proactive Health and Safety management programs;
 Ensure that all employees within their control with respect to health, safety and environmental management undertake a proactive role

Formal Review

A formal internal review of the Health and Safety Policy and associated procedures will be undertaken every annually or when any change within the directorship or management team which affects the integrity of the policy. When any change to the business operation that directly or indirectly affects the integrity of the policy.

When changes to existing legislation or the advent of new legislation will prompt regular review.

When the frequency of any review will be overridden if such legislation requires more prompt act

27 Working time regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his/her activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement. With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period, but this can be successive 17-week periods if this is specified in a relevant agreement. Under the Working Time Regulations, employees who are required to work for more than 6 hours continuously are entitled to an unpaid rest break of 20 minutes within that 6-hour period. Staff are also entitled to 11 hours.

Please refer to Working Time Policy OBR-SF-050

28 Occupational Health

The company have developed an occupational health policy which is made available to all staff. The company shall undertake occupational health assessments and commence this task by focusing on safety critical employees, the site practices, tools and equipment in use. The overall company objective is to create an environment which is free of occupational risk and occupational illness.

The company have devised a basic health screening questionnaire which has been distributed to all members of staff. The objective of the questionnaire is to identify if employees have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of OBR Construction. The site supervisors and contracts managers shall deliver a series of health toolbox talks and do all they can at site level to raise awareness. The company have an Occupational Health Champion whose name shall be provided at site inductions. Employees can approach the name 'Health Champion' to discuss any issues of concern.

If any employee has any concerns about their health or if any answered questions show that further medical surveillance is required, then the company will send the employee to a designated company Doctor for the appropriate medical examination.

The company now have Mates in Mind trained site managers. The aim of Mates in Mind is to raise awareness of mental health and address the stigma of poor mental health and improve positive mental wellbeing in the UK construction industry.

Please refer to separate Occupational Health Policy OBR-SP-013

Useful links and signposting for employees:

<https://www.matesinmind.org/need-help.html> <https://www.gov.uk/government/collections/public-mental-health>

29. Driving to work.

The company have produced a driving policy which is available to all staff. **Please refer to Policy OBR –SP-051**

30. Risk assessment process

The company have developed a risk assessment process (**Refer to Document RA process**) to ensure that OBR Construction Ltd shall fulfil their duties under the Health and Safety at Work Order 1974, (notably the Management of Health and Safety at Work 1999 (Amendment) Regulations 2006) to provide suitable and sufficient risk assessment/safe systems of work for all work activities. Employees should also be aware of their responsibilities under these regulations.

Each and every task shall have a risk assessment developed. The company work with a bank of 56 risk assessments which are reviewed annually. Risk assessments are explained to employees and sub-contractors at the induction process. If new risks occur on site they shall be recorded in the risk assessment documents with a safe system of work implemented.

31. Use of concrete pump and compressed air

The company refer to HSA guidance document on safe use of concrete pump https://www.hsa.ie/eng/publications_and_forms/publications/construction/guidance_on_safety_in_concrete_pumping.pdf

A risk assessment has been developed for safe use of the pump which also focused on the use of compressed air. A checklist for use of the pump is used by operatives. Only trained and competent personnel shall use the pump. The pump shall not be left unattended at any time. Only trained personnel shall clean blockages in the pump.

32. Process of hiring sub-contractors

The company have developed a procedure to hire and vet all sub-contractors. Please refer to document **SOP 003 Rev A Sub Contractors pre-selection process**.

Sub-contractors shall be expected to comply with rules as listed in the health and safety policy and rules displayed in the site welfare facilities. Under no circumstances should any contractors hire 3rd party sub-contractors without prior agreement with management. Only those contractors listed in the site induction should attend work on site. Sub-contractors are not permitted to sub contract work. All sub contractors' work is monitored by the site managers with KPIs carried out to rate performance.

Bona Fide Subcontractors (BFSC)

This type of subcontractor is also known as a 'supply and fix' subcontractor and they will hold their own insurance and usually provide their own materials and tools.

When engaging subcontractors, the company shall review their insurance policy as well as ensuring our insurance policy is extended to cover their activities whilst working for the company. In the case of bona fide subcontractors, the company will also obtain written evidence as proof they carry Public Liability insurance to cover the activities they are carrying out for the company.

Labour Only Sub Contractor (LOSC)

This type of subcontractor will work directly under the company's supervision and usually use materials and tools provided by us. Because they are working under our direction, they are treated in law as employees and this extends to short term/occasional workers you engage.

When our company purchases liability insurance for the firm, we will declare wages paid to LOSC alongside wages for our own employees to meet your legal requirements to provide cover for them under your Employers Liability insurance section of the policy

33. Coronavirus (COVID-19)

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called coronavirus. The main symptoms of (COVID-19) are a high temperature and a new, continuous cough, fever and shortness of breath which leads to serious respiratory problems.

The company will ensure that any of OBR's sites that are operating during the Coronavirus (Covid-19) pandemic will take every precaution to protect our workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

The company have produced a **COVID-19 information pack** for all sites which includes guidance on working from home, returning to work and safety precautions to take when working under the government guidelines whilst the virus is still live. The pack also contains a risk assessment. This contents of this pack shall be discussed with you on your return to work via an outdoor induction. The pack may also be sent to you by e-mail or 'Whatsapp'. If you suspect you have any symptoms of COVID, you should not come to work and report to your site manager who will provide you with guidance on what to do.

The health and safety requirements of our construction activities must not be compromised during these unusual circumstances. If an activity cannot be undertaken safely, it should not take place.

We are aware that the emergency services are under great pressure during the virus outbreak and may not be able to respond as quickly as usual. All site personnel should take this into consideration in the planning of work activities.

Please be aware that HSE enforcement officers shall visits sites to identify if employers/employees are acting to comply with the relevant PHA guidance to control public health risks and respecting the social distancing rules.

There will be changes to how we work in construction sites and this will be the new normal for some time. We must do what we can to comply and respect all government guidance and social distancing rules. We are in this together and must unite and work as part of a team to help with compliance. You may be asked to wear a protective face mask in some working conditions and you must comply. You must use all the hand sanitisers placed at the various area of the site and wash your hands often. Welfare will be reduced on some sites with limited seating arrangements. If you can, eat alone in your vehicle for the short term during the pandemic.

If you have any fears or concerns regarding working during this period, please contact your site manager.

35. Drugs & Alcohol

The effects of alcohol and drugs can severely impair judgement and will increase the risk of an injury being realised. Therefore, OBR Construction does not permit any employee to work under the influence of alcohol or drugs, or to bring alcohol or drugs onto its premises.

Any prescribed drugs must be used in accordance with a doctors or pharmacists advice. Employees are also to inform their OBR Construction at induction stage of any prescription drugs which they are required to take which would need to be brought to the attention of the emergency services.

Employees are to bring to the attention of their line management/ senior management any suspicions of drug misuse.

36. Asbestos

Asbestos is one of the most toxic materials that is associated with historical construction processes and the legacy of which continues to exist in/on buildings to this date. As a result BW Homes & Construction acknowledges that it is essential to ensure effective management of the same prior to any work commencing on any buildings built pre 2000. OBR Construction will ensure that Demolition / Refurbishment Surveys are conducted on all such buildings prior to permitting any associated activities to commence. Once received, these surveys will contain the information which any future safe system of work will be developed upon.

Any Asbestos removal will only be conducted by removal companies who have been vetted and approved as having undergone the appropriate training and have considerable experience in this field, a fully developed safe system of work, communication records, and hold the necessary insurance cover to carry out such activities. The Environment Agency (EA) is responsible for regulating the disposal of waste materials containing asbestos. This is done through a system of licences and authorisations for transport, storage and disposal of asbestos, and a paperwork system (consignment notes), which provides an auditable trail for all organisations involved in the disposal chain.

Personnel will only be permitted into buildings after Asbestos has been removed when an air clearance certificate has been sourced that confirms that it is safe to enter.

40. Confined Spaces

Only operatives who are fully trained and competent are permitted entry into any confined space on any of OBR Construction projects. Prior to entering a confined space a safe system of work (air analysing to measure air quality; constant atmospheric monitoring throughout the process, adequate ventilation provided; a providing adequate access and egress etc.) is devised and communicated to all involved in the task as well as the emergency plan of action. OBR Construction management will strictly supervise the whole operation from commencing activities until completion.

41. Protection of General Public

OBR Construction management team will ensure that all reasonable steps are taken to ensure the safety of the general public. Boundary fencing on all of OBR Construction projects is not less than 2 metres high, where heras fencing/ mesh fencing is used the mesh will be fine to minimise the likelihood of anyone attempting to scale the fence, access & egress opening are strictly policed by OBR Construction management as well as the boundaries are monitored daily at the start and end of each shift, a large array of warning notices will also be utilised.

APPENDICES

ACKNOWLEDGEMENT OF POLICY RISK ASSESSMENT LIBRARY

ACKNOWLEDGEMENT OF HEALTH AND SAFETY POLICY AND RISK ASSESSMENTS OBR

I wish to acknowledge receipt of the information relating to the Safety Policy and understand my duties as an employee/contractor under the Health and Safety at Work Act 1974. I can also confirm I have read the bank of risk assessments for the day to day general construction activities. I will report any new hazards not listed on the risk assessment.

I confirm that I have read, understand and accept its contents and will abide by all the rules and procedures contained in it.

I understand that safe working is a condition of employment.

Date	Employee Signature

“ALL ACCIDENTS ARE PREVENTABLE”

Please sign the above and return immediately to: Directors of OBR Construction Limited