

GENCO

Genco Construction Services Ltd

Health & Safety Policy

Reviewed by	Review Date	Position in company	Signature
J Roberts	15 July 2014	Director	
J Roberts	30 Sept 2014	Director	
Revised by J McLeish	04 Dec 2014	HSQE Manager	JMcLeish
Approved by J Roberts	10 Dec 2014	Director	

Introduction

This document sets out the Health & Safety arrangements Genco Construction Services Limited have in place to meet the requirements of OHSAS 18001. We have adopted this standard policy and tailored it to represent our organisation.

The following is a description of the type of work that our Company undertakes:

Specialist Contractor carrying out Maintenance, Construction, Refurbishment and Infrastructure works in the public and private sector.
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PART 1 – Our Statement of general policy is:

At Genco we are committed to the prevention of injury and ill health and providing a safe working environment for our employees and others who may be affected by our activities. As a minimum Genco is committed to comply with legislation and we are committed to achieving the highest level of H&S through continual improvement.

Health and safety is an integral part of our business and has equal status to other aspects of business performance. Appropriate financial and physical resources will therefore be provided to implement this policy.

We recognise that successful health and safety management can only be achieved with the support and commitment of our employees. All employees will be actively encouraged to take ownership of health and safety and empowered to assist in decision making. All employees and contractors will be made aware of their Health and Safety obligations and compliance with this policy is a condition of employment.

We will ensure that this policy is documented, implemented and maintained, and communicated and understood at all levels throughout the organisation.

Genco Health and Safety Management System conforms to the requirements of OHSAS 18001 and is defined in our H&S Management System. The day to day management of health and safety is a responsibility of managers at all levels but overall responsibility rests with the Managing Director, John Roberts.

To assist with the implementation of our health and safety management system an internal HSQE Manager has been employed and in addition professional external advice is also provided by SHE Management Ltd.

To facilitate continuous improvements in health and safety standards we will identify specific health and safety objectives. A program for the objectives will be outlined with timescales and responsibilities. Progress towards the objectives will be closely monitored.

Periodic auditing of our Health and Safety Management System will be undertaken in accordance with the companies relevant IMS Procedure to ensure its continued suitability and effectiveness. This H&S Policy will be at least annually and or as deemed appropriate



John Roberts – Director

PART 2 – Organisation and Responsibilities

2.1 Head of Company

The head of the Company has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receives appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety Management

2.2 Health and Safety Co-ordinator / Representative

Named person responsible for H&S: **Julie McLeish**

Experience /qualifications of above person: **SMSTS, NEBOSH National General Certificate.**

The HSQE Co-ordinator / Representative will undertake and be responsible for:

- The implementation of the Integrated Management System to include this H&S Policy throughout the company.
- Reviewing its appropriateness by periodic safety audits/inspections carried out in various areas of the workplace both internal and out on site.
- Reviewing H&S legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Investigating accidents and implementing correct action to include collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

2.3. Employees

Section 7 of the Health and Safety at Work Act 1974 states the following: It shall be the duty of every employee while at work -

- (A) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-

operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with it requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

PART 3 – Arrangements

3.1 Communication

In order to meet our legal obligations as set out in The Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The contents of this H&S Policy
- Any role or site specific rules / regulations and procedures
- Any changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via safety bulletins, e-mails, toolbox talks and safety meetings.

3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company Procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will

be formally recorded with a hard copy kept on file. Training needs will be reviewed continually and training needs identified will be recorded and reviewed at management review meetings. All training undertaken or planned will be recorded on the training matrix. A program of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

3.3 Risk Assessments

The HSQE Manager or Operations Manager will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the HSQE Manager / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 Method Statements

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely. Operatives are not to deviate from the recorded scope of works.

3.5 Co-operation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

3.6 Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.7 Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.). Before new equipment is introduced into the working environment, an assessment will be made by a competent person. In order to ascertain that the equipment is suitable for its intended use. No employee will use work equipment for which they have not received specific training. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk. All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file. If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

3.8 Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities. Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements. Any defects or malfunction of PPE must be reported to: **Julie McLeish**. It is the responsibility of the employee to ensure that all PPE issued is kept clean and in good working condition. If an employee continually requests replacement of PPE due to misuse they will be charged.

3.9 Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary. Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the HSQE Manager / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). A library all substances and materials hazardous to health is held electronically at head office.

3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company. A first aid box shall be available in the office and on site and shall be easily accessible to all employees at all times when they are at work. Head Office – the first aid box is located in the first aid cupboard in the kitchen.

Qualified First Aider / Appointed Person: **Sonny Russell / George Baxter**

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

ALL accidents MUST be reported to your Site Supervisor / Operations Manager and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the HSQE Manager / Director responsible for Health & Safety as soon as possible after the incident.

In accordance with (R.I.D.D.O.R.) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the following incidents are reportable to the HSE's Incident Contact Centre.

- Death to workers and non-workers, with the exception of suicides, if they arise from a work-related accident, including an act of physical violence to a worker.
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organ
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours
- Over seven-day incapacitation of a worker
- Non-fatal accidents to non-workers (members of the public) if they are taken directly from the scene to hospital.

- **Further guidance for specific injuries is available from the HSE website.**
- Occupational disease
- Dangerous occurrences e.g.
 - Collapse, overturning or failure to load-bearing parts of lifts and lifting equipment.
 - Plant or equipment coming into contact with overhead power lines
 - The accidental release of any substance which could cause injury to any person.
 - Gas incidents.
- **There are 27 categories of dangerous occurrences that are relevant to most workplaces. Please refer to HSE website for full details.**

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

3.11 Asbestos

Following site survey and preparing of the Risk Assessment Method Statement the Operations Manager / HSQE Manager or Representative is to make a request from the client to view the site-specific asbestos register. If the report is not recent in invasive then a refurbishment survey report must be requested from the client. The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register and will form part of the risk assessment. Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
 - prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc.
 - evacuate the immediate area and prevent access by others e.g. the public
 - inform those responsible for the premises and the HSQE Manager, so that the necessary sampling can be arranged
 - do not return to that area until informed that it is safe to do so
- Remember, if you are uncertain as to the content of the material, stop work and seek advice.

3.11 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely. All employees are to ensure they are familiar with the requirements of Genco Manual Handling Procedure.

3.12 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, this includes the smoking of electronic cigarettes. Keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. Good housekeeping practices are to be implemented at all times. Site Supervisors / Operations Managers are responsible for keeping their operating areas safe from fire, ensuring that their engineers are trained in proper fire prevention practices and emergency procedures. The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is:

George Baxter / Julie McLeish.

As part of all employees' office / site induction procedure they are to be provided with the site specific emergency procedures. In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

3.13 Sub-Contractors

Sub-contractors are employed in accordance with Genco Control of Contractors Procedure and are required to complete and return a Subcontractor Questionnaire together with relevant H&S documentation, insurance and evidence of training. All sub-contractors are assessed and recorded as approved / not-approved on the subcontractor approval list which is maintained by Project Support. In addition, as part of Genco induction procedure all sub-contractors are made aware of our Conduct and Disciplinary Procedure and will accordingly be disciplined where there is a breaches of health and safety. Any breach of H&S will also result in a subcontractor being marked as not approved on the register. The contractor's capability for specific risks will also be taken into account during the selection process.

- Activities that we sub-contract include:

Asbestos, confined space, electrical, specialist metalwork, glazing, fire protection.

- Sub-contractors health & safety arrangements are assessed by requesting the following documents:

Completed subcontractor questionnaire, insurance details, H&S policy statements, evidence of training, details of any enforcement action, evidence of accreditation / memberships.

We manage / supervise / monitor sub-contractors activities by the following means:

Site visits both by Genco HSQE Manager and external safety consultant, feedback from Operations Managers and Site Supervisors, performance record and our customer's feedback.

3.14 Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work which are to be carried out in an area that could place others at risk will be fully assessed and the appropriate resources put in place to reduce the risk and restrict access by unauthorised persons.(e.g. safety signage, bollards, tape, hoarding). Where appropriate a Supervisor will be assigned to the work area at all times.

3.15 Other Important Health & Safety information

Legislation is continually being reviewed and updated. This information is communicated in a number of ways which includes but is not limited to Safety Bulletin's and Toolbox Talks which are circulated. All employees and sub-contractors of Genco are required to read and consider the H&S information which is being provided.