



TT CONCRETE PRODUCTS LTD

Health & Safety Policy

Issue 1

Authorised...

A handwritten signature in black ink, appearing to read 'P Mace', is written over a light grey rectangular background.

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TT Concrete Products Ltd Health and Safety policy

1. Introduction

This document contains the policy statement and general policy of TT Concrete Products Ltd, hereinafter referred to as “the Company”, with respect to health and safety. It is the responsibility of management to know and understand its contents so that they may implement this policy. Described herein are the duties of all those who have responsibility for safety which encompasses every member of our staff. Included are the arrangements to manage health, safety and welfare in the workplace,

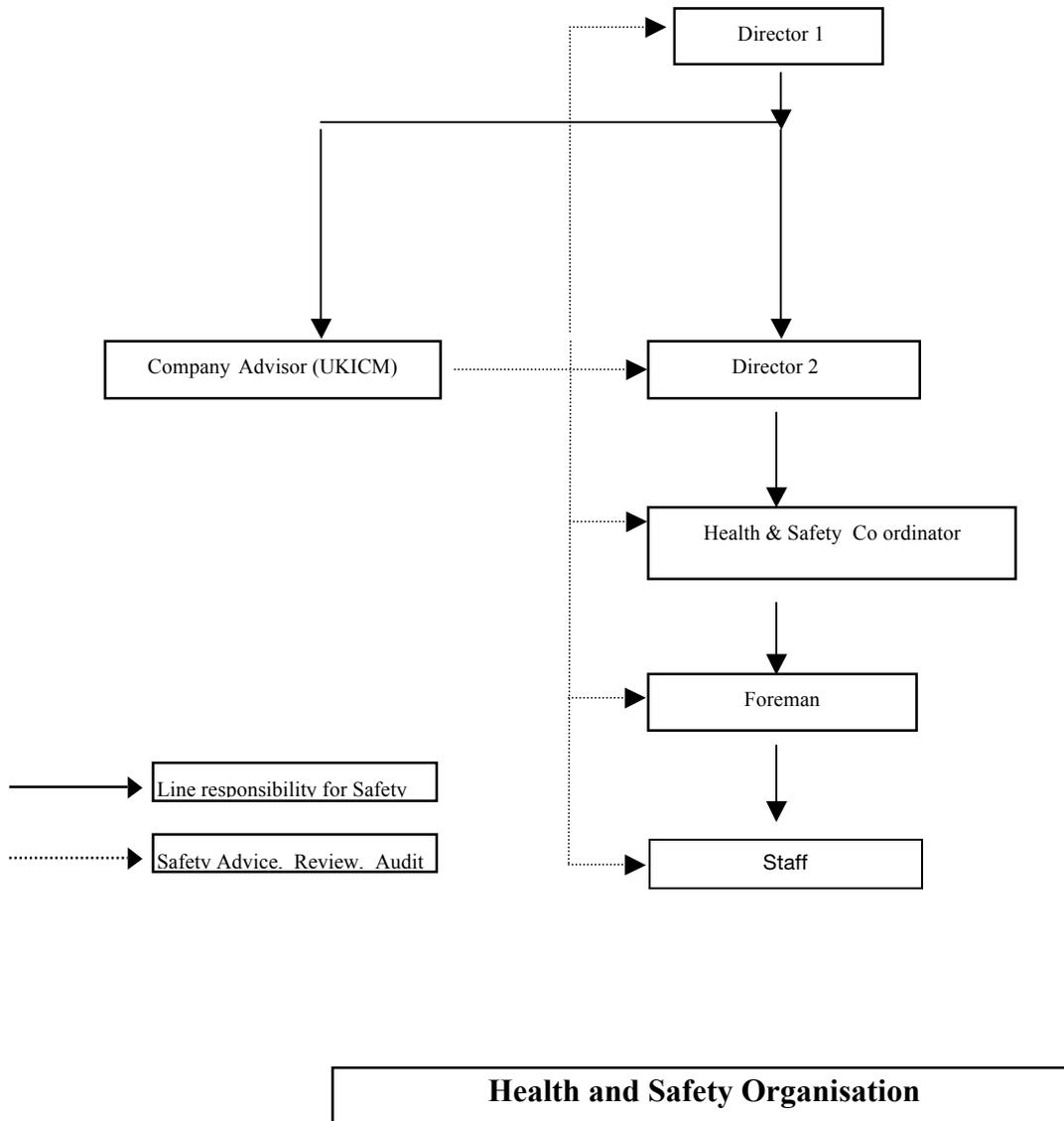
2. Policy statement

The management of the Company, is committed to meeting all the requirements of the legislation related to health and safety. It is our policy, as far as is reasonably practicable to ensure the health, safety and welfare of all staff on Company premises and sites, staff on premises or sites controlled by others, visitors to our premises and sites and any person who could be affected by our activities. We will provide:-

- A safe place of work with safe means of access and egress.
- A healthy environment with adequate welfare facilities.
- Safe equipment and systems of work.
- Safe use, handling, transportation and disposal of articles and substances.
- Such information, instruction, training and supervision as is necessary to enable a member of staff to work safely.
- Conformity with the precepts of The Construction, Design and Management Regulations.

We will strive to continuously improve our performance in health, safety and welfare by the putting in place of a health and safety management system incorporating organisation and planning and the setting of standards and objectives. A periodic measurement of the system will be carried out in which it will be monitored and audited on a regular basis and the results published together with the actions required to remedy any problems found. A regular review of this policy and the management system will ensure that the objectives are appropriate, that the standards are set at the correct level and that they are being met.

3. Organisation



4. Duties and responsibilities

The Director 1 shall be responsible for all health and safety matters across the Company. His duties include:-

- a). The administration and interpretation of Company Policy and to ensure it's effective implementation.
- b). Ensure the existence, maintenance and use of appropriate standards, procedures and practices relating to safety.
- c). Understand the Health and Safety at Work Act and other legislation in its application to the business of the Company.
- d). Ensure that the appropriate funds and facilities are available to support the policy.
- e). Take disciplinary action against those who fail to comply with the requirements of the legislation.
- f). By his behaviour, set an example to all staff and managers with regard to health and safety.

The Director 2 shall be responsible to the Director 1 for the implementation and monitoring of health and safety in the Company. His duties include:-

- a). Understand the Health and Safety at Work Act and other legislation in its application to the business of the Company.
- b.) Assess the hazards in the work place and carry out risk assessments, put appropriate controls in place and monitor them for adequacy and compliance.
- c.) Carry out a regular Health and Safety inspection of the premises and work sites and record any significant findings.
- d.) Record and investigate all accidents promptly and thoroughly and ensure that all reportable accidents, injuries and diseases are notified to the appropriate enforcing authority.
- e.) Ensure remedial action is taken in a timely manner for any defects found.
- f.) Liaise constantly with the Company adviser and staff to maintain as high a level of knowledge as possible.
- g.) Ensure that Personal Protective Equipment is used where it is demanded by the Risk Assessment, that it is controlled and that it's servicability and suitability is constantly monitored.
- h.) Ensure that Health Surveillance is carried out as and when required
- f). Determine the requirement for health and safety training at all levels in the Company and review these regularly.
- g). Liaise with the Health and Safety Advisor with regard to his duties in carrying out inspections and audits, producing reports, establishing changes in legislation and obtaining advice.
- h). Ensure that the means is provided for the dissemination of health, safety and welfare information, accident prevention techniques, new legislation and codes of practice.

The Company Health and Safety Co-ordinator is responsible to Director 1 to:-

- a.) Maintain a high level of knowledge of the Health and Safety at Work Act, Offices, Shops and Railways Act and other legislation relevant to the Company's activities.
- b.) Carry out regular audits of the Company's premises, generate reports and make

recommendations.

- c.) Receive information from all sources regarding accident prevention and changes in legislation and provide support and advice to Director 2 and Director 1.
- d.) Establish methods of raising staff safety awareness and set up suitable communications systems to ensure that the Health and Safety message gets to all staff and managers.

The Foreman is responsible to the company for health and safety and shall:-

- a.) Organise their work area so that operations or work carried out is to a satisfactory standard of safety resulting in a minimal risk to persons, equipment and materials. Where complex operating procedures are involved, working instructions shall be issued in writing.
- b.) Have an understanding of the application of the Health and Safety at work Act, and other legislation related to the Company's operations.
- c.) Ensure that all the hazards in their work area have had risk assessments carried out, that appropriate controls are in place and to monitor them for adequacy and compliance.
- d.) Plan and maintain tidy working areas and clear access and egress.
- e.) Make sure that all safety control measures are observed at all times and that Personal Protective Equipment is correctly maintained and used.
- f.) Co-operate with the Manager and Company Advisor during their visits, act on their recommendations and accompany HSE inspectors on their visits.
- g.) Ensure that fire fighting equipment is present in the work area, is of the correct type and is not misused.
- h.) Ensure all persons new to the contact are properly briefed on operating, emergency and safe working procedures used in the work area, the position of fire call points and fire appliances and the known hazards in the area..
- i.) Ensure all accidents and incidents are reported.
- j.) Set a personal example.

The Staff have duties placed upon them with regard to their own safety and that of others who may be affected by their actions or omissions at work. It also requires them not to recklessly interfere with, or to misuse anything provided in the interests of health and safety. Staff should at all times:-

- a.) Behave in a responsible manner having due regard to their own and other's safety.
- b.) Make themselves familiar with and conform to the Company's health and safety policies and procedures and not take short cuts or improvise.
- c.) Observe all safety rules at all times, both on Company premises and outside of them on sites.
- d.) Always use the safety devices and protective equipment provided and if it is not available, not start the task until this until they have reported the problem and it has been remedied.
- e.) Always comply with the instructions of their supervisor. The only exception shall be when as a consequence, a dangerous event is likely.
- f.) Only use machinery and plant when trained and authorised to do so and when it is serviceable.
- g.) If a hazard is identified, report it immediately to the foreman, other persons with safety responsibilities or the manager and to follow this up for action.
- h.) Co-operate in the investigation of accidents and aid the path to the prevention of a

recurrence.

j.) If hosting a visitor, ensure they are made aware of any hazards or procedures and in the event of an emergency, ensure that they are guided to the assembly area.

5. Assessments

The Management shall determine what hazards are present in the work sites; within the materials, with the substances and equipment used in the work processes and any hazards introduced by sub-contractors.

Risk assessments shall then be carried out in writing, the amount of information which is detailed representing the level of hazard. Even trivial hazards are to be documented in writing and if the decision is that the level of risk is trivial enough not to warrant a full assessment, that fact is to be conveyed. Method statements will be produced, based on the findings of the assessment.

6. Safety Policy Review

The Policy Document shall be reviewed as often as is necessary, governed by changes in the nature of the business, the organisation or by changes in legislation which have an impact on the Policy.

This review shall be carried out by the The Director 1 & the Company Advisor, and any person as shall be deemed by them to be able to provide expert advice.

7. Resources and Training

The Company is committed to providing such physical and financial resources as is reasonably practicable for the training of staff, managers, persons with safety related duties and directors responsible for health and safety. The Company wishes to be seen as pre-eminent in its commitment to health and safety, and training is an essential part of creating a “safe” culture.

8. Documentation

The Company will enable unfettered access to Company Health and Safety related documentation, proprietary publications on health and safety, Company procedures and any other relevant publications. This will enable the widest possible dissemination of health and safety information in the Company and aid in the drive to total safety awareness, which is the best way to achieve compliance with the regulations.

9. Fire

The Office building has an evacuation procedure that lays down the general actions to be taken in an emergency evacuation. Those responsible for work sites are responsible for ensuring adequate equipment and arrangements to prevent and to fight any fire that may arise at the site and for emergency evacuation.

10. Contractors.

All contract staff employed on company business shall have a health and safety induction brief,

Contractors shall also submit a copy of their safety policy documentation together with copies of risk assessments and method statements pertaining to the work to be carried out.

If any contractor requires to carry out hot or dusty work, work on the electrical system or alarm systems, work in confined spaces or any other hazardous task, then a Permit To Work/Authority To Proceed form shall be raised. This allows a definite procedure to be determined, controls to be put in place and for a signature to be obtained for reinstatement of any systems broken during the work.

11. Consultation

The Company commits itself to consult with the workforce on matters to do with health and safety. This will be carried out through the medium of briefing sessions and by foremen dealing with safety issues raised by their staff

12. Accidents

Any accident must be entered in the accident book. This is held in the office at headquarters or in the site office on site. The Manager shall be informed in order that he may determine whether a full investigation is necessary. The investigation should include a statement of the steps necessary to prevent a recurrence.

Any 'near miss' or abnormal occurrence that could potentially have led to an injury should also be investigated. This shall be the responsibility of the Manager. All incidents must be reported to the office and entered onto the register.

In the event of a member of staff being unable to carry out their normal duties after an accident for more than three consecutive days, then notification must be made to the relevant Enforcement Authority. This legal requirement of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR)**.

In the event of a major accidental injury as defined by RIDDOR, the local Enforcement Authority must to be notified immediately by telephone. This notification has to be confirmed on form F2508 within ten days. The responsibility for such reporting shall be held by the Manager.

Where an accident results from the operation of equipment, it must be closed down, cordoned off and/or warning signs placed stating it must not be used or disturbed, pending inspection by the appropriate authorities.

13. Training

All staff, and where relevant, contractors, will be provided with adequate health and safety training on recruitment or on being exposed to new or increased risks. This

training will be repeated periodically where appropriate and be adapted to take account of any new or changed risks.

Induction for all staff shall include the following:-

- a) Company Health and Safety Philosophy.
- b) Company safety policy, organisation and arrangements.
- c) First aid.
- d) Accident and incident reporting.
- e) Fire and emergency arrangements.

Where appropriate, training in health and safety aspects of specific jobs must also be provided on recruitment.

Training records shall be maintained.

14. Housekeeping

Work sites shall be maintained in a tidy state at all times in order to reduce the probability of accidents. All debris, tools and equipment shall be tidied up before leaving for the day.

15. First aid

First Aid Arrangements are to the standard laid down in the Health and Safety (First Aid) Regulations 1981.

Sites shall be provided with a first aid kit and a person made responsible to maintain, ensuring it is in date and fully stocked at all times. The person responsible for site safety will provide all workers with information on how to contact the emergency services, details of the nearest A & E Department, names of the first aiders, etc.

A First Aid Kit is held in the office for the use of all staff and others when they are present..

16. Protective Equipment

Staff who are issued with Personal Protective Equipment, (PPE), are responsible for ensuring that it is fit for purpose, maintained in a serviceable state, stored in a way so as not to damage it and to apply for replacements when required. It is the Foreman's responsibility to ensure that PPE is checked at regular intervals. PPE may consist of protective gloves, eye protection, overalls, hard hats, etc.

17. Hazardous materials

Control of substances hazardous to health is a vital part of any safety system. Even in office areas and other general working environments, a number of chemicals may be found, which can be harmful to health.

The Company recognises the need as stated in the Control of Substances Hazardous to Health Regulations (COSHH) to assess any process that uses any hazardous materials and to lay down any necessary control measures. This shall be carried out using a Hazardous Assessment Form, which incorporates a risk assessment.

It is the responsibility of the Health and Safety Advisor to be involved in the assessment, to maintain a register of all assessments and of all substances in use together with a copy of the Manufacturers Safety Data Sheets (MSDS), which are provided by the supplier of the chemical. A copy of any assessment, together with a copy of the MSDS, shall be provided to site personnel using the material.

Before any new substance is purchased for use on site, clearance shall be given by the Health and Safety Advisor, whose responsibility it shall be to contact the supplier and to correlate the information supplied into the above system. It is the responsibility of the Manager to ensure that the Health and Safety Advisor is involved.

The Company shall not purchase any hazardous material unless that material has been previously assessed. This is because part of the risk assessment is to determine whether an alternative material having a lower hazard can be substituted.

Substances shall only be used in strict accordance with the supplier's instructions and with the extra instructions incorporated into the assessment.

18. Noise

Noise in the workplace can cause actual damage to hearing and therefore staff will be protected against the effects of high noise levels. This can be achieved by reducing the noise at source or by isolating the source itself. If this is not possible, the risk of damage can be reduced by either supplying hearing protection or to limit the exposure time. A risk assessment will be carried out to determine the best method of control.

If the noise level is at 85dbA, the Company will provide protection if it is requested. If the level is 90dbA or more, employers are obliged to supply hearing protection and this will include visitors.

Hearing protection will be chosen to be effective in attenuating noise, a good fit, comfortable, safe to use, aesthetically acceptable, not invoke a toxic reaction in the wearer nor to impair speech communication.

19. Safe Systems of Work

Within each Company site there are likely to be a number of areas of work which require a written safe system. It is the responsibility of the foreman responsible for the site to ensure that staff are able to work safely. It may be necessary to generate a

Safe Working Procedure and it is his duty to ensure that it is produced, used and kept up to date. It is important that staff involved in the process are consulted; not only because the regulations require it but just as importantly, because they will know the process intimately, the problems that go with it and probably the solutions too. These procedures will be regularly reviewed by the Health and Safety Advisor.

Such systems shall specify the task, state the system for controlling the hazard and ascribe responsibilities. They are mandatory

20. Site Access

All access routes such as roads, gangways, passageways, staircases and working platforms shall be kept free of obstructions and where necessary, lit. Work areas shall be kept tidy and materials stored safely.

21. Ladders

Ladders shall be kept in good condition and when used, shall be based on firm level ground, properly angled, (one foot out for every 4 feet of height), properly lashed and must extend at least 1.05 metre above the landing area. If a ladder cannot be secured, it must be footed. Only light work of short duration shall be carried out from ladders. Ladders must be inspected for faults before use.

22. Forklift Operations

Mobile engine powered Forklifts may take the form any hydraulically powered lift apparatus. Check that it has been inspected and tested before using it and that if required documentary evidence is present to substantiate this.

Check that the doors, forks and guards are correctly installed and that lights and horns function correctly..

Wear correct PPE equipments (Hard hats at all times on forklifts with no suitable safety cage or enclosed cab)

Only properly trained staff having the necessary certificate may operate the Forklift.

Check that the Forklift is positioned and operated in such a way that the risk of contact with fixed objects or pedestrians is minimised.

Agree a system of signals to be used to communicate between the operator, and other bystanders where the operation is likely to cause harm.

23. Vehicles and plant

Vehicles shall be properly loaded and passengers are only allowed when properly constructed seats are provided. Drivers of company vehicles are responsible for ensuring that their vehicles are safe and serviceable. No vehicle is to be driven on site other than by trained and authorised staff and no plant is to be operated by anyone not trained and authorised to operate it. Plant operators will be required to hold as valid Certificate of Training Achievement.

24. Electricity on site

The normal supply on site shall be 110vac supplied from centre tapped transformers and only 110v tools shall normally be used. In the exceptional circumstances where 240vac is used, the supply shall be protected by a Residual Current Device, (RCD), which shall be tested before use on each occasion. All cables and fittings shall be inspected before use to ensure that they are sound and waterproof fitting shall be used for external work. Leads shall not be allowed to cause a tripping hazard.

25. Fire precautions on site

Suitable and sufficient fire extinguishers shall be present on site, of the correct type dependent on the risk present. Flammable materials shall be controlled, waste removed and where appropriate, smoking shall be banned.

26. Abrasive wheels

Abrasive wheels and discs must only be mounted by persons who have received the appropriate training and are appointed in writing to do so. Only authorised and competent persons shall use abrasive wheels and shall wear protective goggles constructed to BS 2092 Impact Grade 1 at all times when using them. Unguarded discs or wheels shall never be used.

27. Site Security

Sites shall be made secure at the end of the working day. Ladders shall be removed or boarded over and plant immobilised. All reasonable precautions must be taken to prevent the public, particularly children, from gaining access to hazardous areas.

28. Welfare provision

The Company will ensure that sites where their staff are working, have adequate welfare facilities. This includes a rest area, toilets, washing, changing and personal storage areas having adequate heating and lighting.

29. Hazardous Situations

The Health & Safety at Work Act 1974 imposes a number of duties on staff which have been detailed above. The avoidance and control of hazardous/potentially hazardous situations and where possible their elimination, is an important aspect of these duties. The following procedures shall therefore be adopted by staff when they encounter situations, which they consider to be hazardous, or potentially so.

Where staff in the course of carrying out their work encounter a situation in which they consider they are required to put themselves at unreasonable risk, they should immediately advise a senior representative of the party having control of the premises that they are unable to carry out their duties and will not do so until the situation is rectified. If the appropriate remedial action is taken, staff may proceed but if it is not, they shall refuse to place themselves at unreasonable risk and shall notify the Manager. The Manager or his delegated person shall take whatever action may be appropriate obtaining if necessary advice and guidance from the Health and Safety Advisor.

30. Health and Safety Legislation

30.1 Health and Safety Legislation and Regulations

The Company is subject to a considerable amount of health and safety legislation. The Health and Safety Advisor is responsible for ensuring relevant up to date Health and Safety information is available. The regulations referred to are the main pieces of legislation relevant to the Company but this list is not exhaustive.

30.2 Display Screen Equipment Regulations 1992

The Display Screen Equipment Regulations 1992 apply to all staff who are regarded as users. A “user” is generally interpreted as being someone who spends more than one hour per day using Display Screen Equipment. Staff who qualify as “users” are entitled to an appropriate eye sight test.

An assessment will be carried out on the workstation of any person who qualifies as a user. It addresses the layout, furniture, lighting, software and working patterns.

30.3 Workplace (Health and Safety and Welfare) Regulations 1992

The Company will ensure high standards of housekeeping, maintenance, cleaning, working environment, traffic routes, washing and sanitary conveniences, access, contractors, induction, signs, smoking, evacuation, first aid, working space, drinking water, lighting, ventilation, and the like.

30.4 Provision and Use of Work Equipment Regulations 1998

The Company will ensure that all work equipment will be selected for its suitability, that it conforms to the requirements of CE marking, that adequate controls are put in place to ensure the safety of users and others, that the lighting is adequate and comfortable, that safety inspections are carried out and recorded and that maintenance is planned and carried out to ensure the safety of work equipment provided by the Company.

30.5 Personal Protective Equipment at work Regulations 1992

The Company will provide Personal Protective Equipment, (PPE), selected for its suitability, will ensure that it is properly maintained and stored and will provide adequate information and training in its use.

30.6 Manual Handling Operations Regulations 1992

The Company will determine what manual handling operations take place both in the office environment and on site and carry out an assessment of risk on all those operations. Staff will be trained in the correct techniques and in their duties with respect to manual handling operations.

30.7 Management of Health and Safety at Work Regulations 1999

The Company will manage health and safety and in order to comply, will determine what hazardous operations take place by staff both in the field and in the office. A Risk Assessment will be carried out on all of the Company's activities. This policy will be published and the necessary planning, organisation, measurement and audits will be put in place, which constitutes the Health and Safety Management System.

31. Health Surveillance

Where a risk assessment identifies circumstances in which health surveillance is required by specific health and safety regulations (e.g.. COSHH, Asbestos, Management of Health & Safety at Work Regulations 1992) the surveillance shall be maintained and recorded during the member of staffs employment. The record shall be kept in a suitable form for 40 years from the last date of entry in it.

Any employee who is subject to the requirement for health surveillance shall at the Company's demand and cost, submit himself to such procedures as are required and shall provide such medical information as is required by the examining doctor.