

The Composite Metal Decking Specialists

Health and Safety Policy

Health and Safety Policy - Index

- 1.0 Statement of Intent
 - 1.1 Introduction
 - 1.2 Managing Directors' Statement of Intent
 - 1.3 General statement
- 2.0 Organisation: Employee and Sub-contractors responsibilities
 - 2.1 Organisational Chart
 - 2.2 Directors Responsibilities
 - 2.3 Managing Director
 - 2.4 Construction Director
 - 2.5 Contracts Director
 - 2.6 Technical Director
 - 2.7 Commercial & Export Director
 - 2.8 Management Accountant/Office Manager
 - 2.9 Fire Marshall
 - 2.10 Contracts Co-ordinator
 - 2.11 Safety Adviser
 - 2.12 Contracts Managers
 - 2.13 Site Managers
 - 2.14 Site Foremen
 - 2.15 Site Employees and Subcontractor's Employees
 - 2.16 Subcontractor Companies
 - 2.17 Office Based Employees
 - 2.18 All Employees
- 3.0 Arrangements and Practical Guidelines
 - 3.1 Safety Method Statements
 - 3.2 Risk Assessments
 - 3.3 Safety Procedures
 - 3.4 First Aid, Incident and Ill Health Reporting
 - 3.5 Manual Handling
 - 3.6 Noise
 - 3.7 Vibration
 - 3.8 Personal Protective Equipment
 - 3.9 Control of Substances Hazardous to Health Regulations.
 - 3.10 Health Surveillance
 - 3.11 Emergency Procedures
 - 3.12 Consultation with employees
 - 3.13 Induction of new employees
 - 3.14 Office Safety
 - 3.15 Office Fire Safety
 - 3.16 Use of Electrical Equipment
 - 3.17 Display Screen Equipment
 - 3.18 The main Acts and Regulations applicable to Structural Metal Decks Ltd.

Health and Safety Policy

1.0 Statement of Intent

1.1 Introduction

The contents of this Policy on Health, Safety & Welfare sets out the intentions of Structural Metal Decks Limited with regards to the health, safety and welfare of all employees and others affected by work carried out by and on behalf of the Company.

Employees should also be familiar with the company's policies which are included in the Company Employment Manual and include:

- Equal Opportunities Policy
- Policy on Alcohol and Drug Abuse
- Computer, Internet and Email Policy
- Data Protection Policy
- Harassment Policy

Their Policy is made available to all employees and issued to all contractors. Their Policy is also issued upon request to interested Third Parties.



Health and Safety Policy

1.2 Managing Directors' Statement of Intent

It is the objective of Structural Metal Decks Limited to ensure that it satisfies its duties under the Health and Safety at Work etc. Act, 1974 and other pertinent legislation and achieves the highest possible standards with regard to health, safety and the environment in all of the Company's activities.

As Managing Director, it is my responsibility to ensure that the Company's Policy is implemented and to allocate sufficient resources to provide and maintain safe and healthy working conditions, suitable equipment and systems of work for all employees; and such information, instruction, training and supervision as is needed for their purpose.

The Company will promote and encourage safe working attitudes by active participation from ALL employees, and accepts responsibility for the health and safety of persons other than its own employees who may be affected by its work activities.

The General Statement, Organisation and Arrangements sections of the Health Safety and Welfare Policy define the key areas that help to maintain the Policy.

Employees are reminded of their responsibilities under the Act, which are as follows:

1. To take reasonable care for the health and safety of themselves and to other persons who may be affected by their acts or omissions;
2. To co-operate with The Company in meeting all its statutory requirements;
3. To observe the provisions of the Act wherever applicable to themselves or to matters within their control;

The Policy will be reviewed on an annual basis unless statutory regulations require an immediate amendment.

The Company has an excellent health and safety record and I stress the need for all Directors, Managers and Employees to help to maintain their record by supporting the Health & Safety Policy and by striving to eliminate any foreseeable losses which may result in personal injury or illness, damage to property, fires or security losses.

S B Pratten
Managing Director
January 2009



Health and Safety Policy

1.3 General Statement

Structural Metal Decks Limited (SMD) recognise that they must ensure the health and safety of other persons who may be affected by the Company's activities as well as its own employees. All reasonable efforts will be made to liaise with other Contractors who may share the same workplace to ensure that everyone is working to provide the highest standards of health and safety throughout.

All employees, including Contractors will ensure that every effort is made to protect the general public from the Company's work activities and will further ensure that as far as is practicable a courteous approach to members of the public is adopted with the minimum possible disruption.

Every effort will be made to exclude unauthorised persons from the Company's sites and workplaces.

All employees, including Contractors, will be advised of their legal duty to carry out their work in a safe manner, and to co-operate with the Company, its Managers, Supervisors and its Advisers. They will be expected to adhere to all relevant health and safety legislation, and to report any unsafe plant, equipment or situations to their supervisor immediately.

All Contractors will be advised that under no circumstances will they be permitted to allow inexperienced or untrained persons to work on the Company's sites unless they are properly supervised or undergoing appropriate training.

In order to maintain compliance with the Construction (Design and Management) Regulations, the Company will make all reasonable efforts to establish the applicability of the Regulations and its role in compliance with them.

In order to maintain co-operation between Contractors and the safe co-ordination of operations, all Contractors employed by the company will have to satisfy the requirements of the Company's Selection of Contractors procedures. Contractors failing to co-operate with the completion of the "Selection of Contractors Questionnaire", or comply with the Company's "Rules for Contractors" will not be employed.

The Company will arrange for all necessary assessments, method statements and safe systems of work required by statute to be carried out before operations commence or before any person's health and safety is affected. The Company will also ensure that all necessary assessments, method statements and safe systems of work its Contractors provide will be available for verification before operations commence and before any persons health and safety is affected.

Wherever there are on-site hazards and risks which may need to be brought to the attention of any operatives then a variety of methods may be used, dependent on the prevailing circumstances and the information available (e.g. general posters or signs, assessments, method statements, written notices, pay slip insertions etc.)

All employees and Contractors will be given the opportunity to comment on any aspect of health and safety. When appropriate, Contractors will be instructed to ensure a suitable representative attends health and safety meetings.

In order to assist with the preparation of the health and safety files, SMD will agree to any requests from CDM Co-ordinators to provide, as far as is possible from information available, all relevant health and safety information which may be required for insertion into any such health and safety file (e.g. drawings, plans,

Health and Safety Policy

specifications, including modifications etc.) and will endeavour to provide a free flow of any other health and safety information to whoever it may concern.

The Company will agree to abide by any relevant, written rules which the CDM Co-ordinator or Client may lay down regarding health and safety, but reserves the right to inquire how the rules were achieved if they appear to be impractical or could, in the opinion of the Company, create a greater hazard or risk to its employees, Contractors or others.

If the Company is required to carry out design work it will agree to co-operate with the CDM Co-ordinator and, if requested, will explain how the design was achieved and how health and safety will be maintained.

Health and Safety Policy

2.0 Arrangements, Employee and Sub-contractor Responsibilities

2.1 Organogram



2.2 Directors Responsibilities

All directors will ensure that:

- Through encouragement, example and the proper use of resources, that they are able to implement the Company's Health & Safety Philosophy and Health, Safety & Welfare Policy within their area of responsibility; and shall ensure that the requirements of these are communicated to and understood by all employees for whom they are responsible.
- They comply with the requirements of the Health and Safety at Work Act, in that they take responsibility for the Health and Safety of themselves and for others affected by their acts or omissions.
- They do not place themselves or cause others to be placed at risk.
- They know, understand and accept that they are responsible for carrying out the Company's Health, Safety & Welfare Policy.
- All Workplaces under their control comply with the requirements of the Regulatory Reform (Fire Safety) Order (RRFSO) 2005

Health and Safety Policy

- Any employee failing to discharge satisfactorily the responsibilities allocated to him is disciplined in accordance with Company procedure.
- They set a good personal example when visiting sites by wearing appropriate PPE.
- They set a good personal example at all times in matters of health and safety.
- They make the Construction Director aware of any accident or near miss involving employees of the company, including contractors.
- They disseminate information on Health & Safety issues to all other directors.
- They comply with the requirements of the appropriate sections of the CDM regulations 2007 insofar as appropriate to their departments.

2.3 The Managing Director

The Managing Director shall accept overall responsibility for all matters regarding health, safety, welfare and environmental impact during all company activities;

He shall ensure, through encouragement, example and the provision of sufficient resources, that the Directors and Managers of the Company are able to implement the Company's Health and Safety Philosophy and Health, Safety & Welfare Policy within their areas of responsibilities; and that they ensure that the requirements of these are communicated to and understood by all employees and contractors.

He shall ensure, in particular that:

- An Organisation for Health & Safety is established, maintained and understood by the Directors and Managers of the Company.
- Annual reviews of their Policy are initiated, unless statutory regulations require an immediate amendment.
- Monitoring and reviews of the effectiveness of their Policy are undertaken.
- Procedures are established to ensure that suitable, sufficient and appropriate training in Health, Safety, Welfare and Environmental issues is made available to all employees, following initial induction upon recruitment and at appropriate times during employment.
- A Purchasing Policy is established and reviewed to ensure it includes health & safety requirements and that the health & safety aspects of the selection of all materials, substances, plant and equipment are considered to have the highest priority.
- Good working practices are encouraged
- Site health and safety management system and procedures are established, issued and maintained by the Construction Director.

Health and Safety Policy

2.4 The Construction Director

The Construction Director reports directly to the Managing Director in all aspects of Health, Safety and the Environment.

In addition to his general responsibilities as a Director, the Construction Director shall ensure that:

- A Health and Safety Manual, and appropriate safety instructions are prepared, maintained and issued to all appropriate personnel.
- Safety Committees are established to maintain communication and consultation with all employees.
- They ensure that procedures are established to ensure that all Companies and persons employed or subcontracted by SMD are competent to carry out the specific tasks they are given, and have received suitable training before being asked to carry out any task.
- The Health Surveillance measures set out in Health and Safety Manuals and Procedures are implemented.
- The competence of all Subcontract Companies, and their employees, employed by the Company, are assessed and that Records of these assessments are maintained.
- All Company Health and Safety Documents and Publications are maintained and updated as necessary.
- Procedures are established to ensure Risk Assessments are carried out for each hazardous task on which the Company's employees or subcontractors are employed. Particular attention must be paid to the requirements of the Manual Handling Operations Regulations 1992; the Control of Noise at Work Regulations 2005; the Control of Substances Hazardous to Health Regulations 2002 and the Control of Vibration Regulations 2005; the Work at Height Regulations 2005
- Method Statements and Risk Assessments are prepared and issued for each Project on which the Company is employed.
- Procedures are established so that records are maintained of all electrical equipment purchased by the Company that all such equipment is regularly inspected and tested and has a valid test certificate.
- Appropriate Health and Safety training is provided to each employee on recruitment and on any change in duty or working environment or practice.
- The capabilities of all employees are taken into account when assigning tasks to them
- All accidents are investigated and reported, and that their causes are established with a view to eliminate recurrence & the statistics are prepared and assessed.
- Adequate supervision of the Company's employees or subcontractors is available at all times
- Arrangements are implemented to ensure good housekeeping is maintained at all Company premises and sites.
- The Company Safety Adviser makes inspection visits to sites at appropriate intervals.

Health and Safety Policy

- The health and safety of employees and other persons is taken into account when considering new or revised methods of work;
- They assess intended working methods and proposed precautions with the Site Manager before operations commence.
- They seek advice from the Company's Safety Advisers when in doubt.
- They take such decisions on safety and health as are necessary to implement advice given by a member of the Enforcement Agencies, or the Company Safety Advisers

2.5 The Contracts Director

The Contracts Director shall report directly to the Managing Director in all aspects of Health, Safety and the Environment.

In addition to his general responsibilities as a Director, the Contracts Director shall ensure, in particular that:

- He assists & communicates with the construction Director in all matters of Health, Safety & the Environment.

2.6 Technical Director

The Technical Director reports directly to the Managing Director in all aspects of Health, Safety and the Environment.

In addition to his general responsibilities as a Director, the Technical Director shall ensure, in particular that:

- A Design Plan and Assessment is carried out for each Project on which the Company is employed to undertake any design work
- During evaluation of all materials, substances and equipment prior to purchasing ensure that consideration of their environmental impact is given the highest priority
- Information is sought and offered to the Managing Director and Construction Director with regards to alternative, less hazardous materials when appropriate
- Adequate information is obtained regarding the health and safety aspects of all materials, substances and equipment purchased for use during the Company's activities
- They take into account the health and safety of employees and other persons is taken into account when considering new or revised methods of work
- The capabilities of all employees are taken into account when assigning tasks to them and provides training in the use of office machinery and ensure that no person may operate or service any machinery unless authorised to do so
- The company complies with the Display Screens Equipment Regulations 1992 and that all work station assessments are completed annually .

Health and Safety Policy

- All personnel are aware of the safe use of all office equipment and ensure that all electrical appliances are checked for electrical safety annually by a competent person.
- All office machinery is installed safely and that it is maintained and serviced in accordance with manufacturer's recommendations, guarded in accordance with the relevant legislation, and has the required certificates of inspection or examination
- Records are maintained of all electrical equipment purchased by the Company and that all such equipment is regularly inspected and tested and has a valid PAT test certificate

2.7 Commercial Director

The Commercial Director reports directly to the Managing Director in all aspects of Health, Safety and the Environment.

In addition to his general responsibilities as a Director, the Commercial Director shall ensure, in particular that:

- Tenders are adequate to allow for safe working methods and adequate resources to avoid injury, damage and wastage.
- Overall compliance with the Fire Regulations, including;
 1. Ensure that the Fire Marshall undertakes & fulfil their responsibilities as described in this Policy with specific regard to fire drills, fire alarm system tests, maintenance of records of fire instruction/training, practice evacuation drills, testing of fire alarms, testing and examination of fire fighting equipment, testing of emergency/escape lighting, and inspections and visits by Fire Officers;
 2. Fire safety training is provided to all employees as part of initial induction procedures and repeat the instructions for all staff at intervals deemed appropriate following completion of the Fire Risk Assessment.
 3. Ensure that the arrangements for fire precautions are in conformance with the Fire Risk Assessment and that all office employees are aware of the action to take in the event of a fire.
 4. Ensure that the Fire Authority is kept fully informed prior to any changes in the Company's premises or operations which may affect fire safety.
 5. Refer to the Company Health and Safety Consultant with regards to any safety problem considered to be outside of their responsibility / experience.
 6. The Fire Authority is kept fully informed prior to any changes in the Company's premises or operations which may affect fire safety.

Health and Safety Policy

2.8 Management Accountant / Office Manager

The Management Accountant/Office Manager reports directly to the Contracts Director in all aspects of Health, Safety and the Environment.

In addition to the general duties as specified, the Management Accountant/Office Manager will in particular ensure that:

- Safe working conditions are maintained in Company offices
- Office equipment is used safely and a satisfactory standard of housekeeping is maintained:
- All offices are cleaned out regularly and waste paper and other combustible or flammable materials are not allowed to accumulate.
- Adequate First aid facilities are available at the office at all times.

2.9 Fire Marshal (Front Office Co-Coordinator)

Reports directly to the Commercial Director in all matters under their control relating to Health, Safety, Welfare and the Environment.

In addition to the general duties as specified, the Fire Marshal will in particular ensure that:

- They understand the Company Policy for Health, Safety, Welfare and the Environment and appreciate the responsibilities allocated to them.
- Fire safety training is provided to all employees as part of initial induction procedures to include the following:
 1. The action to be taken upon discovering a fire
 2. The action to be taken upon hearing the fire alarm
 3. Raising the alarm, including the location of alarm call points
 4. The correct method of calling the fire brigade
 5. The location and use of fire fighting equipment
 6. Knowledge of escape routes
 7. Appreciation of the importance of fire doors and the need to close all doors in the event of a fire/
Fire alarm
 8. Isolating power supply to equipment
 9. Evacuation of the building to the assembly point where a roll call can be made
 10. The correct type of fire fighting equipment to be used in the event of a fire
 11. The recognition of different classes of fire and the most suitable type of fire fighting equipment available to fight the various types of fire.
- At prescribed intervals, ensure practice fire drills are organised for the premises;
- The fire alarm system is tested weekly, using a different call point in rotation for each successive test.
- All fire fighting and detection equipment and emergency/escape lighting is examined and tested by a competent person at the prescribed intervals;

Health and Safety Policy

- Records are maintained of fire instruction/training, practice evacuation drills, testing of fire alarms, testing and examination of fire fighting equipment, testing of emergency/escape lighting, and inspections and visits by Fire Officers;
- Records are maintained of all hazardous chemicals/substances/materials on the premises, detailing quantities and locations;

2.10 Contracts Co-ordinator

The Contracts Co-ordinator reports directly to the Construction Director in all aspects of Health, Safety and the Environment.

In addition to the general duties as specified, the Contracts Co-ordinator will in particular ensure that:

- Records of Health and Safety Training for the Company's site employees are established and maintained
- When specifying any protective equipment, (eye protectors, ear defenders, breathing equipment, dust masks, boots, gloves, overalls, safety helmets etc.) that they meet the required British and European Standards and to liaise with the company safety adviser when in doubt.
- When issuing any protective equipment, (eye protectors, ear defenders, breathing equipment, dust masks, boots, gloves, overalls, safety helmets etc.), that they are fit for the required purpose and can be used in conjunction with other items of personal protective equipment. Liaise with the Site Contracts Manager/ Contract Supervisor when in doubt.
- Records of issue of personal protective equipment and records of inspection are kept.
- Records are maintained of all electrical tools & site equipment purchased by the Company and that all such equipment is regularly inspected and tested and has a valid PAT test certificate.
- Assist the Construction Director in preparing annual statistics which include all accidents, enforcement notices involving the Company's employees or subcontractors' employees, which occur on sites, on which the Company is employed.

2.11 Company Safety Advisors

Report directly to the Construction Director and advise on and generally co-ordinate all aspects of the Company's Health and Safety effort. Advise on the introduction and maintenance of safe systems of work to minimise the risk of personal injury, fire and hazards to plant and property etc.

Their duties in particular are to:

- At all times, set a good personal example in matters of Health and Safety, and use appropriate Personal Protective Equipment (PPE), and not place themselves, or cause others to be placed at risk.
- Establish, monitor, review, and update as necessary the Company Site Health and Safety Management Systems and Procedures.

Health and Safety Policy

- Carry out inspection of the construction sites and places of work of all employees in the company with the person immediately responsible for that project and advise on all aspects of Health, Safety and Welfare.
- Report any instance where a safe working practice, defined in a Safety Manual, Safety Instruction, Safety Method Statement or Risk Assessment, has been deviated from, investigate, and ensure that a Report is made on all accidents of which they have been notified occurring to any Company employee whilst at work.
- Advise on the competence of all Subcontractor Companies, and their employees, employed by the Company.
- Ensure that relevant safety legislation is being complied with and that statutory registers are being maintained.
- Advise on safety training matters and assist in identifying safety training needs.
- Ensure that the requirements concerning First Aid personnel and equipment are met, and regularly reviewed.
- When appropriate act as Liaison Officer between Company Management and official bodies such as the Health and Safety Executive.

Although the Safety Adviser's duties are in the main of an advisory and administrative nature, they have executive authority to order the discontinuance of any unsafe method of working of which they become aware and to require the provision of all information necessary to carry out their duties effectively.

2.12 Contracts Managers

Contracts Managers report directly to the Construction Director in all aspects of Health, Safety and the Environment.

Each Contracts Manager shall ensure, through encouragement, example, compliance with the Company's Health, Safety & Environmental Procedures, and the provision of the necessary, relevant safety documentation, that they are able to implement the Company's Health, Safety & Environmental Philosophy and Health & Safety Policy within their area of responsibility; and shall ensure that the requirements of these are also communicated and understood by all employees and subcontractors' employees for whom they have some responsibility.

Each Contracts Manager shall also ensure that:

- They comply with the requirements of the Health and Safety at Work Act 1974, in that they take responsibility for the Health and Safety of themselves and for others affected by their acts or omissions.
- They set a good personal example in matters of Health and Safety, and use appropriate Personal Protective Equipment (PPE) at all times and that he, or any person for whom they are responsible, does not place themselves at risk.
- They know and understand the Company Health & Safety Policy and procedures and are familiar with all Statutory Regulations and Legislation relevant to the work for which they are responsible.

Health and Safety Policy

- A Site Safety Induction Talk is given to all employees and subcontractors on each site for which they are responsible for at the commencement of work, and at an agreed frequency on each site they manage.
- The planned method of work, as set out in the appropriate Site Method Statement, is adhered to at all times and that any deviation is reported to the Construction Director
- The capabilities of all employees are taken into account when assigning tasks to them.
- All plant and equipment used by employees or subcontractors is adequate, properly tested, in a safe condition and has all safety devices in working order; and complies with the Provision and Use of Work Equipment Regulations 1998.
- Ensure as far as is possible that all required Statutory Regulations are observed, that competent persons are appointed to complete registers, records, assessments, reports etc.
- That PPE recorded in the relevant Health and Safety Manuals and in Risk Assessments is available for each employee, correctly used and a record of issue made.
- They assemble, or ensure the nominated Site Manager has assembled, and issued to site personnel a Site Method Statement, incorporating Specific Risk Assessments and (where appropriate) Design Assessments, for each Project for which they are responsible.
- They liaise with other Contractors to ensure that safe systems of work, and any necessary permits to work, are established prior to the commencement of site operations.
- Contingency plans are available in the event of an emergency e.g. spillage of chemicals, fire, etc. and that a responsible person is clearly identified and that procedures for raising alarms, location of assembly points etc. are known.
- That that First Aid provisions are adequate and that that First Aiders are clearly identified.
- Site Managers, Site Foremen and Supervisors are given precise instructions on their responsibilities for correct working methods, ensures they do not require or permit anyone to take risks and ensure that operatives are competent to operate the items of plant, machinery or equipment.
- Adequate supervision is available at all times on each Project on which the Company's employees or Subcontractors are employed and that a Chain of Responsibility for Safety and Health is established which ensures that he or a Foreman is named as the person responsible for Safety and Health on site.
- That welfare facilities are provided or made available on site, commensurate with H.S.E. Legislation and Guidance and that provisions are made to ensure good housekeeping is maintained on any site worked on.

Health and Safety Policy

2.13 Site Managers

Site Managers report directly to the Contracts Managers in all aspects of Health, Safety and the Environment.

Each Site Manager shall ensure, through encouragement and example, compliance with the Company's Health, Safety & Environmental Procedures, and the provision of the necessary relevant safety documentation, that he is able to implement the Company's Health, Safety & Environmental Philosophy and Health & Safety Policy within their area of responsibility; and shall ensure that the requirements of these are also communicated and understood by all employees and subcontractors' employees for whom he has some responsibility.

Each Site Manager shall also ensure that:

- They comply with the requirements of the Health and Safety at Work Act 1974, in that they take responsibility for the Health and Safety of themselves and for others affected by their acts or omissions.
- They set a good personal example in matters of Health and Safety, and use appropriate Personal Protective Equipment (PPE) at all times.
- They know and understand the Company Health & Safety Policy and procedures and are familiar with all Statutory Regulations and Legislation relevant to the work for which they are responsible.
- A Site Safety Induction Talk is given to all employees and subcontractors on each site for which they are responsible at the commencement of work and at an agreed frequency on each site they manage.
- They report to the Contracts Manager any instance where a safe working practice, defined in a Site Method Statement or Risk Assessment, has been deviated from.
- The capabilities of all employees are taken into account when assigning tasks to them and that he, or any person for whom they are responsible, does not place themselves at risk.
- All plant and equipment used by employees or subcontractors is adequate, properly tested, in a safe condition and has all safety devices in working order; and complies with the Provision and Use of Work Equipment Regulations 1998.
- Ensure as far as is possible that all required Statutory Regulations are observed, that competent persons are appointed to complete registers, records, assessments, reports etc.
- The PPE recorded in the relevant Health and Safety Manuals and in Risk Assessments is available for each employee, correctly used and a record of issue made.
- Each Site Foreman, for whom they are responsible, carries out those duties set out in the Company Health & Safety Policy, Site Method Statement or Risk Assessments.
- They undertake and issue to site personnel a Site Method Statement, incorporating Specific Risk Assessments and (where appropriate) Design Assessments, for each Project for which they are responsible.
- They liaise with other Contractors to ensure that safe systems of work, and any necessary permits to work, are established prior to the commencement of site operations.

Health and Safety Policy

- Contingency plans are available in the event of an emergency e.g. spillage of chemicals, fire, etc. and that a responsible person is clearly identified and that procedures for raising alarms, location of assembly points etc. are known.
- Site Foremen and Supervisors are given precise instructions on their responsibilities for correct working methods, ensure they do not require or permit anyone to take risks and ensure that operatives are competent to operate the items of plant, machinery or equipment.
- The planned method of work, as set out in the appropriate Site Method Statement, is adhered to at all times.
- Adequate supervision is available at all times on each Project on which the Company's employees or Subcontractors are employed and that a Chain of Responsibility for Safety and Health is established which ensures that he or a Foreman is named as the person responsible for Safety and Health during their on site.
- That welfare facilities are provided or made available on site, commensurate with H.S.E. Legislation and Guidance.
- That procedures are established for the action to be taken in the event of an emergency and that First Aid provisions are adequate. Ensure that First Aiders are clearly identified to all site personnel by way of notices etc.
- Provisions are made to ensure good housekeeping is maintained on any site worked on.

2.14 Site Foremen

Site Foremen report directly to the relevant Site Manager in all aspects of Health, Safety and the Environment.

Each Site Foreman, whether they are an employee of the Company or of a Subcontractor to the Company shall ensure that:

- They understand and comply with the requirements of the Company Health & Safety Policy Procedures Manual and of Site Method Statements issued to them.
- They co-operate with any manager of the Company in achieving the Company's required level of safety on site.
- Sound working practice is observed on site and ensure that any operation, once started, is carried out as planned.
- They report to their immediate manager any instance where a safe working practice, defined in a Safety Method Statement or Risk Assessment has been deviated from.
- They comply with the requirements of their Policy, and any relevant Risk Assessment and Safety Method Statement.

Health and Safety Policy

- They comply with all Methods of Work set out in any relevant Risk Assessment, Safety Instruction or Safety Method Statement.
- In the case of an accident or dangerous occurrence, that the details are entered in the relevant Accident Book, and their immediate Supervisor is informed.
- All machinery, plant and tools are maintained in good condition and that plant equipment and substances are left in a secure state when unattended and that prompt attention is given to all plant defects notified and ensure that plant is immediately put out of service if not safe to operate.
- Through liaison with the Site Manager, an up-to-date COSHH assessment is available for any substance hazardous to health prior to its use and that all operatives are trained in the use of any such substances.
- They set a good personal example in matters of Health and Safety, and use appropriate Personal Protective Equipment (PPE) at all times.

2.15 Site Employees and Sub-contract Employees

Every Employee and Subcontract Employee (including those named in earlier sections) shall ensure that:

- They comply with the requirements of the Health and Safety at Work Act 1974, in that they take responsibility for the Health and Safety of themselves and for others affected by their acts or omissions.
- They comply with the conditions of employment, requirements of the Company Health, Safety, Welfare and Environmental Policy, and any relevant Risk Assessment and Safety Method Statement.
- They comply with all Methods of Work set out in any relevant Risk Assessment, Safety Instruction or Safety Method Statement.
- They use, and take due care of, appropriate Personal Protective Equipment (PPE) at all times; reporting any loss or damage immediately to their immediate supervisor.
- They report to their immediate supervisor, all accidents to themselves, and all potential hazards and dangerous occurrences.
- They are aware of the correct procedure to follow in the event of a fire, major emergency or accident.
- They use the correct tools and equipment for the job.
- They practice good personal hygiene.
- They report to their immediate superior any defects in plant or equipment and ensure that plant, equipment and substances are in a safe and secure state when unattended.
- They develop a concern for personal safety and for the safety of others, particularly new employees, young persons and members of the public.

Health and Safety Policy

- Do not leave any unsafe situations unattended or unprotected, e.g. access to treated areas, scaffolding, plant and equipment or vehicles.
- They treat authorised visitors and members of the public courteously, and minimise any disruption their work activities may create.
- They report any personal industrial injury or industrial disease to their immediate supervisor and ensures that an entry is made in the Accident Book.
- They take care of company property entrusted to them and refrain from horseplay and the abuse of welfare facilities.
- They suggest ways to eliminate or reduce hazards.
- They never ignore, override or deviate in any way from any instruction given to them by their supervisor regarding any matters of health and safety, without obtaining permission.
- When in doubt regarding carrying out any task in a safe manner, they ask their supervisor for an alternative method.
- They are aware of any hazards that may affect their health and safety whilst at work. (Employers have a legal duty to inform you of any circumstances involved with your job which may put your health and safety at risk.)
- Maintain a good personal example and never engage in horseplay

2.16 Sub-contractor Companies

Shall ensure that, through encouragement and example, they are able to implement the Company's Health and Safety Philosophy and Health, Safety and Environmental Policy when working for the Company; and shall ensure that the requirements of these are also communicated and understood by all employees working on the Company's projects.

Each Subcontractor Company shall also ensure that:

- Their employees have received sufficient and proper training to allow them to perform their work safely and efficiently and in accordance with the requirements of the Company's Health, Safety and Environmental Policy, and any relevant Risk Assessment or Safety Instruction.
- Their employees are provided with the correct items of PPE suitable for the tasks on which they are employed, and which may be specified in any relevant Risk Assessment or Safety Instruction.
- Their employees are provided with other necessary safety equipment (safety signs, fire fighting equipment etc.) required for the safe and proper execution of work subcontracted.
- Their employees adhere to the Company Health & Safety Policy and co-operate with the Company on all matters of health and safety at work.

Health and Safety Policy

- If involved in any design work (e.g. decking layout drawings, etc.) then all aspects of the design work must be brought to the Technical Manager's attention, in order for the company to maintain compliance with the Construction (Design and Management) Regulations 2007
- Any method statement, safe system of work or assessment that is applicable or current, will be strictly adhered to, this includes material delivery and acceptance of plant etc.
- Whilst they on any of the Company's sites they will not carry out any work on, or interfere with, any electrical apparatus, gas installation, water pipe or pressure vessel unless they are trained and competent to do so and can prove their competence if requested.
- All plant operators are in possession of a valid certificate of competence.
- All persons employed on site are suitable for the job. It is a breach of the Health and Safety at Work Act 1974 if you do not train, instruct and supervise your employees.
- Appropriate disciplinary proceedings are taken against anyone mistreating, damaging, defacing or sabotaging the company's property.
- No unsafe situations are left unattended e.g. unsafe scaffolds still accessible; plant must only be left deactivated, and in a safe stable condition.

All persons engaged on any of the sites of Structural Metal Decks Limited are expected to treat visitors and members of the public courteously, and to minimise any disruption their work activities may create.

Any person suspected of being under the influence of alcohol or drugs will be removed from the site.

If you are injured, become ill, cause any explosion, come into contact with any live electrical apparatus, cause any scaffold to collapse, or cause any item of plant to overturn or collide on any of their Company's sites the Contracts Manager MUST be informed. There is a legal requirement under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 to ensure that some accidents, illnesses and incidents are properly reported.

2.17 Office Based Managers

Shall ensure, through encouragement, example and the proper use of the resources provided, that they are able to implement the Company's Health and Safety Philosophy and Health, Safety, Welfare and Environmental Policy within their areas of responsibilities; and shall ensure that the requirements of these are communicated to and understood by all employees and contractors for whom they have some responsibility.

Office Based Managers will ensure generally that:

- They comply with the requirements of the Health and Safety at Work Act 1974, in that they take responsibility for the Health and Safety of themselves and for others affected by their acts or omissions.

Health and Safety Policy

- At all times they set a good personal example in matters of Health and Safety, and use appropriate Personal Protective Equipment (PPE) at all times when appropriate.
- They know and understand the Company Health & Safety Policy.
- They are familiar with all Statutory Regulations and Legislation which are relevant to the work for which they are responsible.
- They comply with the requirements of the Company Health & Safety Policy and Procedures Manual.
- They comply with, and operate in each area of the Company for which they are responsible, all Safety Procedures issued to them as part of the Company Health and Safety Management System.
- The capabilities of all employees reporting to them are taken into account when assigning tasks to them.
- They report to the Managing Director any instance where any Safety Procedure has been deviated from.
- They report all accidents or dangerous incidents to the Managing Director, and record them in the Accident Book provided.
- They co-operate with the Managing Director, and any responsible extthey comply with the requirements of the Health and Safety at Work Act 1974, in that they take responsibility for the Health and Safety of themselves and for others affected by their acts or omissions.

2.18 All Employees

All Employees may have other responsibilities, which are set out in the other sections of their Policy, or in other Health and Safety Documents.

It is the duty of each employee to ensure that he reads and understands all Health and Safety Documentation issued to him.

Every Employee (including those named in earlier sections) shall ensure that:

- They comply with the requirements of the Health and Safety at Work Act - 1974, in that they take responsibility for the Health and Safety of themselves and for others affected by their acts or omissions.
- They comply with the requirements of the Company Health, Safety, Welfare and Environmental Policy, and any relevant Safety Procedure.
- They comply with all Methods of Work set out in any relevant Safety Procedure they use, and take due care of appropriate Personal Protective Equipment (PPE) at all times; reporting any loss or damage to their immediate supervisor.

Health and Safety Policy

- They report to their immediate supervisor, all accidents to themselves, and all potential hazards and dangerous occurrences.
- They are aware of the correct procedure to follow in the event of a fire, major emergency or accident at their workplace.

3.0 Arrangements and Practical Guidelines

3.1 Safety Method Statements

The Site Manager will ensure that a Safety Method Statement is prepared for each contract which reflects the Contract Drawings and the agreed Contract Specification, the Company's Operating and Quality Procedures, and the Company's Safety Procedures and Site Health and Safety Management System.

Each Safety Method Statement shall be prepared with the assistance of the Contracts manager as necessary.

The Site Manager/Contract Supervisor will ensure that all members of the SMD site team are familiar with the contents of the site specific Safety Method Statement prior to work commencing.

Copies of the Safety Method Statement shall be issued to:

- The SMD site team undertaking the project,
- Any Subcontractor who may be involved in the work,
- The Company's Health and Safety Adviser, if appropriate,
- The Principal Contractor,
- Other Parties as required by the Contract.

3.2 Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations 1999, assessments are carried out of the risks to the Health and Safety of all SMD Employees whilst at work, and of other persons who may be affected by work carried out by the Company.

Risk assessments will be carried out on single specific tasks to be undertaken as part of the job as a whole.

Model Risk Assessments have been developed by the Company's Safety Advisers to cover all of the normal risks to which employees and others might be exposed. These model risk assessments will be subject to continuing review and may from time to time be subject to amendments to take into account changes in legislation or safe working practices. Any such amendments will be subject to approval by the Contracts Director prior to release.

Sets of the latest Model Risk Assessments shall be kept by each Site Manager/Contracts Manager

Employees are required to be familiar with the contents of those Model Risk Assessments relevant to their area of work, and to act in accordance with the recommendations contained in them.

The Site Manager/Contracts Manager will ensure that a Site Specific Risk Assessment is prepared for each

Health and Safety Policy

contract by developing individual Model Risk Assessments with the appropriate amendments/addition of Specific Risk Assessments to control any Special Hazard presented by the specific Contract or method of working.

All Employees and Subcontract Employees are required to be familiar with the contents of each Contract Specific Risk Assessment relevant to their area of work, and to act in accordance with the recommendations contained in them.

Before work on any project starts the Site Manager/Contracts Manager will ensure that any necessary risk assessments have been completed and that all supervisors and operatives are aware of the findings of any such assessments. Any significant hazards identified will then be subject to control methods detailed in the subsequent Method Statement.

The Site Foreman will ensure that the procedures identified in any Risk Assessments / Method Statements are followed by operatives at all times.

3.3 Safety Procedures

General Safety Procedures will be developed which will apply to all Company employees.

Site Safety Procedures will be developed which will apply to all Company employees, and others, working on the Company's Construction Projects.

When requested by the Construction Director the Company Safety Advisers shall conduct a review of Safety Procedures as they apply to any particular construction site, or to any area of the Company.

Following their review, the Safety Adviser shall prepare any additional Safety Instructions or Safe Working Procedures which are considered necessary. Any such new Safety Instructions or Safe Working Procedures will then be issued by the Construction Director in an appropriate manner.

Safety Instructions shall comprise a set of easily understood instructions covering such topics as:

- Safe Methods of Working
- Safe Access and Egress
- Personal Protective Equipment

Safety Method Statements incorporating Safety Instructions shall be issued to all personnel working on Site on each Construction Project.

All Site Personnel shall work in accordance with the Safety Method Statements and Risk Assessments issued to them for each Project.

3.4 First Aid, Incident and Ill Health Reporting

The Health and Safety (First Aid at Work) Regulations 1981 requires the Company to provide suitable and sufficient first aid facilities and appropriately trained and qualified First Aiders or Appointed Persons as appropriate.

Health and Safety Policy

The names of SMD First Aiders/Appointed Persons and the location of first aid facilities will be displayed on the Company Health and Safety Notice Board.

SMD Site Managers/Contracts Managers will ensure that all appropriate first aid facilities are provided and maintained to the required standards and that the location of the facilities and the names of qualified First Aiders or Appointed Persons are known by all SMD site operatives on all SMD projects.

All accidents and near miss incidents involving personnel or plant must be reported to the Site Manager/Contracts Managers who will detail and report the incident to the Construction Director and to site management team according to the specific site arrangements.

Accidents involving personal injury, which cause the injured person to be absent from work for more than three days must be reported immediately to the Construction Director who will notify the Incident Contact Centre.

Fatal and other serious accidents must be reported immediately by telephone to the Incident Contact Centre. The Construction Director will immediately visit the scene with the Company Safety Adviser to investigate the incident and make a detailed report.

Dangerous occurrences, which include the collapse of lifting machinery, explosion, fire and contact with electric power lines, (not necessarily involving personal injury), must be reported immediately to the Construction Director, who will then notify the Incident Contact Centre.

The Site Foreman is expected to be the responsible person to take initial charge of any incident. He will ensure that no other person becomes endangered, ensure that First Aid is provided, the emergency services are summoned (if required) and that the Site Manager/Contract Supervisor is informed. The Construction Director must then ensure that appropriate notification is made to the Incident Contact Centre by telephone and all required forms (e.g. F2508) are forwarded

3.5 Manual Handling

The Manual Handling Operations Regulations 1992 require the Company, as part of any Risk Assessment Procedure, to consider all operations which require the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force and:

1. take appropriate steps to reduce the risk of injury to employees
2. ensure that all relevant employees are aware of the appropriate operations and steps
3. provide sufficient Information on the characteristics of any load.

The Company Safety Advisers will prepare a qualitative Manual Handling Assessment for typical site tasks, which will be incorporated into the Safety Method Statement for each Project by the Project Site Manager/Contract Co-ordinator.

The Company Safety Advisers will also prepare a Qualitative Manual Handling Assessment for typical non-site tasks, which will be issued to employees affected.

The Company Safety Advisers will prepare a Manual Handling Procedure that applies to all of the Company's normal activities.

Health and Safety Policy

Employees are required to make full and proper use of any system of work put in place by the Company and to follow the rules for safe lifting and carrying detailed in the SMD Health and Safety on Site Guide for Deckers, Studwelders and other Contractors in order to reduce the risk of injury occurring during manual handling operations.

Construction Department and Site Staff will be required to be aware of any Risk Assessments carried out for manual handling operations, and Procedures included in the Assessments for reducing the risk of injury, and ensure that all subcontract employees are similarly aware of such Assessments and Procedures.

The Technical Manager will be required to ensure that sufficient Information on the characteristics of any load is provided on drawings or schedules.

3.6 Noise

Excessive noise can cause permanent damage to the hearing of those exposed to it. It is a source of annoyance and disruption, and may directly or indirectly increase the risk of accidents. There is a statutory duty to control noise and protect employees and others from its effects and the Company will take all practicable steps to reduce and control it as detailed below:

The company will wherever possible provide quieter or noise suppressed equipment. This will include ensuring that efficient exhausts and/or silencers are fitted to all appropriate plant and equipment and the use of mufflers, enclosures, and effective siting of equipment such as pumps, compressors and generators etc.

In the event of equipment being provided with inadequate noise control measures, broken silencers, etc. the Site Manager will take immediate remedial action.

The Control of Noise at Work Regulations 2005 has introduced lower noise exposure levels and replaced first and second action levels with lower and upper exposure action values and introduced 'exposure limit values'. The regulations also allow personal exposure to be measured over a weekly rather than 8 hour period where noise levels vary widely and also give employees the right to hearing checks where a noise assessment indicates that their hearing may be at risk.

Two 'types' of noise may damage the hearing of people exposed to it;

1. the every day noise that is experienced for example on construction sites which can be averaged over an eight hour (or weekly) period – this is known as the 'daily' (or weekly) personal noise exposure.]
2. sudden sharp bursts of loud noise, arising for example from use of some hand tools like cartridge tools. This is known as 'peak sound pressure'.

Action and Exposure Limit Values

Lower Exposure Action Value:

Reached when a daily or weekly personal exposure reaches 80 dB(A) or a peak sound pressure of 135 dB(C) occurs

Upper Exposure Action Value:

Reached when a daily or weekly personal exposure reaches 85 dB(A) or a peak sound pressure of 137 dB(C) occurs

Health and Safety Policy

Exposure Limit Value:

Is the maximum level of noise to which anyone at work may be exposed and is set at 87 dB(A) or when a peak sound pressure of 140 dB(C) occurs.

When applying the Exposure Limit Value employers may take account of any hearing protection being worn – it is the level of noise actually entering the ear.

If employees are likely to be exposed to noise at or above the lower exposure action value the Contracts Manager will ensure that a suitable and sufficient risk assessment is carried out to identify the measures necessary to control the level of noise at work.

The risk assessment should include observing work practices, referring to information from clients and tool and equipment manufacturers and, if necessary, arranging for noise levels to be measured.

Construction Department and Site Staff will be required to be aware of any Risk Assessments carried out for noise, and the Procedures included in the Assessments for reducing the risk of injury. . Site Managers must ensure that all subcontract employees are similarly aware of such Assessments and Procedures.

All practical steps will be taken to reduce noise levels as much as possible but drilling, cutting, and shot firing operations normally carried out by the Company create noise in excess of the Exposure Limit Value. Excessive noise is also routinely generated by normal construction processes undertaken by others.

If employees are likely to be exposed to noise at or above the upper exposure action value or the exposure limit value the risk assessment must include consideration of the type of noise and its duration, the effect the noise may have on the employees exposed to it, control measures to eliminate or reduce the noise, the possibility of warning alarms or other audible systems not being heard and the availability of suitable personal hearing protection.

If employees are exposed to noise at or above the exposure limit value the exposure must immediately be reduced, the reason for the exposure limit value being exceeded must be identified, and measures taken to prevent the exposure reoccurring.

If employees are exposed to noise above the lower exposure action value but below the upper exposure action value SMD will make personal hearing protection available to employees and encourage its use. When noise levels reach or exceed the upper exposure action value it is a statutory requirement that employees wear the protection provided and it is the responsibility of the supervisors to ensure compliance.

Where the upper exposure action value is likely to be exceeded an ear protection zone will be created. The area will be identified and demarcated and appropriate warning notices will be prominently displayed.

All personnel entering such a zone, even for short duration visits, must wear suitable hearing protection.

Hearing protection is provided by the Company and must be worn when noise levels exceed the upper exposure action value. Operatives are also advised to wear their PPE when noise levels exceed the lower exposure action value.

Operatives are expected to be aware of their surroundings, and of the noise generated by others. They are

Health and Safety Policy

expected to take action to protect their own hearing when they believe that the noise levels are excessive or uncomfortable.

The company disciplinary procedure may be instigated where employees fail to comply with these controls

3.7 Vibration

Common tools and processes which can create hazardous vibrations include cutting off machines and cartridge tools.

Prolonged use of these and other types of vibrating equipment may lead to injury to the hands and arms (hand-arm vibration syndrome) usually by impaired blood circulation to the nerves and muscles.

The Company will take appropriate steps to reduce the risk of injury to employees and to ensure that all relevant employees are aware of the appropriate controls.

The Company Safety Advisers will prepare a Qualitative Risk Assessment for typical site tasks, which will be incorporated into the Safety Method Statement for each Project.

Employees are required to:

make full and proper use of any system of work put in place by the Company to reduce the risk of injury:

- Use tools and equipment in accordance with instructions and not improvise
- Keep hands warm
- Massage fingers during work breaks
- Avoid or cut down on smoking
- Ensure equipment is well maintained and report defects
- Avoid uninterrupted vibration exposure over long periods, i.e. vary work patterns and take frequent breaks
- Report to their immediate supervisor when any tingling or numbness is felt in the hands or fingers and stop work on the task until further assessment is available.

Construction Department and Site Staff will be required to:

- Be aware of any Risk Assessments carried out for vibration, and the Procedures included in the Assessments for reducing the risk of injury and Site Managers must ensure that all subcontract employees are similarly aware of such Assessments and Procedures.

The Construction Director will ensure that all practical steps will be taken to reduce vibration levels as much as possible by careful selection of vibration reduced drilling, cutting, and shot firing equipment.

Specifically the Company must:

- Take action to control risks from Hand Arm Vibration (HAV) where daily exposure exceeds 2.5m/s^2 A(8) – their is the Exposure Action Value (EAV)
- Prevent daily HAV exposure from exceeding the Exposure Limit Value (ELV) of 5m/s^2 A(8)

The Construction Director will ensure that accurate Vibration Total Value measurements are made of equip-

Health and Safety Policy

ment before it is put into use to enable the Daily Vibration Magnitude [A(8)] in m/s² to be calculated. Typical work cycles can then be calculated for each project and can be varied if necessary to ensure that each operative's DVM does not exceed the current action level.

When sufficient information has been obtained for each tool trigger time, tags will be attached to each tool to advise operatives of the maximum daily duration of use of the equipment.

The Construction Director will ensure that procedures are established to ensure that operatives who are regularly exposed to vibration are provided with appropriate Occupational Health Surveillance.

3.8 Personal Protective Equipment

The Personal Protective Equipment (PPE) at Work Regulations 1992 requires the Company, and its Subcontractors to:

1. Provide suitable PPE to each employee who may be exposed to any risk while at work. Ensure compatibility of PPE where more than one item is required to control risk
2. Ensure that all PPE is maintained, replaced and cleaned as appropriate
3. Provide suitable information, training and instruction on each item of PPE
4. Provide suitable storage places for all items of PPE

The Company will make all appropriate safety and protective clothing and equipment available to all operatives as necessary and will inform all employees, at the time of issue of any item of PPE, of the arrangements for maintenance, repair and cleaning.

Each employee of the Company, or of a Subcontractor to whom any item of PPE is issued, is required to:

- use PPE at times defined in Risk Assessments
- use PPE in accordance with the instructions received at the time of issue
- return all items of PPE to the storage place provided whenever practicable
- report all losses of PPE to their immediate supervisor
- report all defects in PPE to their immediate supervisor

Personal Protective Equipment issued by the Company will, when appropriate includes:

1. Safety Helmets

Safety helmets must be worn by all persons who can receive head injury through the nature of their work.

The Company provides head protection to all employees who may be at risk and enforces the wearing of same on building / construction sites where there is any foreseeable risk of head injury.

2. Eye Protection

Eye protection is provided and must be worn commensurate with the risks involved in any of the company's activities.

The highest risk of eye injury during normal company activities is impact from flying objects. Eye protection to BS2092-1 (EN 166B) is provided and must be worn at all times when using drilling, grinding or sawing equipment or cartridge tools, or when using a hammer with a cold chisel or other impact equipment.

Health and Safety Policy

3. Hearing Protection

Appropriate hearing protection must be worn at all times when warning signs are displayed or when drilling, cutting, and shot firing operations normally carried out by the Company are being undertaken, or when excess noise is being generated by others, - see section 27.0 of this Policy.

4. Safety Footwear

Steel toe-capped safety footwear must be worn at all times on all building / construction sites.

5. Respiratory Protection

Appropriate respiratory protective equipment must be worn when working in any environment with a high concentration of airborne particles and when operating drilling, sawing or grinding equipment in any confined spaces.

6. Hand Protection

Suitable gloves or other hand protection must be worn when specified as a result of the assessment of the risks of handling any substances or carrying out any specified activities.

7. Protective Clothing

All SMD employees and contractors will wear high visibility coats or waistcoats provided as appropriate to site conditions at all times.

8. Safety Harnesses

All employees will be issued with suitable Safety Harnesses, and the means of attachment when necessary.

Safe System of Work

All employees have a legal duty to use the protective equipment provided.

All Site Managers/Contracts Managers and Site Foreman will monitor compliance with the above standards and disciplinary action will be taken against any employee not using appropriate protective equipment when required to do so.

3.9 The use of substances hazardous to health

The Control of Substances Hazardous to Health Regulations 2002 requires the Company, as part of any Risk Assessment Procedure, to:

1. consider all substances, and operations producing substances, which may be hazardous to the health of employees and others,
2. take appropriate steps to reduce the risk of injury to employees through such substances,
3. ensure that all relevant employees are aware of the appropriate substances and steps.

The Construction Director will ensure that before work starts on site, information is available on any material or substance to be used and that an assessment of the risks in the use of that material or substance is made.

Site Managers/Contracts Managers will ensure that the results of any such assessment are provided to site together with any necessary control measures or personal protective equipment necessary.

Health and Safety Policy

When possible, the Technical Manager will obtain details of alternative, less hazardous material for evaluation by the construction team.

The Construction Director will ensure that all necessary health surveillance measures, where appropriate for the protection and health of persons who may be exposed to materials or substances hazardous to health are planned before work starts.

Site Foremen will ensure that all operatives under their control are adequately trained in the handling and use of any material or substance hazardous to health and that all hazardous substances are used with any protective clothing, equipment or hygiene measures provided and maintained as necessary.

Safe Systems of Work

Almost all chemical materials are potentially dangerous. The following general precautions apply to the handling, transporting and use of all substances.

1. Chemical products must never be allowed to come into contact with eyes. Contact with skin and mucous membrane must also be avoided. Wear protective equipment and clothing supplied. Always observe good hygiene practice.
2. Do not swallow materials or use in areas where food and drink is being consumed. Do not smoke when substances are being used.
3. Inhalation of chemical vapours and dust must be avoided. Suitable respiratory protection should be provided and used when appropriate.
4. Facilities for washing and cleaning skin must be made available with any necessary cleaners and barrier creams used.
5. Store all products in dry ventilated areas away from extremes of temperature.
6. Clean all spillages instantly and dispose of waste and used containers properly.
7. Except for transport in closed containers, materials should only be handled by authorised personnel.
8. Ensure that the correct equipment for handling the product is available.
9. If any person handling the material shows symptoms which may have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Read the COSHH assessment, data sheet, container labels before using any product.

3.10 Health Surveillance

Regulation 5 of the Management of Health and Safety at Work Regulations 1999 requires the Company to:

- Provide employees with such health surveillance as is appropriate to the risks identified in Assessments.

When such risks are identified appropriate surveillance will be provided for such hazards as:

- Exposure to Noise
- Exposure to Vibration
- Exposure to Weil's Disease
- Exposure to Substances Hazardous to Health
- Exposure to Lead and/ or Asbestos
- Manual Handling
- Exposure to risks likely to result from the use of Display Screen Equipment

Health and Safety Policy

3.11 Emergency Procedures

Regulation 7 of the Management of Health and Safety at Work Regulations 1999 requires the Company to:

1. Establish Procedures to be followed by employees in the event of serious or imminent Danger
2. Nominate competent persons to implement the Procedures where evacuation is called for
3. Prevent any employee from gaining access to an area, occupied by the Company, considered to be dangerous - unless the employee is sufficiently trained.

All staff, whilst on the Company's premises, are required to follow the planned Emergency Procedures posted on the Health and Safety Notice Board.

Site Staff, whilst at work on Construction Sites, are required to follow the Procedures established by the Principal Contractor, or other person responsible for Safety on the Site in question.

Site Managers/Contract Supervisors are required to obtain copies of such Procedures from the Person responsible for Safety on the Site, and to notify all site employees and subcontract employees of such Procedures.

3.12 Consultation with Employees

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 every facility will be afforded to allow for consultation with all employees or their elected representatives on matters affecting their health and safety.

Consultation with staff will be conducted on any such matters including:

1. Any changes which may substantially affect their health and safety at work, for example in procedures, equipment or way of working.
2. The arrangements for enlisting competent people to assist them in satisfying health and safety laws.
3. The information that employees must be given on the likely risks and dangers arising from their work, measures to eliminate or reduce these risks and what they should do if they have to deal with a risk or danger.
4. The planning of health and safety training.
5. The health and safety consequences of introducing new technology.

In the event of employees reporting unsafe or unhealthy conditions the correct procedure is initially to report the matter to the immediate superior. If the matter is not resolved within a reasonable time period the issue should then be raised with a Manager or Director

3.13 Induction of new Employees

In order to ensure the health and safety of all new employees, the Company will provide health and safety training for new employees which will be incorporated into general induction training.

Induction training should take place on the first day of employment so that employees are familiar with basic procedure once they commence work. The Construction Director is responsible for ensuring that their training is completed.

Health and Safety Policy

The Contracts Co-ordinator is responsible for ensuring that training records are started and maintained for all employees.

The health and safety component of induction training will contain the following:

1. The Health, Safety & Welfare Policy - The contents of the policy will be covered in detail, including the responsibilities set out in the policy, and will enable the employee to become acquainted with the organisational arrangements. Each employee has access to a copy at all times.
2. Accident reporting procedures/first aid - This covers the action to take when an accident has occurred, the person to be informed what to do about first aid treatment.
3. Fire procedures and precautions - this section covers fire precautions to be taken during site activities. It includes:-
 - a) Procedure for raising alarm and location of alarm points
 - b) The location of fire exits
 - c) The fire assembly muster points
 - d) The person to whom the employee must report
 - e) The use of extinguishers
 - f) The Code of Practice 'Fire Prevention on Construction Sites'
4. The employee is introduced to the most important legislation that applies to the Company:-
 - a) The Health and Safety at Work Act 1974
 - b) The Management of Health and Safety at Work Regulations 1999
 - c) The Construction (Design and Management) Regulations 2007
 - d) The Control of Substances Hazardous to Health Regulations 2002
 - e) The Manual Handling Regulations 1992
5. Safety Procedures are explained:

Personal Protective Equipment
As applicable to specific jobs and activities.

Safe Manual Handling of Loads.

Their training generally follows the procedures laid down in the Manual Handling Operations Regulations 1992; see section 26.0 of their Policy for further details.

Safe Working Procedures.

New employees are provided with personal copies of the Structural Metal Decks Health and Safety on Site Guide to Deckers, Studwelders and other Contractors and are introduced to the Company's Safe Working Procedures, Method Statements and Risk Assessments. Further 'on the job' training is then provided as applicable to specific jobs and activities.

6. Identification of further training needs and progress review timetable

Health and Safety Policy

3.14 Office Safety

Offices will comply with the requirements of the Offices, Shops and Railway Premises Act 1963.

The Construction Director will complete Form OSR1 (rev), Notice in form prescribed by the Secretary of State for Employment, of employment of persons in office or shop premises (or equivalent) in respect of each Company Office and submit it to the appropriate Regulatory Authority.

The Management Accountant/Office Manager will ensure that all offices are cleaned daily and paper and other waste is not allowed to accumulate.

The Technical Director is responsible for ensuring that all portable electrical equipment is inspected and tested annually and has a valid test certificate.

Any electrical installation shall be to the requirements of the IEE Regulations, 17th Edition and shall be installed, tested, altered and maintained only by qualified electricians.

All non-essential electrical equipment must be switched off or isolated at night.

The Office Manager will ensure that any office machinery is installed safely and maintained and serviced in accordance with the manufacture's recommendations.

Training will be provided in the use of office machinery and no person may operate or service any machinery unless authorised to do so.

The Office Manager is responsible for ensuring that office security arrangements are complied with.

3.15 Office Fire Safety

The Commercial Director will ensure that reasonable steps are taken to reduce the risk from fire and ensure occupants can safely escape as required under the Regulatory Reform (Fire Safety) Order 2005., A Fire risk Assessment will be undertaken to identify risks and hazards, create an emergency plan and record all findings.

All fire extinguishers will be provided in accordance with the latest British Standard or European equivalent and will be serviced at regular intervals as recommended by the manufacturer.

The Fire Marshall is responsible for ensuring that the offices conform to the requirements of the Fire Risk Assessment and arrange and record the effectiveness of fire drills at the specified frequency.

The Fire Marshall will ensure that all office staff are trained as follows:

1. Familiarity with escape routes
2. Treat fire drills seriously
3. Report discharge of any extinguisher to their superior so that it can be recharged immediately
4. Receive training on:

Procedures on discovering a fire:

- a) Raise the alarm at the nearest fire point

Health and Safety Policy

- b) Call the Fire Brigade - Dial (9)999
- c) Leave the building by the shortest route and report to your assembly point
- d) After raising the alarm, and ensuring that the Fire Brigade have been alerted, ONLY fight the fire with appropriate means if you are trained to do so

Procedure on hearing the alarm:

- a) Close all Windows and Doors
- b) Do not stop to collect personal belongings
- c) Leave the building by the nearest exit - DO NOT RUN
- d) Report to your assembly point
- e) Do not re-enter the building until instructed.

3.16 Use of Electrical Equipment

All reasonable steps will be taken to secure the health and safety at work of employees and Contractors who use, operate, install or maintain electrical equipment. The company acknowledges that work on or with electrical equipment can be hazardous and it is therefore the Company's intention to reduce the risks as far as possible.

Where any problem arises with electrical equipment, employees must inform a responsible person immediately and the Company will take the necessary measures to investigate and remedy the situation.

Arrangements for securing electrical safety

The Company will:

1. Ensure that electrical installations and equipment are installed in accordance with the I. E. E. Regulations (17th Edition).
2. Ensure that fixed installations are in a safe condition by carrying out routine safety testing.
3. Inspect and test portable and transportable equipment every twelve months. This includes all office equipment and portable appliances. Inspection and test records will detail date tested, name of tester, date of next test plus details of any modifications or repairs
4. Ensure that employees or contractors who carry out electrical work are competent to do so.
5. Forbid all work by the company's staff that are untrained on any electrical equipment or systems: such work will be carried out under contract by approved contractors who are required to be competent, trained and equipped for the work.
6. Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.
7. Forbid the use of personal electrical equipment on any Company site without the express permission of a Director or a senior Manager.

Safe Systems of Work

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential that all employees adopt the following precautions:-

Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment.
2. Do not carry out repairs, etc., or even fit plugs, unless you are authorised to do so.

Health and Safety Policy

Portable and Transportable Equipment

1. Personal use equipment and extension leads should be visually inspected before use.
2. Avoid using long extension leads whenever possible.
3. Always fully uncoil extension leads before use.

3.17 Display Screen Equipment

All reasonable steps will be taken by the Company to comply with the Display Screen Equipment Regulations 1992 and to secure the health and safety of all employees who work with D.S.E. The company will, in conjunction with all display screen users:-

1. Carry out assessments of each work station, taking into account the display screen equipment (D.S.E.), the furniture, the working environment and the employee.
2. Take all necessary steps to reduce any risks found as a result of the assessment.
3. Review software to ensure suitability for the task.
4. Arrange for eye sight tests prior to and at regular intervals during employment.
5. Provide for the free supply of prescription lenses for specific use with D.S.E.

Radiation and Pregnancy

No adverse effects have been found to arise due to radiation exposure while using D.S.E. Scientific research has proven that pregnant women suffer no health problems through the use of D.S.E.

Safe Systems of Work

Unnecessary discomfort can be avoided by following these simple precautions:-

1. Make sure all your furniture and equipment functions normally.
2. Adjust your furniture and equipment for comfortable working.
3. Vary your activities to avoid long periods of D.S.E. work.
4. Use your entitlement to eye and eyesight tests.
5. Report symptoms of discomfort or ill health promptly.
6. Inform your employer of your training needs.
7. Do not tamper with electrical equipment, ask for assistance.

The person responsible for implementing this Policy is the Technical Director.

Health and Safety Policy

3.18 Numerous Acts, Regulations, A.C.O.P's and H.S.E. Guidance Notes are applicable to the activities of Structural Metal Decks Limited.

The main Acts and Regulations are as follows:

Act/Regulation	Year
Confined Spaces Regulations	1997
Construction (Design and Management) Regulations	2007
Control of Asbestos at Work Regulations	2002
Control of Noise at Work Regulations	2005
Control of Substances Hazardous to Health Regulations	2002
Control of Vibration at Work Regulations	2005
Display Screen Equipment Regulations	1992
Environmental Protection Act	1990
Factories Act	1961
Fire Precautions (Workplace) Regulations	1997
Hazardous Waste (England and Wales) Regulations	2005
Health and Safety at Work etc. Act	1974
Health and Safety (Consultation with Employees) Regulations	1996
Health and Safety (First Aid at Work) Regulations	1981
Lifting Operations and Lifting Equipment Regulations	1998
Management of Health and Safety at Work Regulations	1999
Manual Handling Operations Regulations	1992
Offices Shops and Railway Premises Regulations	1963
Personal Protective Equipment Regulations	2002
Petroleum (Consolidation) Act	1928
Provision and Use of Work Equipment Regulations	1998
Reporting of Industrial Diseases and Dangerous Occurrences Regulations.	1995
Work at Height Regulations	2005
Workplace Health, Safety and Welfare Regulations	1992

www.smdltd.co.uk

© Structural Metal Decks Limited 2007. Liable to change without notice.

UK Head Office Structural Metal Decks Ltd
The Outlook Ling Road Tower Park Poole Dorset BH12 4PY UK
Tel: +44 (0) 1202 718898 **Fax:** +44 (0) 1202 714980 **Email:** contactus@smdltd.co.uk

Midlands Logistics Centre Structural Metal Decks Ltd
Unit 107 Marchington Industrial Estate Stubby Lane Marchington Uttoxeter ST14 8LP
Email: contactus@smdltd.co.uk

Middle East Structural Metal Decks Ltd
PO Box 21023 Ajman U.A.E.
Tel: +971 6 7401137 **Fax:** +971 6 7401138 **Email:** uae.export@smdltd.co.uk