



**Health and Safety at Work etc. Act 1974**

**Health and Safety Policy of  
P.N.S. Ltd  
(Precise Networking Solutions Limited)**

**Prepared by Managing Director/Safety Officer  
January 2009**

## **SAFETY STATEMENT AND POLICY**

In accordance with the Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999: -

1. **Precise Networking Solutions** will take all reasonable measures to ensure the safety, health and welfare at work allocating sufficient resources, including money, time, information, instruction, supervision and all necessary training, to implement the policy for all employees in fulfillment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others, including other Contractors and members of the general public, who may be affected by our daily work activities.
2. It is a function of management to provide the right circumstances under which work may be carried out safely. However, all employees will be made aware that they have a legal duty, not only to work in a safe manner, but also to co-operate in efforts made to create Safe Working Conditions.
3. Set out herein are broad details of the Chain Of Safety Responsibilities from the Management to the employees. Full Safety Instruction files are kept in the Company Office and relevant parts of these files are kept in Company vehicles and on site and are available for use by employees at all times. To assist the Company to fulfill its legal obligations, it has appointed **Morton Hodson Management Consultants Ltd.**, to act as the Company's external Safety Advisors and to provide the Company with up to date information on Health and Safety legislation. They will also review this policy with the Director responsible for Health and Safety.
4. Action to be taken to control specific hazards and instructions, in compliance with applicable Regulations and Codes of Practice, will be issued from time to time for inclusion in files of Safety Instructions. Training will be given to employees on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed on them. *Employees are positively encouraged to communicate H & S problems they encounter to their immediate manager and to escalate to higher management should inadequate action be taken.*
5. The Company has a good health and safety record and the co-operation of every employee is necessary in order that standards may be maintained or improved, wherever possible. The Company is committed to continual improvement in H & S implementation as in all areas of its business.



Signed: \_\_\_\_\_

**Position:** Managing director

**Date:** 05/01/09

## **CHAIN OF SAFETY RESPONSIBILITY**

**Mr. Steven Pearson, the Managing Director** is responsible for the overall safety function of **Precise Networking Solutions**, (hereinafter referred to as the Company). He will ensure that a sound Health and Safety culture is implemented within the Company including policies, procedures & controls and the continued supervision of these. He will ensure all members of staff and any other persons affected by working activities are informed, instructed and where necessary trained in order to comply with the Company Safety Policy, procedures and controls. *Mr Pearson is responsible for ensuring appropriate resources are made available to support H & S within the Company as a high priority, see Statement of Intent previously.*

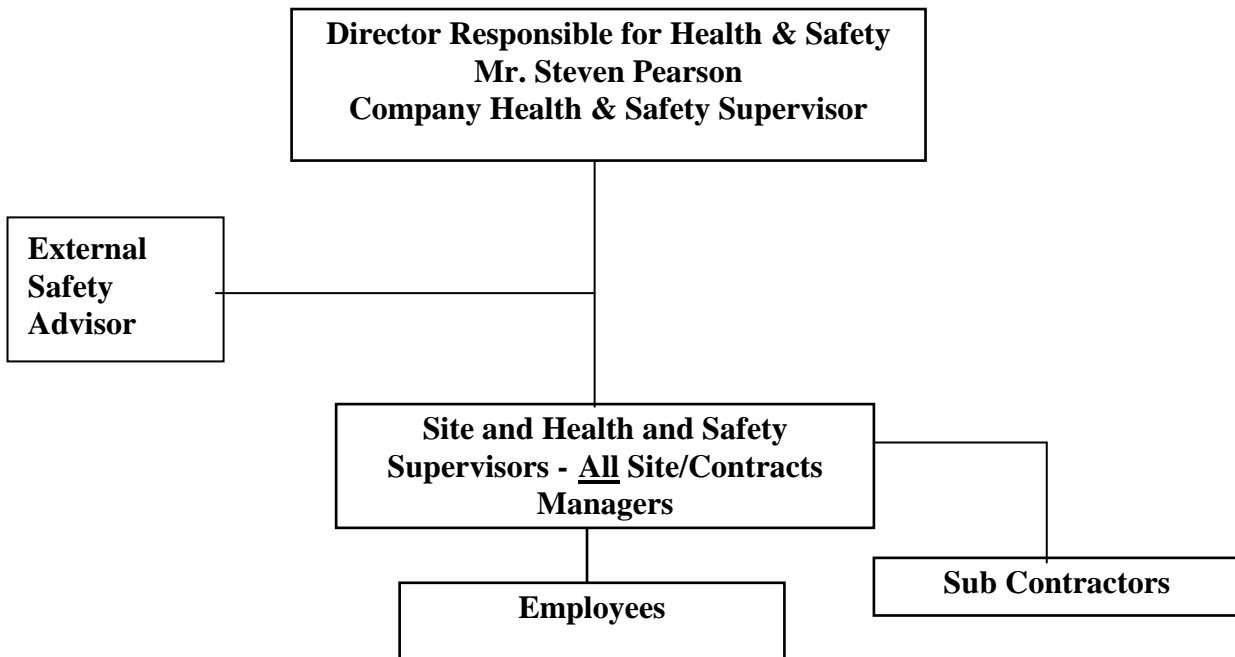
**Mr Pearson** will also act as Company Health & Safety Supervisor for the purposes of the Company's overall Health & Safety in respect of all workplaces and the office, including workplace inspections, however he will have assistance from the Company Safety Advisor, when and as necessary. In addition, he will monitor the Safety Policy and make any necessary additions and amendments in accordance with current legislation.

**The Contracts Manager** is responsible for ensuring that good day-to-day Health & Safety procedures and practices are followed in line with risk assessments and COSHH assessments appropriate to the site. They represent the first level of supervision and must lead by example as well as by direction.

**Employees** are expected to enact the Health & Safety procedures in accordance with the Company's Safety Policy, current legal requirements and legislation. They must involve themselves in safety matters and report any unsafe situations or equipment to their Supervisor.

**Sub-Contractors** – If and when necessary sub-contractors are used, they will be advised of the Company's Safety Policy and procedures before orders are placed. The Company Health & Safety Supervisor will ensure that Sub-Contractors are competent and able to carry out their work safely using approved methods, equipment and materials, and that Sub-Contractors ensure their employees are competent and fully trained to the necessary standard and hold the appropriate certification or qualifications.

## ORGANISATION & RESPONSIBILITY CHART



## SAFETY POLICY ARRANGEMENTS

These are in accordance with Section 6 of the Health & Safety at Work Act 1974 and the amendment of that by the Consumer Protection Act 1987. These Acts place a duty on designers, manufacturers, importers and suppliers of articles or substances, in this case, structures. The Company recognises it has a responsibility as a supplier and will take such steps as are necessary to provide adequate information about the use for which the article has been designed, and the inherent risks to health & safety. This will also apply to any articles that may require accessibility for fault, maintenance, dismantling or disposal.

Information supplied shall be revised, when appropriate or, should it be identified that anything gives rise to a serious risk to health & safety.

## Risk Assessment & Method Statements

A site survey will be undertaken by a Director or Manager (see above) to identify hazards. These are the areas of concern or work operations involved. Precautions and procedures for dealing with the hazards where they cannot be eliminated will be defined, and the steps to be taken to control and/or minimize the remaining risks, which identifies the likelihood and effect of the hazard occurring. Risk assessments are available to cover the majority of work activities carried out by the Company, and these are used within the Site File. The risk assessments provided affect always employees and sub-contractors. Where other categories of personnel are affected this is defined within the risk assessment statement including risk to members of the public.

However, where special risks are identified, or the site contains hazards not covered within the wide range of normal risk assessments, or new activities of work are to be carried out, site-specific risk assessments will be produced.

These will determine the level of risk, i.e. low, medium or high and whether this requires special measures or actions. It will also specify the time-scale required to implement corrective or preventive actions. Emergency procedures, e.g. fire, bomb scares etc are dealt with elsewhere within this document.

Method Statements describing particular operations and the way they will be carried out will be produced for each project and relevant activity. In particular, sub-contractors will be expected to produce Method Statements for the work they are to carry out.

The above procedures for the management of risk will be documented and copies distributed to all personnel or any other persons effected by the work activities of the Company. These will include statutory controls relevant to the various Health & Safety Regulations, the in-house policy controls of safe working practices and the monitoring of those, consultation, information and any necessary training of employees.

### **Safe Handling of Substances**

The Company is committed to an assessment and control programme aimed at risk reduction in accordance with the Control of Substances Hazardous to Health Regulations 2002 by such measures as: -

- Finding safer substitutes for hazardous materials
- Controlling the risk at source by ventilation etc.
- Selecting safer methods, such as brushing or rolling rather than spraying
- Good housekeeping to avoid a build-up of contaminants
- Personal protection, for immediate control of short-term exposure

### **Hazardous Substances**

The Company Health and Safety Supervisor will assess the impact on H&S of all substances in use and a record of such assessment kept. In general, Company employees are not exposed to hazards that require health surveillance, see below for procedure for asbestos/lead.

Employees will be informed, instructed and trained on the risks and precautions to be undertaken and instructed that they must not use any material or substance without having had a risk assessment carried out.

Exposure of employees, or any other persons affected by the Company's activities, will be controlled so far as practicable (ventilation etc.), with PPE provided, if preventive measures alone will not suffice. Where necessary, the exposure of employees will be monitored and health surveillance set up.

## **Asbestos/Lead**

*The Control of Asbestos at Work Regulations 2006 together with the control of Lead at Work Regulations 2002 are used as the basis for dealing with these materials.*

*As far as asbestos is concerned, the Company requires an Type 2 or Type 3 survey carried out by a competent person as a prerequisite for each site worked on. The Health and Safety Supervisor can only identify the likely existence of asbestos and thereafter the appropriate measures to be taken, which in most cases involves the use of external, qualified contractors. The Company uses the Guidance Note produced by the CITB, Construction Site Safety B8, Asbestos in the Workplace as its guide to asbestos discovery and safe removal. Other literature from the HSE, e.g. INDG223, 'A short guide to managing asbestos in premises' is also used in this connection.*

***There must be no disturbance of any material that could possibly contain asbestos, e.g. thermal, acoustic or fire insulation; sheet material; wall claddings or decorations, i.e. Artex, down-pipes etc. without checks for asbestos being performed.***

*Employees will be made aware of the risks from asbestos through the above literature, toolbox talks and Asbestos Awareness training. They will be instructed during site inductions that should they suspect the presence of asbestos they must immediately stop work and report the fact to their supervisor, who will inform the appropriate Health & Safety Supervisor.*

***Should the inspection by external qualified personnel identify the presence of asbestos which requires a licensed contractor to remove it, then a sub-contractor who is competent and holds the appropriate licence will be appointed to carry out any further work to make the area asbestos-hazard free. This contractor will be responsible for issuing any certification to that effect.***

*Should the Company elect to remove asbestos material that is not non-licensable, e.g. cement asbestos sheet in good condition, a full written site-specific plan of work must be created by the Health & Safety Supervisor and a written risk assessment made, including provision for dust/particle attenuation, e.g. damping down during works.*

## **SAFE WORKING PRACTICES**

*In order to ensure a Safe Working Environment, and Systems of Work the following practices will be implemented in accordance with the Management of Health and Safety at Work Regulations 1999. The Company acts as a contractor but not as a principal contractor or designer within the definition of the CDM Regulations 2007 and uses the ACOP to these regulations, Managing Health & Safety in Construction, as its operational guide. Specific duties of the relevant parties involved in projects, notifiable or otherwise, are separately defined as Appendices to this document.*

## **CONSULTATION**

*The Company recognises the contribution of employees in health and safety and provides for regular consultation as an integral part of staff meetings. The Company will consult on matters of health and safety with its employees in accordance with the Health & Safety (Consultation with Employees) Regulations, briefing notes, toolbox talks, Company Handbook and letters to employees are used in the consultation/communication process. For employees with low literacy or English language understanding this is particularly important and the use of clear, simple (pictorial)*

*information and in extreme cases the use of interpreters or translation services will be undertaken to ensure full understanding of requirements.*

Employees will:

- Receive a copy of the Company Health & Safety Policy together with a brief induction on the Safe Working Practices and Policy at the commencement of employment. The Company also provides an Employee Handbook. All information will be updated as appropriate.
- Every individual in the Company, in maintaining a continuous safety check, must be aware of the procedures for dealing with serious or imminent danger and all safety matters, and report these immediately to his superior.
- Be free to evacuate a worksite without penalty if, on reasonable grounds, they believe that there is serious and imminent danger
- Be afforded an opportunity to talk with visiting inspectors from Local Authorities or **HSE** if so desired

Temporary workers, and employees of others who are working on a site controlled by the Company, shall enjoy equal rights to consultation only.

### **SINGLE-MAN WORKING**

Single-man working outside the employer's business premises shall require the employee to advise the employer of work activities and place of work should they be different to their daily work sheet or instructions. All employees are required to report to the employer's workplace at the start of day, and at the end of day. Where actual attendance is not possible, reporting by telephone will be allowed.

### **YOUNG PERSONS**

The Company recognises its legal duties and compliance with the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, which incorporates Health and Safety (Young Persons) Regulations 1997 and will provide young employees and their parents (where applicable) with comprehensive and relevant information and implement risk assessments required by the Regulations.

### **ACCIDENTS**

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the Company H & S Supervisor and/or the External Safety Consultant will investigate all accidents resulting in lost time and a report may be made on such occurrences. However, all accidents will be recorded in the Accident Book held at the main office, whether or not they involve lost time. **In addition, the RIDDOR reportable events defined below will be subject to investigation and report. The objective of any such investigations and reports is to seek to prevent recurrence.**

**Reportable events** (under RIDDOR) include:

Death of an employee or other person in connection with work activities; or major injury including those resulting in an employee taking over three days sick leave or having to spend over 24 hours in hospital, this also includes an individual being rendered unconscious or temporarily blinded.

RIDDOR applies also if a member of the public is taken to hospital as a result of Company work activities, in the workplace or on site.

**Reportable Dangerous Occurrences** include but are not limited to:

An explosion or fire occurring which results in the stoppage or suspension of normal work for more than 24 hours, where such an explosion or fire was due to the ignition of process materials, their by products (including waste) or finished products; unexpected collapse of a structure; a 'near miss' incident with mechanised plant. (Further details are contained in the RIDDOR 95 ACoP).

**All above such accidents/incidents will be notified to the HSE on Form 2508 or by telephone or electronic mail, as required by the RIDDOR Regulations by the Company Health & Safety Supervisor.**

**Reportable Diseases:** -

Any reportable industrial disease will be reported where specified by a doctor's certificate on form 2508A by the Company Health & Safety Supervisor.

**Employees should report all accidents to the Site Manager in the first instance and in turn the Company Health and Safety Supervisor may be informed.**

## **FIRST AID**

First aiders will be appointed and trained to comply with the Health and Safety (First Aid) Regulations 1981. If the Company is carrying out works in an environment where First Aid facilities are available, e.g. as a sub-contractor, employees will be advised of the arrangements.

If the Company is acting as the main contractor, then site First Aid facilities will be provided. For small jobs this may take the form of use of the vehicle First Aid kit. Names of First Aiders will be issued on Induction or communicated via memo due to additions/alterations. All vehicles carry a First Aid kit and the driver is responsible for its maintenance and replacement of items from stocks held in the office. A First Aid cabinet is located at the Company's Main Office. The replenishment of the First Aid cabinet in the Office is the responsibility of *Mr Pearson*.

## **EMERGENCY PROCEDURES**

The procedures to deal with Emergencies i.e. electrocution, fire, explosion, will be communicated by the Site Health & Safety Supervisor to all employees. In the case of those employees working at other premises where appropriate the arrangements will be ascertained prior to commencement of works and those affected will be made aware of the procedures. However, in cases where it is not feasible to obtain this information, employees will be expected to ensure they investigate the arrangements prior to carrying out any work activity.

All emergencies will be reported to the immediate supervisor and a record made in the back of the Accident Book, which is kept at the Main Office

## **MANUAL HANDLING**

The Company will endeavor where practical to use safe working practices to avoid the necessity of manual handling of materials in accordance with the Manual Handling Regulations 1992.

Where possible all Manual Handling will be avoided by use of a mechanical aid, but where necessary, the Company or Site Health and Safety Supervisor will undertake a specific assessment, in line with the Company's Risk Assessment procedures outlined earlier in this document. A risk assessment concerning manual handling is included in every site and job file.

However, all employees will be aware of the procedures for Manual Handling. Assessments take into account **the Task** - necessity to twist, stoop, reach or strenuous pushing etc.; **the Load** - heavy, bulky or unwieldy etc., and **the Environment** - floor conditions lighting or heating and ventilation etc., Where applicable a specific site assessment will be performed prior to a task being undertaken. Employees will be made aware of safe kinetic handling techniques through specific manual handling training, so as to minimize the risk if it cannot be eliminated.

No employee will be permitted to lift or attempt to lift, any equipment, or load unassisted that clearly requires the assistance of others or Mechanical Lifting devices.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In accordance with the Personal Protective Equipment Regulations 1992 the Company will ensure that: -

Where a hazard cannot be controlled by any other means, PPE will be provided to supplement the existing preventive and protective measures.

The risk will be assessed by the Company Health and Safety Supervisor and the characteristics of the required PPE defined in order to select suitable PPE.

PPE will be on personal issue where practicable, or readily available on request.

Employees will receive information and training on their duties in connection with PPE, namely: -

- Their duty to use it in certain cases
- Their duty to return it to the accommodation provided when not in use (unless disposable)
- Their duty to use PPE as directed and that **lack of use, abuse or misuse is a disciplinary matter**
- Their duty to keep it clean insofar as H&S are affected (e.g. changing filters), and to report any defect or loss

PPE is to be adequately maintained and periodically inspected. Provisions will be made for the suitable storage of Personal Protective Equipment, as appropriate, both at site and at the Company offices.

## **TRANSPORT**

All vehicles will have road fund licences.

All vehicles will be in a roadworthy condition and have current MOT certificate where appropriate.

### **VISITORS AND SUB-CONTRACTORS**

Visitors will be informed of the Company safety rules, provided with Personal Protective Equipment as necessary and accompanied at all times.

Sub-contractors will receive a company safety briefing, to include: -

- Safe operating procedures
- Emergency procedures
- Access, storage and parking restrictions etc.

Sub-contractors must produce relevant certificates of competence before being allowed to use equipment, if Law, or Company Rules requires proof of such competence.

## **SAFE PLACE OF WORK**

### **SECURITY, WELFARE & POLLUTION**

Security, Welfare & Pollution will be dealt with in accordance with the requirements of the CDM 2007 Regulations within the Company Premises and on site.

#### **Security**

The workplace will be securely protected, insofar as it is practicable. Any applicable warning notices will be posted. Attention will be paid to risks posed to children and any other persons who may enter the worksites namely: -

- Access to heights
- Holes or openings into property
- Badly stacked materials
- Equipment and plant that could be tampered with
- Electricity supplies
- Fuels, gases and chemicals that have not been locked away overnight.

#### **Welfare**

Access to toilets and facilities for washing and taking meals will be provided or arranged.

A sufficient supply of hot and cold or warm water.

Provision for catering to comply with current food safety requirements.

Where an accommodation unit is provided, it must be kept clean and in good repair.

#### **Pollution**

Works will be so conducted as not to constitute a public nuisance.

Waste will be segregated by type and disposals notified as relevant.

### **HEALTH SURVEILLANCE**

Should there be a significant risk to the health of any employees through exposure to hazardous environments or substances then a procedure for health surveillance will be implemented. This will include constant monitoring and surveillance with records kept and checks by a medical practitioner at annual intervals. *Currently, Health Surveillance is not a proactive requirement, but see note on reactive health surveillance.*

## **INSURANCE**

- The Company's Employer's Liability Insurance Certificate will be displayed at the Company main office
- Vehicle third party insurance is up to date.
- The Company has insurance cover for public liability and material damage
- Insurers will be notified of any new or abnormal risks

## **SAFE ACCESS**

There is to be safe access to all workplaces, be it by road, gangway, passage, hoist, staircase, ladder or scaffold achieved as follows: -

- Walkways will be kept free from obstruction
- Access routes will be kept clear of tools and equipment
- A tidy site with materials stored in safe positions
- Proper arrangements for the gathering and disposal of waste
- Waste will be cleared regularly to designated areas to await disposal
- Spillages will be cleared up as soon as practicable
- Hoses and cables will be kept clear of the floor if practicable

## **WORKING AT HEIGHTS**

*If working at heights cannot be avoided, the Company works in accordance with the Working at Height 2005 Regulations and uses the HSE INDG 40x series of leaflets to ensure safe operations. Site-specific risk assessments are produced for all site operations involving Working at Heights.*

## **FIRE PRECAUTIONS IN FIXED PREMISES**

The Company and/or Site Health & Safety Supervisor, under the guidance of the External Consultant, acting as “competent persons” will be responsible for ensuring a risk assessment has been carried out. Recommendations from the fire risk assessments carried out will be reviewed and implemented if reasonably practicable to improve procedures to prevent fire occurring. In addition, the following arrangements are documented and implemented, both for the Company’s premises and when carrying out work in other Fixed Premises: -

- Adequate means of escape from all workplaces are provided
- Escape routes are free from obstruction
- Adequate and appropriate fire fighting equipment is available
- Instructions on the procedures to be taken in the event of a fire namely:-
  - (i) Raising the alarm and contacting the fire brigade
  - (ii) To fight the fire but not to put themselves at risk
  - (iii) Evacuation if at risk or told to do so

These details are documented for both office and site and will be clearly displayed and all persons will be briefed on these procedures.

Procedures to reduce the risk of fire will be included in site and Company inductions to employees.

Employees will be trained in the use of fire fighting equipment, where appropriate, but, as a minimum, will receive awareness training on the risks from fire and evacuation procedures.

## **SIGNS AND NOTICES**

Statutory notices are posted where employees can easily read them. Safety signs appropriate to the risk will be posted in the workplace as required.

## **DISPLAY SCREENS**

In accordance with the Health & Safety (Display Screen Equipment) Regulations 1992 the following procedures will be implemented: -

- An assessment of the DSE workstations and equipment will be carried out by the Company Health and Safety Supervisor and users identified along with any risks which will be dealt with accordingly
- Display screen work will be planned to provide for breaks or changes of activity
- Information for DSE users will be provided via HSE leaflets and training, as necessary
- Records of all such assessments will be kept for continual surveillance

In addition Display Screen Users will be entitled to have appropriate eye and eyesight tests by an optician or doctor and to special spectacles if they are needed and normal ones are inadequate.

## **NOISE & VIBRATION**

In accordance with the Noise at Work Regulations 2005 *and the Control of Vibration at Work Regulations 2005*, the Company Health and Safety Supervisor will ensure that an assessment of Noise *and/or vibration* exposure is undertaken, where the hazard is significant, and precautions taken from this will include: -

- Control through elimination, substitution, isolation
- Work practices
- And personal protective equipment

## **SAFE PLANT AND EQUIPMENT**

**The Company acknowledges the need for equipment to be safe, adequately maintained and used only by persons who are suitably informed and specifically trained in accordance with the 'Provision and Use of Work Equipment Regulations 1998'.**

The Company Health and Safety Supervisor will be responsible for the assessment and maintenance of all work equipment, including electrical equipment and portable tools, see below, and for the maintenance of records. He is also responsible for ensuring that all those using the equipment are trained and competent in their use and, will take into account the following: -

## **Work Equipment**

- Must be suitable for the task, location and adequately maintained
- Must be used only by authorised persons
- Must be used only if there is adequate information, instruction and training
- Must have all dangerous parts guarded
- Must have safeguards for the user against any discharges, fires, explosions etc.
- Must have protection for the user against burns, scalds or sear
- Must meet minimum UK and EC requirements on controls and control systems
- Must bear any appropriate H&S warnings and notices
- Must not have makeshift repairs carried out on it
- **Employees must report to the Safety Supervisor immediately any defect of equipment**

New equipment will meet with C.E. standards and be marked appropriately and will be inspected before being put into service so as to ensure it has been installed correctly and is safe to operate.

## **Statutory Inspections/Hired Equipment**

A current certificate of thorough examination and test will be held for each item of equipment and lifting appliance owned.

The Company Health and Safety Supervisor will ensure that a current test certificate will accompany all equipment that is hired and marked if subject to statutory inspection and have records of inspection and maintenance.

## **Electricity**

Electrical installations will be:

- 110V supplies for portable tool supplies and lighting
- 240V supply to accommodation units, protected by RCD
- Suitable for a division 2 area where fuels and gases are stored
- Examined periodically for signs of damage, interference etc.

## **Portable Tools**

Portable electric tools, (*any appliance with an electrical plug for attachment to mains supply*) such as drills, paint stirrers, sanders, etc.

- Will be 110V where appropriate, double-insulated or all insulated, earthed from all metal parts
- Will have connections intact, no missing covers, bare conductors or damaged cables
- Will be regularly inspected, maintained and tested by a "competent" electrical person
- Will be subject to "before use" visual inspections
- Will have records kept to show periods of latest inspection and test (generally all Portable electrical tools will have a certificate of test attached to the equipment)

**NO EQUIPMENT/TOOLS MUST BE USED BY PERSONNEL NOT TRAINED/  
COMPETENT IN THEIR USE OR EQUIPMENT USED WITHOUT APPROPRIATE TEST  
AND MAINTENANCE RECORDS.**

## **INFORMATION TRAINING AND SUPERVISION**

### **Supervision**

The Management will ensure that all employees are familiar with the work in hand, know the System of Work. The Contracts Manager will monitor all work activities on his specific site and the Company Health & Safety Supervisor will monitor all other sites on a regular basis and will ensure procedures and controls are being used and are appropriate for the protection of the workforce in respect of their Health and Safety.

Users should inspect work equipment daily before first use, and competent persons will inspect work equipment periodically or as required by law. *The Site Manager is responsible for ensuring records of inspection, test and maintenance are present and maintained whilst equipment is on site.*

### **Training**

Persons will not be given duties, which will expose them or others to a risk to their H&S without having received the necessary information and training. Training will be to accepted standards where employees are required to undertake duties for which, in the interest of H&S, training is mandatory or recognised good practice.

All employees will receive training, to include such topics:

- The Company H&S policy, and employee duties under the policy
- Use of specific equipment and access methods
- Protective equipment and its use
- Good house-keeping and storage
- Risks and precautions when entering confined spaces
- Procedure for reporting defects and unsafe practice
- Procedure for employee consultation and the airing of grievances
- First aid and emergency procedures
- Fire fighting and evacuation procedures
- Rules concerning use of transport
- Safe use of substances in common use
- Prohibition on undertaking work limited to authorised persons only
- Ongoing training needs will be assessed and training provision arrangements by the Company Health and Safety Supervisor.

In addition to site induction, which is recorded in the site file, other training, including Health & Safety training, see also above, is recorded in the Employees personnel file.

## **MONITORING AND REVIEW**

The Company Health and Safety Policy will be constantly monitored and reviewed annually by the Company Health & Safety Supervisor in conjunction with the External Health and Safety Advisor and will take into account:

- Personal observations when visiting sites etc.
- Comments from clients and fellow contractors

- Incidents attracting publicity
- Expenditure on statutory sick pay
- Lost time Injuries to key workers
- Employers liability claims
- On-costs resulting from failures and oversights
- Visits from, and correspondence with, enforcing authorities and insurers
- New Legislation
- Consultation with Safety Consultant

*Site and workplace inspections and Health & Safety Audits will be performed as required, the Audit at least annually and safety inspections at least every once for every project. The responsibility will be shared between the Company and Site Health & Safety Supervisors and the external safety advisor.*

