

R. W. Hill Piling Ltd.

**HILL PILING**

HEALTH & SAFETY

POLICY MANUAL

23<sup>rd</sup> March 2012 – 22<sup>nd</sup> March 2013

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## Revisions Page

<b>Rev No</b>	<b>Revision Change</b>	<b>Date of Revision</b>	<b>Date of Next Revision</b>
<b>1</b>	<b>New format, inclusion of legislation change.</b>	<b>6<sup>th</sup> April 2008</b>	<b>5<sup>th</sup> April 2009</b>
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## Foreword

This document has been prepared to comply with the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. (HASAWA)

For ease of understanding this health and safety policy manual is organised into three parts.

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## **Health and Safety Policy: Statement of Intent**

This written Policy Statement as required by *Section 2(3) of The Health & Safety at Work Act 1974* and *Regulation 5(2) of the Management of Health & Safety Regulations 1999* applies to all R.W.Hill Piling Ltd. employees; this includes but is not limited to the employees of Contractors, Sub-Contractors, Self Employed Persons, Clients and Consultants working on behalf of R.W.Hill Piling Ltd. This Policy demonstrates that appropriate measures have been determined and applied.

The Policy of R.W.Hill Piling Ltd is to provide high standards of health, safety and welfare at work to prevent, so far as is reasonably practicable, accidental loss that may result in:

- Personal Injury.
- Ill Health.
- Damage to plant and property.

The Company objective is to achieve this, so far as is reasonable practicable, by:

- Providing an organisational structure which supports and implements risk assessment and risk control.
- Providing equipment and methods of work that are safe and without risk to health.
- Providing adequate welfare facilities that are maintained in an efficient manner.
- Ensuring that the arrangements for the use, storage, transport of articles and substances used at work are adequate.
- Setting up emergency procedures.
- Providing information, instruction, training and supervision as necessary to ensure health and safety at work.
- Appointing competent persons to assist with the implementation of Health & Safety arrangements.
- Providing sufficient resources and allocation of funds to effectively implement this policy.
- Regularly reviewing health and safety performance, and setting health and safety objectives aimed at improving the Companies safety performance.

The Senior Management of R.W.Hill Piling Ltd. is charged with the application and promotion of this Policy and to ensure that the Company complies with statutory health and safety legislation, associated Approved Codes of Practice and it's duties in common law.

While R.W.Hill Piling Ltd. accepts it's responsibilities towards health and safety it is expected that Contractors, Sub-Contractors, Self Employed Persons, Clients and Consultants fulfil and comply with their legal requirements under *Section 7 and 8 of the Health & Safety at Work Act 1974*. e.g. take reasonable care for their own health and safety and that of others that may be affected by their acts and omissions, to co-operate with management on matters of health and safety and do not interfere with or misuse anything provided in the interests of health and safety.

**Signed On Behalf of R.W.Hill Piling Ltd.**

**Mr. Howard Sidebottom**  
**Director Responsible for Health and Safety.**

**Date: March 2012**

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## Environmental Policy

It is the environmental policy of R. W. Hill Piling Ltd. to be a responsible citizen in protecting the environment. This Company is committed to complying with this Environmental Policy.

This Policy statement covers all activities at this location and off site at contracted locations.

The Company will strive for continual improvement in environmental performance and, where practicable, to prevent pollution at source, taking into consideration business objectives, employees and the local community.

In particular the Company is committed to:

- Meet relevant environmental legislation, regulations and other requirements to which it subscribes.
- Reduce, reuse and recycle waste materials and packaging where practicable.
- Meet objectives and targets for environmental performance including:
  - Air emissions
  - Water discharges
  - Liquid and solid waste
  - Packaging
  - Legislation changes
  - Ground & groundwater condition
  - Natural habitats
  - Environmental awareness
  - Future projects
  - Supplier compliance.

**Signed On Behalf of R. W. Hill Piling Ltd.**

**Mr Howard Sidebottom**  
**Director Responsible for Health and Safety.**

**Date: March 2012**



## Health and Safety Responsibilities & Duties

### Directors

The R. W. Hill Piling Ltd. Director in charge of Health and Safety, Mr Howard Sidebottom has overall responsibility for the effectiveness and implementation of the Company's Health & Safety Policy. The Director supports the Company Policy and will ensure adequate resources including finances are made available for any and all reasonable Health and Safety measures.

### Managers

R. W. Hill Piling Ltd. Managers are responsible for ensuring that the Companies Health and Safety Policy and associated Procedures are observed throughout the Company's operations. Managers are to co-operate with any appointed safety advisors / consultants, CDM Co-ordinators and relevant statutory agencies concerning any safety measures required. They must attend regular safety meetings with employees and report to the Director in charge of health and safety the Company's Health and Safety Performance. Additionally they:

1. Establish and maintain standards for health, safety, fire and environment within their areas of responsibility.
2. Establish local / area housekeeping standards.
3. Establish machine-guarding standards.
4. Establish Inspection and Audit frequencies to be undertaken by Supervision.
5. Audit their areas of responsibility regularly against established standards.
6. Take necessary action to correct unsafe practices and eliminate potential hazards.
7. Review actions taken against employees for misconduct and careless and deliberate unsafe practices.
8. Reviews prepared reports on incidents, accidents, dangerous occurrences and near misses to determine and implement corrective actions required. Forwarding Accident Reports to Head Office for review.
9. Develop and review proactive health, safety, fire and environmental programmes to eliminate or reduce unsafe acts and conditions.

***For guidance on action to be taken in the event of an accident, contact AM Safety Specialists Ltd immediately.***

### Supervisors

R. W. Hill Piling Ltd. Supervisors are the primary resource in implementing and controlling the health and safety policies and procedures. Reporting to their line manager, they are to organise those employees and work under their control so that it is undertaken to the required standard with hazards identified, risks controlled and their people knowledgeable with the relevant safety method statements, risk and CoSHH assessments. Additionally they:

1. Administer and support the Company health, safety, fire and environment rules, standards and procedures.
2. Provide new and transferred employees with appropriate training, information and instruction for whom they are responsible.
3. Inform all employees of local safety rules and regulations.
4. Enforce established local housekeeping standards.
5. Maintain established machinery and equipment guarding standards.
6. Inspect and audit their areas of responsibility against a set frequency and takes action necessary to correct unsafe practices and eliminate potential hazards.

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7. Warn and reprimand employees for misconduct and careless and deliberate unsafe practices.
8. Investigates and prepares reports on incidents, accidents, dangerous occurrences and near misses as laid down in Company procedures.
9. Participate in Departmental induction of new employees.
10. Commend personnel who, by their action or initiative, eliminate hazards.
11. Ensure that welfare facilities are satisfactory and adequately maintained, and undertake regular toolbox talks and refresher training as work proceeds.
12. Ensure that equipment under their control is regularly checked for defects with repairs dealt with promptly and ensure that thorough examinations are up to date and / or undertaken in a timely manner.
13. Ensure that people under their control are equipped with and wear appropriate personal protective equipment and safety clothing where required.

**Employees / Contractors / Sub Contractors**

Health and safety is not exclusively the responsibility of management alone. Every employee, contractor and sub contractor is responsible for observing the Company's health & safety policy and all associated and related office / work procedures.

**Employees and contractors are hereby reminded of their obligations under the Health and Safety at Work etc. Act 1974:**

"It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare."

Employee's must:

1. Observe the Company's and Statutory health and safety rules and regulations at all times.
2. Fulfil their legal duty to take reasonable care for the health and safety of there self and their fellow workers.
3. Report to their supervisor, potential hazards, unsafe conditions, practices, accidents and near misses.
4. Co-operate and consult with the Company Management in efforts to improve health, safety, fire and environmental standards.
5. Properly use protective equipment and clothing provided in compliance with Company Policy and Statutory requirements.
6. Practice and apply established good housekeeping standards in all areas.
7. Report to their immediate supervisor all incidents / accidents, potential hazards, defects and unsafe conditions as soon as is reasonably practicable.
8. Read and understand the safe method of work, risk and CoSHH assessments written and that are applicable to the tasks they are undertaking. They are to undertake their work in the given designated area. If there is any doubt as to what is required they are expected to ask their Supervisor for explanation.
9. Only operate Plant / Equipment for which they have been thoroughly trained on and authorised to do so. Defects in plant/equipment and tools should be reported immediately to their Supervisor. They are not to use unsafe defective plant/equipment until it has been put back in good safe condition. They are not attempt to repair or maintain plant and equipment unless they have been properly trained and authorised to do so.

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10. Wear all appropriate safety clothing / equipment as and when required by the safe working method statement

#### **Safety Officer / Consultant**

Where a Safety Officer / Consultancy have been appointed they are, when requested, to assist and advise R. W. Hill Piling Ltd. Management on the preparation and review of the Company's Health and Safety Policy and associated procedural documentation, as well as on relevant legislation, Codes of Practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

They will undertake inspections, audits and safety reviews of the workplace and its operations, workshops and accommodation, the safety and health performance of employees and provide regular feedback on such inspections and other monitoring activities to the Senior Management.

They will prepare statistical analysis of incidents / accidents and identify their causation classification, and provide recommendations on preventative measures.

They will assist Managers in accident investigations and reports on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents. They will attend and report on legal proceedings in which R. W. Hill Piling Ltd. and / or others may be involved.

Safety Officer / Consultancies will promote good working relations with the Health and Safety Executive and other enforcing Authorities and endeavour, with the co-operation of Management, compliance with current Legislation.

For the purposes of this Health & Safety Policy **AM Safety Specialists Ltd** have been engaged to undertake the role of safety consultants to R. W. Hill Piling Ltd.

#### **Visitors and others who attend R. W. Hill Piling Ltd. works / premises.**

All visitors etc. must observe the Company's health and safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.

Visitors etc. must liaise with the Company representative inviting them on site before starting work on any of the Company's premises.

Visitors etc. must not interfere with or misuse: anything provided in the interest of health, safety and welfare.

## **Corporate Manslaughter & Corporate Homicide Act 2007**

The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality. The term 'manslaughter' applies to offences in England, Northern Ireland and Wales while in Scotland the term 'homicide' is applicable.

For the first time, companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.

Although the new offence is not part of health and safety law, it introduces an important new element in the corporate management of health and safety.

The new offence applies to all companies and employing partnerships, including those in a contracting chain. However, whether a particular contractor might be liable for the new offence will depend in the first instance on whether they owed a relevant duty of care to the victim. The Act does not impose new duties of care but the new offence will apply in respect of existing obligations on the main contractor and sub-contractors for the safety of worksites, employees and other workers which they supervise.

### **Key information**

The Act applies to:

- Companies incorporated under companies legislation or overseas,
- Other corporations including: Public bodies incorporated by statute such as local authorities, NHS bodies and a wide range of non-departmental public bodies,
- Organisations incorporated by Royal Charter,
- Limited liability partnerships,
- All other partnerships, and trade unions and employer's associations, if the organisation concerned is an employer,
- Crown bodies such as Government departments,
- Police forces,
- The position of individuals.

The offence is concerned with the corporate liability of the organisation itself and does not apply to individual directors, senior managers or other individuals. Nor is it possible to convict an individual of assisting or encouraging the offence.

However, individuals can already be prosecuted for gross negligence manslaughter/culpable homicide and for health and safety offences under Section 37 of the Health & Safety at Work Act 1974.

The Corporate Manslaughter & Corporate Homicide Act 2007 does not change this and prosecutions against individuals will continue to be taken whenever there is sufficient evidence to do so.

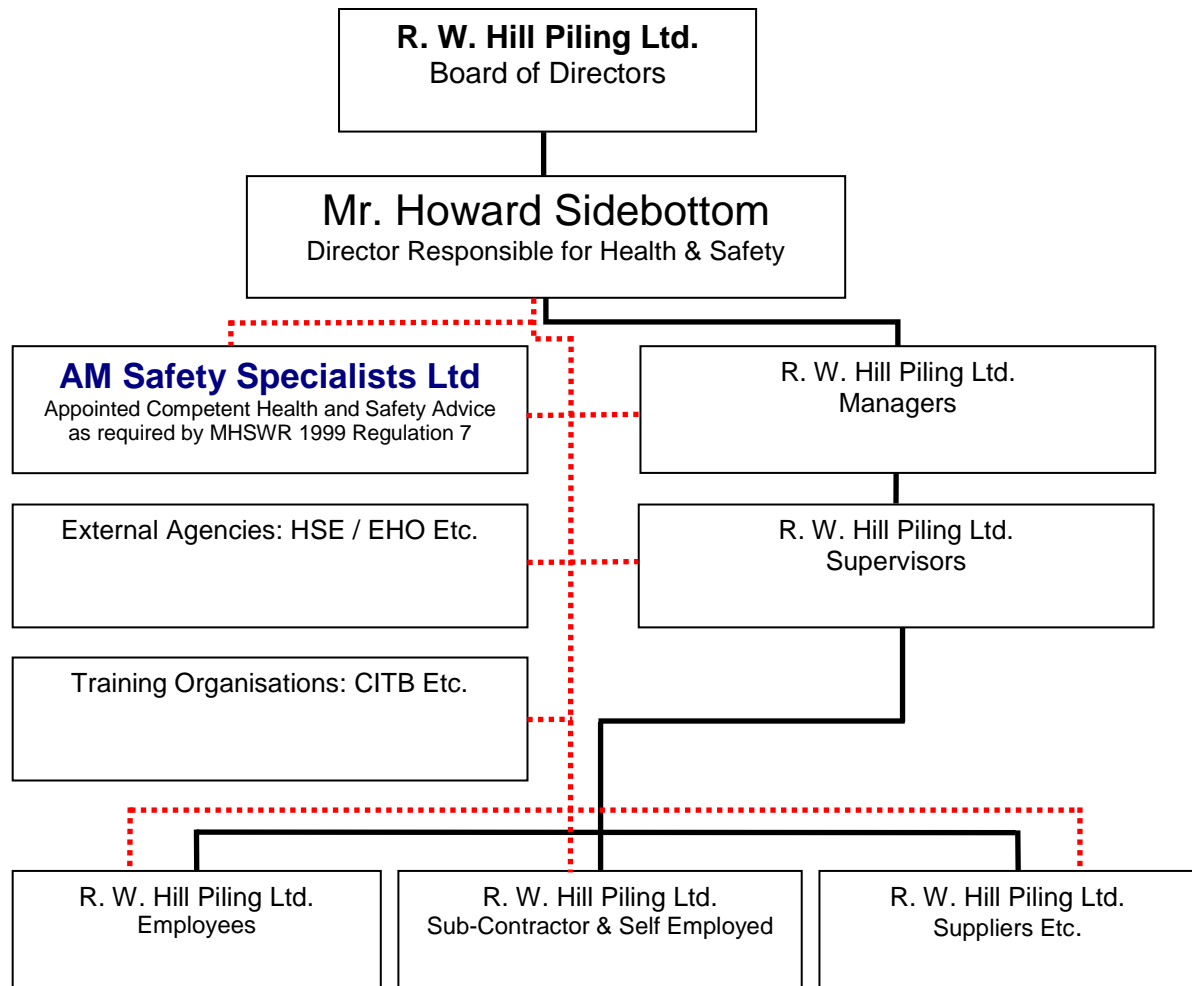
R. W. Hill Piling Ltd. recognises that the Corporate Manslaughter & Corporate Homicide Act 2007 imposes no new health and safety duties to comply with. However failure to comply with the Health and Safety at Work Act which results in the death of an individual can lead the Company to unlimited fines or a jail sentence of up to three years where directors or senior managers have been prosecuted as individuals.

The following are types of failure that would make an organisation susceptible to prosecution in the event of a workplace fatality:

- Poor training of front line workers particularly those in safety critical positions,
- Poor Management at operational level,
- Poor communication with workforce or contractor,
- Procedures not properly followed by front line workers and junior management,
- Inadequate attention to 'near misses',
- Inadequate management audit and review of safety systems / contractors,
- Senior management making decisions on incomplete / wrong information / budget decisions that affect safety.

## Organisation Chart

Detailed below are the various parties involved in the management of safety at R. W. Hill Piling Ltd.



————— Indicates Managements Responsibilities

..... Indicates a route for advice, inspection, consultation and communication

## **Company Policies and Procedures for Health, Safety and Welfare.**

The following policies and procedures relate to all R. W. Hill Piling Ltd. offices, workshops and sites that they may be occupying or attending.

<b>Procedure Title</b>	<b>Page Number</b>
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## Accident Reporting Policy.

It is the Policy of R. W. Hill Piling Ltd. that accident reporting must be undertaken in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Form F2508 (01.96), must be used for reporting to the H.S.E. any death, injury, or dangerous occurrence as detailed by the Regulations.

All accidents and dangerous occurrences must be reported as soon as possible to Head Office so that the Senior Management and / or Safety Consultant / Officer can give advice on what action should be taken under the circumstances.

Facts, evidence, statements, photographs regarding accidents and dangerous occurrences should be obtained as soon as possible. Copies of this information must be sent to the Head Office within 24 hours. It is the supervisor's responsibility to ensure that the Company Accident Form BI 510 is completed for every accident or illness and reviewed by their Manager.

### Reporting of Accidents (Management Responsibilities)

Listed below is the action to be taken in reporting the different categories of accidents and dangerous occurrences in accordance with the RIDDOR Regulations 1995.

A death, major injury condition or dangerous occurrence.

Inform the local Health and Safety Executive immediately by telephone. A completed F2508 Form (Rev. 1<sup>st</sup> April 1996) must be sent to the Local H.S.E. Office within ten days.

Injuries, which result in more than three days absence from work, must be reported on an F2508 Form (Rev. 1<sup>st</sup> April 1996) to the local H.S.E. Office within ten days from the date of the injury.

Diseases must be reported on F2508A (Rev. 1<sup>st</sup> April 1996) to the local H.S.E. Office.

It is necessary to undertake a thorough investigation of the incident taking care to ensure that written statements are obtained from all witnesses. A thorough investigation into an accident should provide Management with answers to the following questions:

- What unsafe acts or unsafe conditions contributed to the accident?
- Who was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- What preventative measures are to be implemented to avoid recurrence?

Copies of the F2508 (01.96) Form, the Company Accident Form B1 150 and an Incident Report Form are contained within the Appendices to the Policy.



**Definition of major injuries, dangerous occurrences and diseases****Reportable major injuries are:**

- fracture other than to fingers, thumbs or toes,
- amputation,
- dislocation of the shoulder, hip, knee or spine,
- loss of sight (temporary or permanent),
- chemical or hot metal burn to the eye or any penetrating injury to the eye,
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours,
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours,
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent,
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin,
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

**Reportable dangerous occurrences are:**

*(This list summarises each of the dangerous occurrences)*

1. collapse, overturning or failure of load-bearing parts of lifts and lifting equipment,
2. explosion, collapse or bursting of any closed vessel or associated pipe work,
3. failure of any freight container in any of its load bearing parts,
4. plant or equipment coming into contact with overhead power lines,
5. electrical short circuit or overload causing fire or explosion,
6. any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion,
7. accidental release of a biological agent likely to cause severe human illness,
8. failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period,
9. malfunction of breathing apparatus while in use or during testing immediately before use,
10. failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent,
11. collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall,
12. unintended collision of a train with any vehicle,
13. dangerous occurrence at a well (other than a water well),
14. dangerous occurrence at a pipeline,
15. failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains,
16. a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released,
17. a dangerous substance being conveyed by road is involved in a fire or released.

***The following dangerous occurrences are reportable except in relation to offshore workplaces:***

1. unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work, any false-work,
2. explosion or fire causing suspension of normal work for over 24 hours,
3. sudden, uncontrolled release in a building of:
  - 100 kg or more of a flammable liquid,
  - 10 kg or more of a flammable liquid above its boiling point, or
  - 10 kg or more of a flammable gas, or
  - 500 kg of these substances if the release is in the open air,
4. accidental release of any substance which may damage health.

## Alcohol and Drugs Policy.

It is the Policy of R. W. Hill Piling Ltd. that should its employees or others that may be contracted to undertake work on their behalf be found under the influence, or in possession, of alcohol or an illegal drug they will be removed from Company premises and/or areas under the Company's control and be subjected to disciplinary action. Additional consideration will be given to the Clients requirements concerning alcohol and drugs when on their premises/Contracts.

Where safety critical work is being undertaken random alcohol and drug screening tests may be implemented.

Where such a test proves positive for alcohol or drugs, this would be classified as a breach of the Company Health and Safety Policy and will result in disciplinary procedures being taken against the individual(s).

The Company standard for a positive test is detailed below. Where a Client of the Company's standards is lower for positive screening levels these will be adopted for that Client.

Employees are reminded that it may take more than 24 hours for blood alcohol levels to disperse. This should be considered by employees who are engaged on safety critical work or on Contracts where the Company's Clients have specified very low acceptable alcohol levels.

Any Company employee found under the influence, or in possession of illegal drugs or substances whilst at work, will be removed from site and the matter reported to the Police.

This offence will be deemed as a major breach of the Company Health and Safety Policy, which will result in disciplinary action with the potential of the employee being dismissed.

### Company Standards

All employees working on the Company's premises or at contracted sites will be formally briefed on the Alcohol and Drugs Policy. Employees will receive alcohol and drugs briefings and the standard Company's pack of documentation as a part of their Induction for the Contract works prior to starting work.

### Alcohol Positive screening results

For the purpose of this policy, positive screening means:

- More than 29 milligrams of alcohol in 100 millilitres of blood, or
- More than 13 micrograms of alcohol in 100 millilitres of breath, or
- More than 39 milligrams of alcohol in 100 millilitres of urine.

For the purpose of this policy, positive drug screening means:

The presence of drugs, other than medication which does not affect the work performance.

## Company Fire Arrangement Policy.

It is the R. W. Hill Piling Ltd. policy to maintain its premises and worksites in such a manner that the risk of fire is minimised and to comply with the requirements of the Regulatory Reform (Fire Safety) Regulations 2005. Staff however should be vigilant at all times in the prevention and detection of fire on Company premises and if they believe there is a potential fire hazard they should inform their Supervisor / Manager immediately.

Employees will receive suitable information and instruction on what to do in the event of fire and the correct identification and use of first aid fire fighting equipment. It is essential that in the event of a fire starting employees do not panic, but shout out loud "Fire, Fire, Fire" and go to the nearest fire alarm call point and raise the alarm. This will alert other persons in the building to the danger.

Once the alarm has been raised, and as long as there is no personal risk, employees should attempt to extinguish the fire using one of the extinguishers sited around the premises.

On hearing the alarm employees should leave the building by the nearest safe Fire Exit without stopping to collect personal belongings.

After leaving the building, employees should make their way to the main assembly point and register their attendance with the senior manager / fire warden undertaking the roll call. Employees must not leave the fire assembly area until they have been instructed to do so by senior management or an Officer of the Fire Brigade.

Do not re-enter the building until instructed to do so by senior management or an Officer of the Fire Brigade.

The main fire assembly point is situated directly outside the main offices.

On hearing the Fire Alarm reception or other delegated person will call the Fire Service on the emergency number (999). Should the telephone system not work or a phone is not readily accessible, go to an adjoining building to make the call.

If the fire is spreading ensure occupants of any adjoining buildings are made aware of the potential danger.

Staff should be familiar with the position of the fire alarm points as well as the location of extinguishers at all times.

### General guidance fire prevention

- Do not leave any naked flames unattended.
- Do not throw cigarette ends or any hot items into bins or containers. Use ashtrays and smoking receptacles provided and comply with the Company Smoke Free policy.
- Ensure all electrical machinery and equipment is switched off after use.
- Ensure all equipment that can cause a fire is handled with the utmost care.
- Ensure that gas appliances are properly turned off after use.
- Ensure that the Company premises have adequate fire protection to reduce the possibility of the spread of a fire where appropriate.
- Store gas and oxygen cylinders in a proper manner in the designated area.
- Substances that have the potential of causing a fire must be used and stored correctly.

## Employment of Young Persons Policy.

It is the Policy of R. W. Hill Piling Ltd. that the Company's legal requirement toward Young Persons is fully complied with. The Management of Health and Safety at Work Regulations 1999 defines a young person as:

- a) A person who has passed the appropriate school leaving date but has not reached the age of 18 years.

Young workers are seen as being particularly at risk because of their potential lack of awareness of existing hazards and risks due to their immaturity and lack of experience.

As such the Company will:

- a) Assess risks to young people under 18 years of age before they start work;
- b) Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- c) Address specific factors within the risk assessment;
- d) Provide information to parents/guardians of school age children about the risks and the control measures to be adopted;
- e) Take account of the risk assessments and determine whether the young person should be prohibited from certain work activities except where it is necessary for their training;
- f) Provide a competent person to supervise them.

Where sub-contractors employ young persons, proof of risk assessments, information, instruction and training is to be provided prior to commencement on site.

A register of all young persons employed on site will be maintained on site with copies supplied to the Company Head Office.

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## Equal Opportunities Policy.

It is the Policy of R. W. Hill Piling Ltd. that no job applicant or employee receives less favourable treatment on the grounds of disability, age, sex, marital status, race, colour, nationality or ethnic or national origins, or is disadvantaged by unreasonable conditions or requirements by the company.

It recognises the desirability of equal opportunities for employment by observing such codes of practice as far as is reasonably practicable.

Individuals will be selected, promoted and treated on the grounds of their performance, attitude and abilities and all will be given equal opportunity to progress within the Company.

The Company encourages the employment and career development of disabled persons and no unnecessary limitations are placed on the type of work that they can perform in accordance with the requirements of the Disability Discrimination Act 2005.

Fair consideration will be given to disabled applicants for employment; additionally existing employees who become disabled will have the opportunity to re-train and continue in employment wherever possible.

Those who come into contact with employees or applicants for employment will understand this policy and recognise the part they have to play in its fulfilment.

## Health & Safety in the Company's Offices and Workplaces Etc. Policy.

It is the Policy of R. W. Hill Piling Ltd. to comply with the requirements of Workplace (Health, Safety and Welfare) Regulations 1992, the associated Approved Code of Practice and individual guidance.

These regulatory requirements apply to all the Company's workplaces provided for employees and self-employed, which includes its offices, workshops, stores and yards etc. For workplaces on a construction site the Construction (Design & Management) Regulations 2007 will be applicable.

Where construction work is carried out on the Company offices etc., such works will be fenced off, otherwise the Workplace Regulations, together with the Construction (Design & Management) Regulations 2007 will be applicable. It is recognised that the Workplace Regulations do not apply to mines, quarries and domestic premises and separate regulations may be applicable. Operational ships, aircraft, trains and road vehicles are also excluded from the Workplace Regulations, unless stationary in the workplace, when precautions against falls, or falling objects, must be taken.

The Workplace Regulations require employers and others in control of workplaces to take measures concerning the following matters:

Regulation 5: Maintenance of workplace equipment, devices and systems	Regulation 16: Ability to clean windows safely
Regulation 6: Ventilation	Regulation 17: Organisation of traffic routes
Regulation 7: Temperature in indoor workplaces	Regulation 18: Doors and gates
Regulation 8: Lighting	Regulation 19: Escalators and moving walkways
Regulation 9: Cleanliness and waste materials	Regulation 20: Sanitary conveniences
Regulation 10: Room dimensions and space	Regulation 21: Drinking water
Regulation 11: Workstations and seating	Regulation 22: Washing facilities
Regulation 12: Conditions of floors and traffic routes	Regulation 23: Accommodation for clothing
Regulation 13: falls or falling objects	Regulation 24: Facilities for changing clothing
Regulation 14: Windows, transparent/translucent doors, gates and walls	Regulation 25: Facilities for rest and eating meals
Regulation 15: Windows, skylights and ventilators	

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		Author	AMSS
<b>Health &amp; Safety Manual</b>			

Managers are responsible for ensuring that the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 are complied with. Managers may fulfil this task by appropriate delegation to all levels of supervision.

Individual procedures may be developed and communicated to ensure regulatory compliance is maintained.



## **Health & Safety (Display Screen Equipment) Regs 1992 Policy.**

It is the Policy of R. W. Hill Piling Ltd. to comply with the requirements of the Health & Safety (Display Screen Equipment) Regs 1992; the associated Approved Code of Practice and individual guidance.

The Regulations apply to the protection of employees who are 'users' as defined by the Regulations. A 'user' means an employee who habitually uses DSE as a significant part of normal work, whether at their employer's workstation, at another employer's workstation, or at a workstation at home. Whether an employee is a 'user' depends on a number of factors, which will indicate whether they habitually use DSE as a significant part of normal work. Users may also include temporary, contract or agency staff the company may occasionally employ.

Risk assessment of DSE workstations is necessary to determine the extent of risk to the health and safety of any user arising out of the use of the workstation. Managers are responsible for ensuring that the requirements of the Health & Safety (Display Screen Equipment) Regs 1992 are complied with although assistance may be sought from the Company's Safety Consultants as necessary.

Initial workstation assessments will be undertaken by involving the users themselves using a defined checklist.

Second or supplementary assessments will be conducted where the initial assessment indicates further action or information is needed. All risk assessments will be recorded and retained on file until superseded.

Employees will receive suitable and sufficient information and instruction on the correct use of DSE equipment to avoid musculoskeletal problems.

The Company will provide for eyesight tests and the provision of corrective eyewear as necessary to comply with the requirements of the Health & Safety (Display Screen Equipment) Regs 1992.

## Quality Policy Statement

R W Hill Piling Ltd "*The Company*" is dedicated to ensure that all of its products and services fully meet the requirements of its customers at all times. The goal of the Company is to achieve the highest level of customer satisfaction.

The Company believes in the concept of client and supplier working together in pursuing this policy and in continually striving for improvements in service quality.

This quality policy is based on 3 fundamental principles:

1. Ensuring that we fully identify and conform to the needs of our customers.
2. Looking at the service we provide, identifying the potential for errors and taking the necessary action to eliminate them.
3. Ensuring everyone has an understanding of our client requirements and performs their job to the highest standard first time.

To ensure that the policy is successfully implemented, staff will be responsible for identifying customer requirements, and ensuring that the correct procedures are followed to meet those requirements.

Objectives needed to ensure that the requirements of this policy are met and that continual improvement is maintained in line with the spirit of the policy, will be set, determined and monitored at Management Review.

The quality policy principles and objectives will be communicated and available to staff at all times. Training will be an integral part of the strategy to achieve the objectives.

Within this Policy we are committed to operating the Company under the disciplines and control of a Quality Management System, planned and developed jointly with our other management functions.

All staff within the Company are committed to operating continuously to this standard and we will maintain the necessary Quality standards consistent with our customer requirements.

Our Company will constantly review and improve on our services to ensure tasks are completed in the most cost effective and timely manner for the benefit of all our customers and clients.

We shall ensure that all our personnel understand and fully implement the Company's policies and objectives and are able to perform their duties effectively through an ongoing training and development programme.

**Signed on Behalf of R W Hill Piling Ltd**

**Mr. Howard Sidebottom**  
**Director Responsible for Quality Systems**

**Date: 23<sup>rd</sup> March 2012**

## **Safety Improvement Scheme Policy.**

It is the Policy of R. W. Hill Piling Ltd. to regularly audit, review and update its Health & Safety policies and procedures to ensure continued compliance with current legislation.

The company requires the continued assistance from all staff in complying with its health and safety policies and procedures.

Where it is identified that the requirements of a Policy or procedure are not being adhered to suitable corrective actions will be implemented to rectify concerns. Such corrective actions will include but are not limited to the provision of additional training or equipment and where negligence is identified disciplinary action may be taken.

### Safety Inspections

It is our intention to implement a system of site safety inspections with the assistance of our appointed Health & Safety Consultancy.

Following a site safety inspection, the Site Agent will be issued with a copy of the Safety Inspection Report, which will detail any identified issues or concerns noted during the inspection.

We expect the Site Agent to comply with any requirements identified by the Inspecting Person without delay. Where there are questions about any requirements identified enquiries are to be made with the Inspecting Person.

Where further concerns are to be addressed, Senior Management is to be contacted. Where requests for works to cease are made on safety grounds, this should be complied with and any enquiries should be made with Senior Company Management.

As a Company we are always seeking ways to improve our health & safety performance. Our employees are our greatest resource in identifying unsafe acts or unsafe conditions which could lead to unsatisfactory safety performance. We positively welcome and encourage employees to submit ideas or suggestions which will contribute to and improve health and safety at our worksites. All such ideas and suggestions should be submitted in the first instance to our safety officer or safety consultants in writing. All such communication will be treated in the strictest confidence.

## Smoking At Work Policy.

It is the Policy of R. W. Hill Piling Ltd. to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to comply with the Health Act 2006.

From July 1<sup>st</sup> 2007 all workplaces must be smoke free. Smoking is therefore prohibited in all enclosed and substantially enclosed premises within the workplace. This includes all company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Overall responsibility for policy implementation and review rests with Mr. Howard Sidebottom.

All staff is obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment / induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Local disciplinary procedures will be followed if any employee does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## Training Policy

It is the policy of the R.W Hill Piling Ltd to provide adequate and suitable training and instruction to all employees with regard to health and safety and safe methods of working in accordance with the HASAW Act 1974 Section 2(2)c.

In accordance with the requirements to provide adequate information, instruction and training the Company ensures that core competencies are in place for all positions and a training matrix put in place to ensure the required training is carried out. R.W. Hill Piling Ltd uses specialist training agencies to carry out on site training i.e. AM Training Specialists Ltd, 01376 334021

Records of all training provided are filed in the Company's Head Office and in addition copies of all operators certificates for using plant and machinery are available on site for inspection/reference.

On site training is supplemented by toolbox talks which are carried out on a regular basis.

Office staff are trained to recognise the importance of, and resolve, hazards associated with working in an office environment. Office staff are trained in the correct use of office equipment, in particular visual display units, general good housekeeping and office safety.

The Company's training policy applies to all levels from Directors to operatives.

Revision	Date	Description	Approved by
1.0	April 2008	First Edition	AM Safety Specialists Ltd
2.0	January 2009	Second Edition	AM Safety Specialists Ltd
3.0	March 2010	Third Edition	AM Safety Specialists Ltd
4.0	March 2011	Fourth Edition	AM Safety Specialists Ltd
5.0	March 2012	Fifth Edition	AM Safety Specialists Ltd