



Health, Safety & Wellbeing Policy

2025 – 2026 (Rev 2)

Table of Contents

Section

Health & Safety Policy Statement

- 1.0 Commitment
- 2.0 Objectives

Health & Safety Responsibilities

- 3.0 Director
- 4.0 Operations Director
- 5.0 Contracts & Site Manager
- 6.0 Supervisors
- 7.0 Sub-Contractor Operatives & Workers
- 8.0 Office Employees
- 9.0 Designated Health & Safety Co-ordinator

Health & Safety Arrangements & Procedures

- 10.0 Introduction
- 11.0 Planning & Arrangements for Health, Safety & Wellbeing
- 12.0 Risk Assessments & Safe Systems of Work
- 13.0 Selection & Control of Subcontractors
- 14.0 Workplace Precautions
- 15.0 Communication & Consultation
- 16.0 Training
- 17.0 Monitoring & Auditing of Health & Safety Arrangements
- 18.0 Work Equipment
- 19.0 First Aid & Injury Event Arrangements
- 20.0 Injury Event, Incident Reporting & Investigations
- 21.0 Manual Handling Operations
- 22.0 Asbestos
- 23.0 Control of Substances Hazardous to Health - (CoSHH)
- 24.0 Welfare Facilities
- 25.0 Fire & Emergency Procedures
- 26.0 Housekeeping
- 27.0 Confined Space Entry
- 28.0 Personal Protective Equipment (PPE)
- 29.0 Health Surveillance
- 30.0 Smoking & E-Cigarettes
- 31.0 Safe Use of Mobile Devices

Annex A - Business Organisation Chart

Health, Safety & Wellbeing Policy Statement

The Directors of SG Civil Engineering Ltd (the Company) fully recognise the duty placed upon themselves under the Health and Safety at Work etc Act 1974, all other relevant statutory provisions and recognised Codes of Practice.

The standards that will be adopted are those required by Law although the Company will seek always to exceed these where reasonably practicable. The Directors are fully committed to the prevention of injury and the maintenance of health by the continual improvement in both Occupational Health and Safety Management and performance by the provision of adequate resources to ensure that Management Teams can deliver Health, Safety and Wellbeing throughout the business.

The Company recognises and values the contribution made by its workers and seeks to conduct its activities in a manner, which is committed to their health, safety and wellbeing. All workers must exercise individual responsibility and are expected to take reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or neglect.

It is the policy of the Company to ensure, as far as is reasonably practicable, the provision and maintenance of:

- The commitment and involvement of workers in improving safety through effective communication and consultation;
- A Safe and healthy working environment at all work locations;
- Safe, well maintained equipment and systems of work for all workers; and
- Resources in the terms of, information, training and supervision.

The Company thus encourages a health, safety and wellbeing ethos, which is fully integrated within all the site teams and ensures decision-making is a priority within the Company. The Company further accepts its responsibilities for the health, safety and wellbeing of not only its workers, but also visitors and any others who may be affected by its activities.

Workers will be required to comply with the terms of this policy, and other relevant statutory requirements, when carrying out work for the Company.

This policy document and associated documentation will be brought to the attention of all levels of management and workers and will be reviewed on a regular basis being no less frequently than annually.



S Gallagher
Operations Director
SG Civil Engineering Ltd

18th July 2025

General Statement of Commitment & Objectives

1.0 Commitment

- 1.1 The Company is totally committed to all relevant statutory provisions, including full compliance to both the principles and specific duties of the Construction (Design & Management) Regulations 2015 (CDM) thus ensuring a positive and proactive business health and safety culture is maintained and that safe working practices are instilled throughout its core business activities.
- 1.2 In addition to the specific duties for the Company, the Directors will work with and alongside the Clients ensuring that all the statutory provisions within the Construction (Design & Management) Regulations 2015 (CDM) are discharged correctly, communicated, and fully maintained through all work activities.
- 1.3 The Company is committed to ensure a positive and proactive health and safety culture in all aspects of the working environment which will bring about safe working practices throughout its core business activities. The Company is further committed to ensuring all levels of management and workers are aware of their statutory responsibilities to ensure their own safety, the safety of their colleagues and their responsibility to their employer to work safely.
- 1.4 The prevention of all accidents involving personal injury or property damage is essential to the efficient operation of the Company. To this end the Company shall adopt the principle of zero tolerance with regard to accidents. This principle is underpinned by the Company's ethos that no injury at work is acceptable.
- 1.5 Company operations are to be carried out, at all times, in a manner, which ensures that accidents are prevented, and the health of workers is maintained. This commitment to the prevention of accidents and the maintenance of health also extends to members of the public and those who may be affected by Company operations.

2.0 Objectives

- 2.1 The Company's objectives are to achieve constantly improving health and safety standards and performance by ensuring that;
 - Company procedures relating to compliance with relevant statutory provisions are set out within the Policy Document;
 - The Directors and all levels of Management within the Company follow the above noted procedures diligently;
 - Workers are advised of their duty to comply with the procedures derived from the policy statement;
 - The Directors, all levels of Management and Supervisors within the Company operate effective communication systems so that all workers are made aware of any changes to the procedures;
 - Workers (Inc Agency) and Sub-Contractors co-operate by exercising all reasonable care for their health and safety and that of others affected by their acts and omissions;

- All sites and work locations are maintained in a safe and healthy condition;
- The necessary resources in the form of finance, equipment, personnel and time are provided and that expert assistance will be sought where the necessary skills are not available within the Company;
- That accidents, incidents and dangerous occurrences are fully investigated, and appropriate action is taken with a review of the control measures and records maintained to reduce the likelihood of their reoccurrence;
- Procedures exist for the provision of safe equipment and plant for all workers.
- That Policies are regularly reviewed and updated as necessary. Where new legislation comes into force effective steps shall be taken to implement updated or new policies as soon as is reasonably practicable.

2.2 The Health, Safety & Wellbeing Policy shall be reviewed on a regular basis (Annually as a minimum), the revision to be clearly shown on the front cover of the Policy. Copies of the Policy and all subsequent revisions will be issued to all levels of management and workers thus ensuring all workers are made aware of all relevant changes which may affect their activities.

2.3 This policy applies to all of the Company's Employees, and to individuals such as consultants and sub-contractors, those supplied by agencies who work with the Company, third parties providing services to the Company including their employees and to those individuals who operate under the direction of the Company (all will be referred to as the Worker).

Health & Safety Responsibilities

3.0 Directors

3.1 The Directors of the Company will maintain a controlling and directing role of all health, safety, and wellbeing functions throughout the Company's activities. The Directors will apply leadership and ensure responsibility on all legislative and Company procedures in respect of health, safety, and wellbeing.

3.2 The Directors shall have an understanding of the main requirements of the Health and Safety at Work, etc. Act 1974 and all other relevant statutory provisions', which affect the Company's undertakings and will ensure that:

- Equal importance is applied to health and safety as to other business functions;
- The standard of health and safety management is applied throughout all Company projects;
- The organisational structure of the Company is appropriate to manage health and safety at every project location;
- Allocate specific resources for health and safety management and training and all supervisors and other personnel are competent and adequately trained;
- Health and safety responsibilities are integrated into the management supervisory structure;

- All standards applied to health and safety within the Company meets the legislative enactments and codes of practice.
- A regular review and auditing of procedures is conducted within the business.

4.0 Operations Director

- 4.1 The Operations Director shall endorse leadership values at all times ensuring the defined Health & Safety responsibilities required by each specific business role is undertaken.

It is the duty of the Operations Director to allocate specific duties to the appropriate Managers / Supervisors and / or where appropriate to the nominated safety representative and will ensure that a workplace specific statement of the named manager's responsibilities is produced and issued.

- 4.2 As the policy highlights Health, Safety and Wellbeing is an integral part of both leadership and management for every part of the business and all the supervisor's performance will be subject to monitoring by the management team.

- 4.3 The Operations Director shall possess a clear understanding of the main requirements of the Health & Safety at Work, etc, Act 1974 and all other relevant statutory provisions pertaining to their areas of operation. They shall also ensure that devolved line management responsibilities embrace the accountability for the Health, Safety and Wellbeing of the workforce.

- 4.4 In addition to the above the Operations Director has a specific duty to ensure: -

- that health and safety responsibilities are correctly assigned within the workplace;
- the Company's Policy and relevant direction on both health and safety matters are distributed to all personnel within the business;
- that all third-party personnel, contractors and their workers are made aware of this policy and any action plans which have been put in place;
- that resources are made available to execute, review and monitor the Company objectives and action plans;
- that all supervisors and other personnel within their area of responsibility are competent and adequately trained;
- that the records of all training received, and other continuing professional development activities are compiled and maintained;
- that supervisors are reviewed as to their safety performance in respect of the responsibilities assigned to them;
- that inspections, reviews are carried out within their area of responsibility and that appropriate documented feedback is given and recorded;
- that all incidents (inc Near Misses), dangerous occurrences and injury events are investigated, and written reports compiled as soon as possible after the incident;

- that workplace specific hazard identification and risk assessments are developed prior to works commencing as required to comply with specific legislation;
- that appropriate certificated safety equipment is available for all projects;

5.0 Contracts & Site Manager

- 5.1 Both the Contracts and Site Manager shall possess a clear understanding of the main requirements of the Health & Safety at Work, etc. Act 1974 and all other relevant statutory provisions pertaining to their areas of responsibility. They shall also ensure that devolved line management responsibilities embrace the accountability for the Health, Safety and Wellbeing of both the supervisors and workforce.
- 5.2 It is the duty of both the Contracts and Site Manager to allocate specific duties to the appropriate Supervisors and / or where appropriate to the nominated safety representative and will ensure that the named supervisors are aware of their specific responsibilities.
- 5.3 On specific Projects they shall deputise for the Operations Director in their absence as required.
- 5.4 In conjunction with the Supervisors ensure that all accidents, incidents and near misses are reported to the Company and Principal Contractor and investigated as soon as practicable after the incident and reports are prepared.

6.0 Supervisors

- 6.1 Supervisors within the Company will be knowledgeable of the main aspects of health and safety legislation, specific work activities and codes of practice relative to their areas of responsibilities. They will at all times take a “hands on” approach to the management of health and safety ensuring a suitable level of work supervision at all times.
- 6.2 They will supervise both the operatives’ and sub-contractor’s performance maintaining a personal example of health and safety standards. They have responsibility for ensuring: -
- That workers, operatives and sub-contractors under their supervision are adequately trained, instructed and informed on all projects;
 - All work is allocated in accordance with the operative’s competence;
 - Complete and undertake Daily Activity Briefings (Task specific);
 - Ensure all ‘near misses’, defective equipment (Including Personal Protective Equipment (PPE) & Respiratory Protective Equipment – (RPE)) is reported to the management;
 - Engage and contribute in health and safety meetings as required by the Principal Contractor;

- All specific work practices are specifically defined and adhered to and that task specific risk assessment and method statements are implemented and communicated to all operatives;
- All accidents, incidents and near misses are reported to the Company and Principal Contractor and investigated as soon as practicable after the incident and provide full support in the investigation;
- Undertake weekly inspections on project work areas;
- Conduct toolbox talks a minimum of two per calendar month, which rectify or familiarise unsafe or new practices;
- At all times set a good example personally to operatives under their control by strict adherence to specific health and safety procedures and by the wearing of appropriate personal protective equipment.

7.0 Sub-Contractor Operatives & Workers

- 7.1 It is the responsibility of all Workers including Sub-contractors to take reasonable care of themselves and other persons who may be affected by their acts or omissions. All individuals must be capable of carrying out the work task to which they have been assigned without taking any unnecessary risks. If they do not understand or are not capable of carrying out the task, they are to stop work, inform their supervisor and seek training.

Individually they have responsibility for ensuring that they:

- Exercise reasonable care at all times in the work area towards themselves and others;
- Comply with management requests and instructions on health and safety matters;
- To familiarise themselves and work in accordance with all Safe Systems of Work;
- Use only the safety equipment provided;
- Work in accordance with their Company procedures;
- Avoid horseplay or any negligent action, which could result in injury to themselves or others;
- Comply with management requests and instructions on health and safety matters;
- Do not use defective equipment or not damage or misuse equipment;
- Not to interfere with or otherwise misuse anything which have been provided in the interest of their or other's health and safety.
- To report any unsafe conditions or defects to their supervisor;

- Report any incidents or near misses as soon as possible after the incident to the SGCE Supervisor.

8.0 Office Employees

- 8.1 It is the responsibility of all employees / operatives irrespective of their position, to take reasonable care of themselves and other persons who may be affected by their acts or omissions. The duty of care extends to third parties and is particularly important in relation to persons who visit or carry out work on the Company premises.

All office-based staff have a responsibility;

- To report any fault or shortcoming in the health and safety arrangements within the office;
- Report any unsafe conditions or defects;
- Report any incidents where the circumstances have the potential to lead to an accident or dangerous occurrence;
- Familiarise themselves with all risk assessments, which will impact on their specific work task;
- Shall not interfere with or otherwise misuse anything which have been provided in the interest of their or others' health and safety.

9.0 Designated Health & Safety Co-ordinator

- 9.1 The designated Health and Safety Co-ordinator appointed by the Company is responsible for co-ordinating health, safety and wellbeing matters arising from this Health, Safety and Wellbeing Policy. They will liaise with all levels of management in relation to health, safety and wellbeing matters.
- 9.2 In particular the designated Health and Safety Co-ordinator (In liaison with the Health & Safety Consultant) will ensure that procedures exist whereby;
- Workers of the company are made aware of the policies, guidance, hazard and associated Method Statements and Risk Assessments (RAMs) relating to their work activity;
 - Workers are familiar with the requirement to report incidents, dangerous occurrences, and accidents;
 - Written reports of incidents, dangerous occurrences and accidents occurring locally, are collated in order to identify trends and where practicable take remedial action;
 - Regular consultation with all levels of management on health, safety and wellbeing matters and that where practicable, any health and safety concerns, which may arise are resolved;
 - Regular Workplace inspections are carried out by the supervisors in line with the Principal Contractors requirements. Reports are to be developed with any recommendations highlighted and actions assigned as appropriate;

- Workers engaged by the company are made aware of policies to ensure the safety of other who may be affected by their work;
- A legal duty of care is exercised in respect of third parties who may be affected by work activities;
- Workers are fully conversant with emergency evacuation procedures; drills are held on a regular basis in line with the Principal Contractors requirements;
- First aid requirements as laid down in this policy are adhered to;
- RIDDOR accidents/incidents are investigated and that any reports/findings are forwarded to the Directors;
- Ensure other minor accidents/incidents are reviewed and that any reports/findings are forwarded to the Directors;
- Any other matters arising in relation to health and safety are resolved in line with Company Policies and the legal duties imposed by health and safety legislation.

Health & Safety Arrangements & Procedures

10.0 Introduction

- 10.1 The Directors of the Company are responsible for implementing the provisions of this policy and all Health, Safety and Wellbeing matters throughout the Company's operations.
- 10.2 The Health, Safety and Wellbeing Policy (the "Policy") and associated procedures shall be brought to the attention of all workers and in a suitable form that can be readily understood. They shall provide the provision for procedures to be translated into other languages where the English language is not the employee's native tongue.
- 10.3 Designated responsibilities, as defined within this policy, will ensure so far as is reasonably practicable, that the aims and standards identified by this Policy are fulfilled.
- 10.4 Workers must recognise that they have a specific legal obligation under current legislation to co-operate with the Company in implementing the provisions of the Health, Safety and Wellbeing Policy procedures.

11.0 Planning & Arrangements for Health, Safety & Wellbeing

- 11.1 At every project the responsible Supervisor shall establish clear divisions of responsibility for all aspects of health and safety and wellbeing and where applicable in conjunction with the Principal Contractors policy.
- 11.2 Safe systems of work will be produced with effective control measures that have been approved by the Operations Director relating to all projects in accordance with site-specific procedural documentation.

- 11.3 For all civil engineering activities, a site-specific risk assessment and method statement shall be prepared prior to the commencement of any works, this shall include the safe use of any plant or equipment provided for the tasks.
- 11.4 All specific risk assessments and method statements shall be communicated to the operatives and adhered to at all times for each operation.
- 11.5 The Directors and all levels of Management will consult, as appropriate, with the Designated Health and Safety Consultant in respect of the approval of all key safe systems of work as identified within the site-specific risk assessments and method statements.
- 11.6 The Supervisors will oversee all work to ensure that they are in compliance with current legislation and Codes of Practice affecting their specific operations.

12.0 Risk Assessments & Safe Systems of Work

- 12.1 Under the Management of Health and Safety at Work Regulations 1999, Regulation 3, risk assessments undertaken by the Company must identify risks specific to the project and task, the required management processes and specific control measures. Significant findings from risk assessments are to be communicated to all workers to which they are to sign and to confirm they understand what is required.
- 12.2 In addition the appointed Supervisor will complete additional risk assessments as required and co-ordinate with those of the Principal Contractor involved, this process will identify standards and procedures to be adhered to in carrying out the tasks to which the risk relates.
- 12.3 On completion of the risk assessments the appointed Supervisor is to develop task specific Method Statements. These safe systems of work are to be communicated to the workers. A register of project risk assessments and Method Statements (RAMs) will be maintained on all projects.
- 12.4 All RAMs will be the subject of on-going review as work progresses throughout all contracts.
- 12.5 Where a worker is an expectant mother, a role specific risk evaluation will be undertaken with their involvement.

13.0 Selection & Control of Sub-Contractors

- 13.1 Subcontractors where engaged at any Company location require being pre-qualified and their details maintained by the company office.
- 13.2 Sub-contractors, consultants or other persons working on, or invited to, premises or work sites will be provided with the relevant information and made aware of site-specific risks to their safety and health by the Principal Contractor via the Project Specific Induction.
- 13.3 The Operations Director or Supervisor responsible for the contracted works will also ensure that further specific information is provided via Site Safety Briefings and Tool Box Talks.
- 13.4 Sub-contractors will be required to identify hazardous activities, undertake specific risk

assessments associated with their work and ensure that suitable and sufficient controls are identified and used in order that safe methods of work are implemented, including the use of suitable permits obtained via the Principal Contractor where required.

- 13.5 Copies of specific Risk Assessments, Method Statements that include Safe Systems of Work must be submitted to the Operations Director or Supervisor responsible for the contracted works prior to any work commencing in order that they may be reviewed and approved.
- 13.6 Where there may be safety implications for the workforce, other contractors or visitors the Operations Director or Supervisor must provide sufficient information to ensure that all other affected parties have been advised of any risks that are present in the workplace and also inform the Principal Contractor as required.
- 13.7 The Operations Director, Contracts and Site Manager are responsible for ensuring that all sub-contractors are aware of any specific safety requirements as required by the Construction (Design and Management) Regulations 2015 and sub-contractors have been properly advised and briefed.
- 13.8 The Operations Director, Contracts and Site Manager shall ensure that consultants and sub-contractors attend any required Pre-Contract Meetings during, which the safety requirements for the contract are communicated prior to carrying out any work on behalf of the company.
- 13.9 The Operations Director and / or the Contracts / Site Manager will regularly monitor the performance of sub-contractors and information on the performance will be recorded and signed by the company management team and should be counter signed by the subcontractor or foreman representative. This performance should also be reviewed with the sub-contractor on contract completion.

14.0 Workplace Precautions

- 14.1 Workplaces shall be left in a safe condition to eliminate, as far as is reasonably practicable, all risks to other operatives, children, members of the public and any other third party.
- 14.2 All plant and equipment shall be immobilised by way of lock off, keys or similar measures, and appropriately secured when not in use to prevent unauthorised access by others.
- 14.3 Only Company approved tools and equipment, maintained in compliance with current statutory legislation, shall be used in the workplace.

15.0 Communication & Consultation

- 15.1 In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, the Company will communicate and consult with workers on the following matters;
 - The contents of this policy;
 - Rules and instructions specific to a site or project;
 - Changes in legislation or working best practice;

- The organisation of Health and Safety training; and
- The introduction or alteration of any new work equipment.

15.2 This communication and consultation will take place with all workers via electronic communication, letters and / or information through the Supervisors.

16.0 Training - (Also refer to Training & Development Policy)

16.1 The Company recognises that the training, education and development of its workers are essential to maintain an innovative and dynamic organisation to ensure a high-quality service for Clients.

16.2 The Company is therefore committed to providing a wide range of opportunities inclusive of health and safety training to enable its workers to acquire and maintain the skills, knowledge and qualifications necessary to perform efficiently and effectively.

16.3 Supervisors will undertake workplace training (Toolbox Talks) for sub-contractor operatives relative to site-specific hazards and associated risk control, record them and submit to the Main Office.

16.4 All training shall be recorded submitted to both the Company and Principal Contractor (Toolbox Talks), to support this specific trade / skill training shall be recorded on the company training matrix.

17.0 Monitoring & Auditing

17.1 Leadership Engagement - The appointed Directors shall demonstrate leadership values at all times and conduct project visits every quarter. The aim of these visits will be to observe the extent of the works and communicate with the workforce. These visits will be conducted with the appointed Health & Safety Consultant as required.

17.2 Behavioural Observations - Both the Operations Director and Contracts Manager shall engage with the workforce and undertake a Behavioural Observation (per project) with a minimum of one every quarter and submit them to the Main Office.

17.3 Management Audit - These will be implemented and undertaken by both the Operations Director and appointed Health & Safety Consultant throughout the calendar year and recorded. The aim of these management audits will be to monitor compliance of the business with current legislative requirements and procedures.

17.4 Inspections - The appointed site Supervisor will undertake workplace inspections during work activities, the Company will also embrace the Principal Contractor's inspections ensuring full support is given to these as required.

17.5 The outcome and findings of all audits and inspections will be reported to the Directors.

18.0 Work Equipment

- 18.1 Given the nature of the work conducted by the Company there will be specific equipment both machinery and electrical present on site, which requires to comply with;
- The Provision and Use of Work Equipment Regulations 1998 (PUWER).
 - The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER).
 - Electricity at Work Regulations 1989 - As far as is reasonably practicable 240v portable electrical equipment will not be used on site, where this is the case a specific assessment will be required.
- 18.2 Equipment (Inc. electrical) that is brought / hired onto site requires being suitable for the intended task and being complete with specific 'in date' certification thus ensuring compliance.
- 18.3 The Company Office shall maintain an asset register for all company owned equipment (excluding Hired in Plant & Equipment – see 18.4), this register shall be utilised with the maintenance schedule to ensure all equipment is maintained as per the manufacturer's recommendations.
- 18.4 The Site Management Team will maintain a register of all plant and equipment (including small plant) detailing maintenance and inspection records (Daily / Weekly). These registers will exclude 'non-powered' hand tools which will be subject to daily visible checks by the operative.
- 18.5 The operation of such equipment will only be undertaken by trained and competent personnel. Any operative found to be operating equipment they are not trained for will be removed from the project.
- 18.6 Where plant equipment has a seat / lap belt fitted by the manufacturer as part of the CE requirements the machine operator shall wear the said belt at all times during the operation of the equipment. Where the operator feels this may impair on a particular work activity (e.g. Working next to Water) or affect the safe operation of the machine they are to cease work, close the machine down (Making safe) and report to the Operations Director for an additional risk assessment to be undertaken on the work activity.
- 18.7 No individual will knowingly misuse, damage work equipment or bypass any safety specific measure that is in place to minimise risk.
- 18.8 Equipment will be inspected prior to use, inclusive of daily checks as per the manufacturer's guidance and industry best practice; these checks are to be recorded and signed off by the supervisor and handed to the Principal Contractor. In the unlikely event faults are discovered during both the daily inspections and operation they are to be recorded and reported to the supervisor to allow for immediate repairs.
- 18.9 Where machines / equipment are not being used they will be securely parked or locked away as appropriate, in the areas as identified by the Principal Contractor. Whilst parked no matter the duration, all machines require having drip trays placed underneath in order to prevent any ground contamination.

19.0 First Aid & Injury Event Arrangements

- 19.1 In the unlikely event of an accident and injury occurring the arrangements will be in compliance with the Health and Safety (First Aid) Regulations 1981 where adequate provision will be made.
- 19.2 Whilst it is recognised that it is the responsibility of the Company to provide first aid cover (First Aid at Work 3 Day Qualification Only) for their workers the company will liaise with any Principal Contractor / other contractors working on site to ensure that first aid cover is provided in a practical and cost-effective manner throughout any work location.
- 19.3 First Aiders where appointed will be identified to the Principal Contractor at the project induction.
- 19.4 To ensure compliance with the Social Security (Claims and Payments) Regulations 1979, the Social Security Administration Act 1992 and the Reportable Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) an accident / incident report (SMS 10) will be completed by the appointed supervisor.
- 19.5 First aid boxes shall be easily accessible to all workers at all times when they are at work the location of which is to be known to all workers. It will be the responsibility of individual employees / sub-contractors to ensure that first aid provision is not misused and that the identified 'First Aider' or 'Appointed Person' is made aware of any first aid equipment / materials that are required to be replaced at the earliest opportunity.

20.0 Injury Event, Incident (Near Miss) Reporting & Investigations

Definition

- 20.1 RIDDOR injuries and Incidents are those defined in the Reportable Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

20.2 Immediate Reporting of all Injuries & Incidents

- 20.2.1 The Contracts Manager, Site Manager and Supervisor must be informed of any injury events or incidents at any project and they will report as follows;

- SG Civil Engineering Ltd, Directors
- Principal Contractor
- Appointed H&S Consultant.

- 20.2.1 The Contracts Manager and Supervisor shall in conjunction with the Principal Contractor ensure that accidents, incidents, near misses and dangerous occurrences are fully investigated and prepare the required investigation report. On completion, all reports are to be submitted to the Operations Director and appointed H&S Consultant.

- 20.2.2 On completion of the investigation measures are to be taken to prevent a re-occurrence of such an incident and details of how preventative measures have been communicated to those potentially affected.

20.3 The Health & Safety Consultant shall maintain a complete record of all accidents and incidents which occur to operatives, this record shall be analysed on a regular basis to identify;

- Accident & Incident trends
- 'Near Miss' trends and to develop Safety Alerts for the business
- Overall business and project performance in relation to health and safety practice.

20.4 Where an accident or incident occurs within the parameters of RIDDOR, the Health and Safety Consultant shall investigate and report the matter to the Health & Safety Executive (HSE) within the 10-day reporting period and assist the HSE in any further investigation requirements if requested to do so.

21.0 Manual Handling Operations

21.1 In situations where the task requires the manual handling of any loads there requires being a clear hierarchy of measures namely;

Avoid all manual handling so far as is reasonably practicable by:

- Redesigning the task;
- Automating the process;
- Where it cannot be avoided making a suitable and sufficient assessment;
- Reducing the risk of injury from those operations by use of mechanical assistance.

21.2 In addition all Manual Handling operations require a specific risk assessment to be developed as part of the Safe System of Work, taking cognisance of the above in line with the Manual Handling Operations Regulations 1992 (as amended).

22.0 Asbestos

22.1 In the unlikely event the Company is involved with work where there is a possibility of the presence of any form of asbestos, the Company shall conform to the Principal Contractors requirements.

22.2 The Company will fully consult with clients, contractors and other relevant persons prior to work being undertaken where there is a possibility of asbestos or ACMs being present.

22.3 Workers will be provided with appropriate information, instruction and training in relation asbestos awareness where it is deemed necessary and will not carry out any work where prior information or knowledge would identify the possibility of exposing themselves or others to potentially harmful asbestos exposure.

22.4 Where a worker discovers or suspects potential asbestos they must **stop** work immediately and report their concerns to the Contracts Manager, their supervisor or directly to the Principal Contractor.

23.0 Control of Substances Hazardous to Health - (CoSHH)

- 23.1 Given the nature of the work conducted by the Company the use of potential hazardous substances is at times unavoidable, given this the risks associated with such chemicals and substances will require specific consideration in the form of assessments for all work activities. Alternative less harmful substances will be used wherever possible.
- 23.2 Before any hazardous substances are used during any work process, a material safety data sheet (MSDS) shall be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Contracts / Site Manager in line with the Control of Substances Hazardous to Health Regulations 2002 (CoSHH) as amended. PPE is provided by the Company and is to be used by all subcontractors / workers engaged in any such work activities and health surveillance undertaken where necessary as identified by the CoSHH Assessment.
- 23.3 The specific CoSHH assessments will be placed into a register, reviewed on an ongoing basis and, will be adapted or amended whenever there are any significant changes to the way in which chemicals or substances are used or if new chemicals or substances are introduced into the workplace.

24.0 Welfare Facilities

- 24.1 All welfare arrangements will generally be under the Principal Contractor commitment, however where there is a requirement for the Company to provide, they shall be in compliance with The Workplace (Health, Safety & Welfare) Regulations 1992 and The Construction (Design and Management) Regulations 2015.

25.0 Fire & Emergency Procedures

- 25.1 To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and The Fire (Scotland) Act 2005, the Company shall conform to the expectations and requirements of both the Client & Principal Contractor. Any other specific requirements will be identified and contained within the specific risk assessments.
- 25.2 The Company will take all reasonably practical measures to minimise the risk of fire on all worksites.
- 25.3 All operatives will be provided with basic fire safety information on minimising the risk of fire and general fire preventative measures.
- 25.4 Site specific fire safety arrangements and the findings of any fire risk assessment undertaken by the principal contractor will be briefed to all operatives as part of the induction prior to the start on any project and all operatives will comply with and implement relevant fire safety measures identified.
- 25.5 The Company Main Office shall maintain a specific fire assessment and fire emergency plan relating to the premises and surrounding area. In the event of a fire the premises will be evacuated to the designated assembly point.

26.0 Housekeeping

26.1 The Company shall establish safe housekeeping practices and maintain a safe and orderly work environment within the specific allocated working zones (except to the extent of the Principal Contractor's obligations for housekeeping) to:

- Ensure that means of access and egress are safe and clear;
- Erect general safety signs and maintain them in good order;
- Ensure there is a safe system for collecting, storing and disposing of waste materials generated by the specific works;
- Ensuring there are safe storage areas for materials and plant;
- Making safe protruding objects that present a hazard.

27.0 Entry into Confined Spaces

27.1 Any work within a confined space will be avoided where possible at all times, where this is unavoidable all required works will subject to strict precautions and planning.

Only competent operatives who have been trained in confined space entry will take part in the planning and execution of the task. All planning for such work's will be undertaken in line with the Confined Space Regulations 1997 with specific RAMs developed for the works.

28.0 Personal Protective Equipment (Inc RPE) - (PPE / RPE– See Policy)

28.1 All appropriate personal protective equipment will be issued to workers as and when necessary, for work activities, all PPE requests are to be submitted to the main office for procurement.

28.2 Workers shall in accordance with current safety standards use only personal protective clothing, which is supplied and made available for their benefit.

28.3 Training will be provided for workers on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the workers on receipt of the equipment and the hard copy kept on file at the main office.

28.4 Workers have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements and ensure the PPE is maintained correctly. They are not to cause any wilful damage which may affect the safety performance of the said PPE.

28.5 Any defects or malfunction of PPE must be reported to the Supervisor whom will arrange for a replacement.

29.0 Health Surveillance

29.1 The Management of Health and Safety at Work Regulations 1999 as amended require companies to "ensure that their workers are provided with such health surveillance as is appropriate" following a risk assessment process.

- 29.2 It is recognised that some of the work activities undertaken may give rise to hazards that could have an adverse effect on the health of the workers. In particular, but not exclusively, workers may be exposed to hazards such as dusts leading to respiratory issues, manual handling, high levels of noise and exposure to materials / chemicals that may have a detrimental effect on the skin.
- 29.3 Within the Company each worker will receive a letter in advance of any Health Surveillance appointment detailing the date, time and venue and a leaflet explaining health surveillance at work and a confidential medical questionnaire as provided by the appointed Occupational Health Nurse.
- 29.4 Dermatitis - In addition to providing health surveillance, the Company will ensure that workers are made aware of the potential for workplace dermatitis by providing each worker with specific guidance and advice on measures that can be taken to minimise exposure to substances or materials that may cause skin conditions such as dermatitis (Through COSHH Assessments).
- 29.5 Each workplace will have adequate welfare facilities to allow workers to wash their hands with warm water, soap, and facilities for changing clothing as appropriate.

30.0 Smoking & E-Cigarettes

- 30.1 The practice of smoking and the use of e-cigarettes is prohibited whilst working and within the following areas;
- The Construction Boundary;
 - The Site Welfare Facilities;
 - The Site Offices.
- 30.2 The Principal Contractor will where available, provide specific areas for smoking activities which will be communicated through the Project Specific Induction.

31.0 Safe Use of Mobile Devices

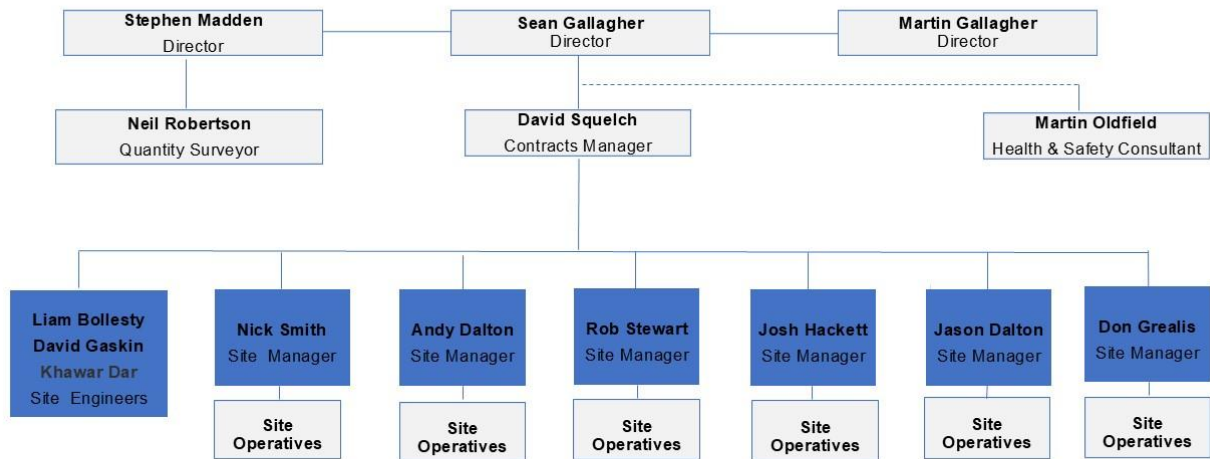
- 31.1 All personnel are to comply with the requirements of the Principal Contractors Induction requirements and site rules for the safe use of mobile devices.
- 31.2 Only use mobile devices when in a position of safety or in an identified area designated for their safe use. In the event of an emergency, anyone needing to contact the emergency services must still ensure they are in a safe position.
- 31.3 Do not use any mobile device whilst undertaking ANY task where use of the device might interfere with the level of concentration required to undertake the task safely. This includes using a device to record information relating to the work activity.
- 31.4 Anyone on site driving a vehicle or operating plant, machines, or equipment is prohibited from using a mobile device whilst the vehicle, plant or equipment is in use, this includes the use of hands-free devices.

- 31.5 When off site mobile devices are not to be used whilst driving a company vehicle, even by the use of a hands-free attachment as it can cause a distraction.

List of Supporting Policies

- Worksafe Statement
- Personal Protective Equipment – PPE (& RPE)
- Working at Height
- Control of Vibration at Work
- Control of Noise at Work
- Anti-Slavery & Human Trafficking
- Training & Development
- Whistleblowing
- Drugs & Alcohol
- Construction Products
- Risk Management

SG CIVIL ENGINEERING LIMITED



**Position does not denote seniority*



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