

Health & Safety Policy

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Change History

Version	Date of Revision	Approved by	Change and Reference
1-14	26/02/2019	Mark Haysman	Changes for ISO9001/2015

Health & Safety Policy



General Statement of Intent – Part 1

TMO Traffic Highways Ltd, ("The Company") will comply with its legal duties in order to provide a safe and healthy working environment for its employees and others affected by its activities. It will take positive action to ensure that other contractors' employees, occupiers of premises, and members of the public do not have their health and safety adversely affected by the work operations of the company. The only acceptable standard of health and safety, and for welfare facilities, will be full and proper compliance with the requirements of legislation. Where it is possible and practical to do so, the company will exceed the minimum requirements of the legislation.

TMO Traffic Highways Ltd will seek to ensure that each company with whom it contracts or subcontracts aspires to a similar high standard of health and safety management.

In recognition of the importance that this company places on the engagement and wellbeing of its employees, the company will:

- ✚ consult, on health and safety matters, with its employees and others who may work under its control to ensure that the arrangements for health and safety management are practical to implement and effective;
- ✚ as far as is reasonably practicable, fully and effectively control the health and safety risks arising from its work activities, in co-operation with employees, other contractors, clients and other relevant parties;
- ✚ ensure that accident and ill health prevention is allocated the highest priority, commensurate with business objectives, within all company operations;
- ✚ investigate lapses in health and/or safety performance and implement remedial actions to prevent, so far as is reasonably practicable, their recurrence;
- ✚ provide and ensure that all plant and equipment owned, used or hired by the company is appropriate, safe to use and properly maintained, inspected and tested;
- ✚ ensure that all equipment, materials and substances used by the company are appropriate for their intended use and used, handled and stored safely;
- ✚ ensure that all employees are provided with adequate supervisory training, information and instructions to competently carry out their work activities.

TMO Traffic Highways Ltd is committed to ongoing monitoring and review processes so that continual improvement in the management of health and safety can be achieved. Health & Safety should never be compromised for other company objectives.

Signed:

A handwritten signature in black ink, appearing to read "Mark Haysman". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Printed Name: Mark Haysman
Job Title: Commercial Director
Date: February 2019
Review Date: February 2020
Version: 1.1

Introduction to Our Occupational Health & Safety Policy

The safety policy is designed as a living document and will always reflect how our business operates.

It comprises of three component parts:

1. Policy Statement

This summarises our business commitment to health and safety, details general roles & responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement is signed by our **Health and Safety Director** and is displayed prominently in our office and made available at all sites and workplaces as applicable.

2. The Organisation

This describes the structure of our business in terms of health and safety responsibilities. There is a section relevant for everyone in the business. This section will also summarise how external health and safety assistance will fit into our business structure. All employees need information from this section in so far as it relates to them.

3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of our business activity.

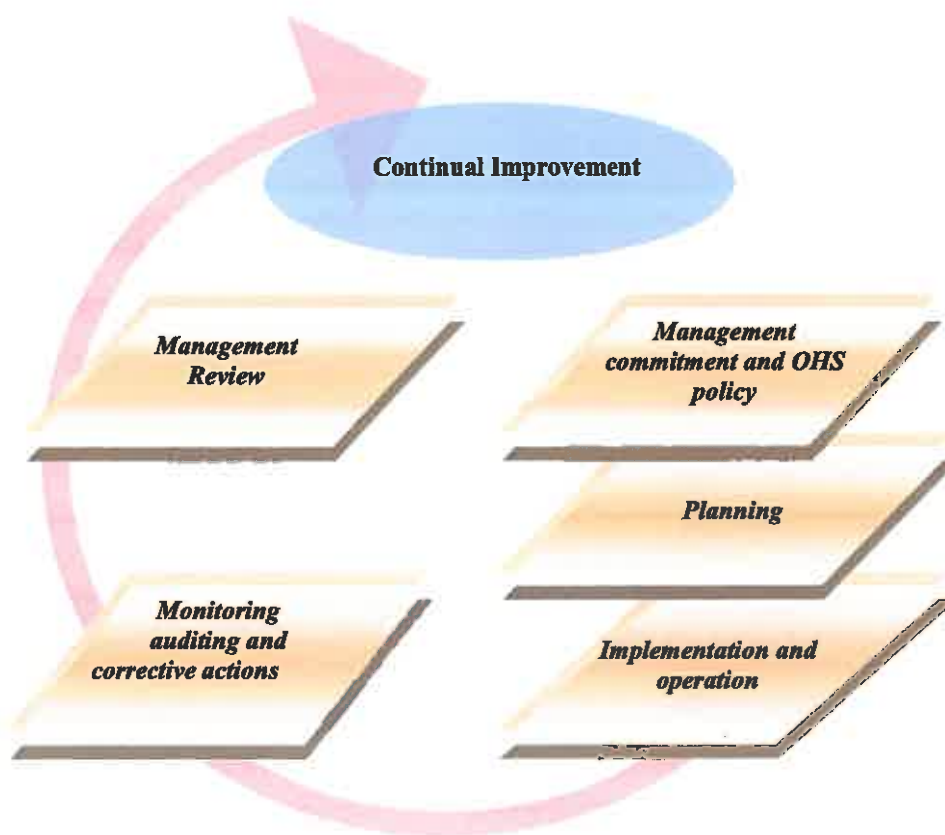
Each arrangement section details the standard forms which support the policy and are used to manage risk within the business.

Our Occupational Health and Safety Management Model (OHSAS 18001)

The Health and Safety Director accepts that he is ultimately responsible for the actions of the Company under his control. However he clearly cannot be responsible for every aspect of health and safety but must delegate these duties to others within the company. The organisation chart shows the basic structure of the company and outlines the way in which this is delegated to the Directors together with their areas of responsibility.

In accordance with the requirements of the Management of Health & Safety at Work Regulations 1999, our appointed external advisers are LHS Consulting Ltd. Lee Haysman is the main contact, his contact details are detailed in the arrangement section of this policy.

With regards to driving health and safety forward, there must be strong commitment from the Directors and Senior Managers. The Health and Safety Director has shown this commitment in the Company Health & Safety Policy Statement. The following diagram illustrates the basic building blocks of a progressive health and safety management system. The Company's procedures are based on this accepted model.



Part 2 Organisation

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work whether in our offices, on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the **Health and Safety Director** but specific duties are delegated to others according to their function, experience and training.

All **Directors** must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.

Management will ensure that all employees, sub-contractors and site visitors adopt this Policy.

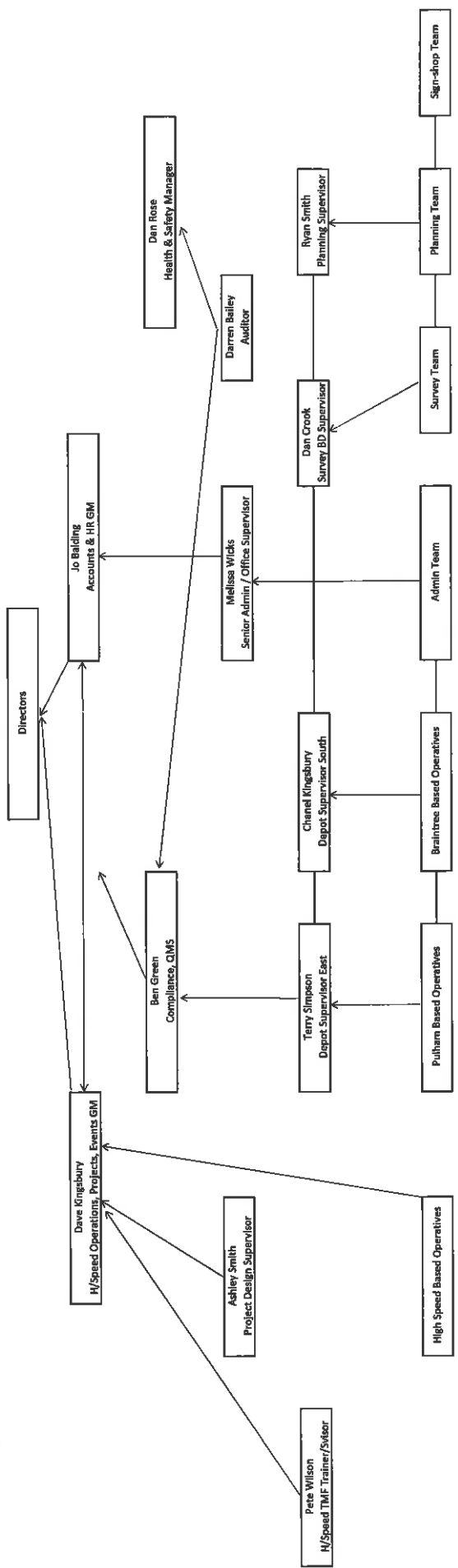
Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Health & Safety Director	Overall company Health & Safety responsibility
Consultant / Advisor	Health & Safety Advisor (MHSAW Regulation 7)
Company Director	To promote and ensure areas of responsibility are managed to ensure compliance to Health & Safety & Work Act 1974
Health & Safety Manager	Day to day management of company Health & Safety. Including accident investigation and reporting
Operational Manager	Implementation of Health & Safety Policies / Procedures
Office Manager	Implementation of Health & Safety Policies / Procedures in and around the office environment
Compliance Officer	Review site, depot standards for compliance to Health & Safety, New Roads & Street Works Act
Depot Supervisors	Implementation of Health & Safety Policies / Procedures
Lead Operative / Site Supervisor	Implementation of company Health & Safety Policies and compliance to the company RAMS
Company Employee(s)	To maintain Health & Safety standards and adhere to company policies and procedures protecting themselves and others.
Company Driver	To comply with both legal and Health & Safety constraints relating to driving a company vehicle.

Subcontractor(s)	Subcontractors have a duty to ensure any services provided are set out to legal requirements and all staff are qualified and competent for the duties undertaken. .
First Aider	Is qualified and competent to provide first aid to any person requiring.
Fire Warden	Is qualified and competent to initiate and undertake fire evacuation and dealing with any fire should it be safe to do so.
Visitor	All visitors to company property & policies and procedures.

**TMO Traffic Highways Ltd
Company Structure Diagram**



Health and Safety Director Responsibilities:

These responsibilities are specific to this role and are in addition to the other relevant **Directors** responsibilities. The **Health and Safety Director's** responsibilities are to ensure that arrangements exist to deliver the following:

- ✚ Provide positive leadership for the Company on Health and Safety issues and promote the adoption of Health and Safety best practice.
- ✚ They will be the first point of contact with **LHS Consulting Ltd**, coordinating meetings and liaising over documentation and information for training, newsletters and noticeboards.
- ✚ Promote an enthusiastic Health and Safety culture that delivers positive commitment to and engages all **Employees** in continuous improvement in Health and Safety performance.
- ✚ Monitor and report on the implementation of the Company Health and Safety Management Framework and progress against the Company Health and Safety Performance Standards.
- ✚ Lead and provide functional management for the Health and Safety personnel within the Company.
- ✚ Ensure written risk assessments and safe systems of work are provided to establish safe working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed by Company **Employees**.
- ✚ Provide assistance and advice to **Managers** with Health and Safety responsibility at department level as required.
- ✚ Recommend annual Health and Safety objectives for the Company. Monitor and report on the implementation of the approved objectives to the **Health and Safety Advisor**.
- ✚ Chair and produce reports and meeting minutes on Health and Safety performance in the Company and share with all **Employees** (Quarterly).
- ✚ Ensure that there are appropriate processes in place for alerting the business to significant accidents and incidents and where appropriate be involved in their investigation and ensure that they are adequately reported.
- ✚ Review reports of accident and incident investigations identify any trends and ensure that there is an appropriate response to prevent future recurrence.
- ✚ Regularly meet with the **Health and Safety Advisor** to monitor and review Health and Safety Performance.
- ✚ Keep abreast of developments in Health and Safety legislation and, where appropriate, represent the Company's interest in any consultation process.
- ✚ Represent the Company through involvement with appropriate Health and Safety forums, networks, industry and regulatory bodies.
- ✚ Develop and monitor the implementation of processes for the development of Health and Safety personnel in the Company.
- ✚ Ensure arrangements are implemented with all contractors to avoid any confusion about areas of responsibility.
- ✚ To co-operate with the **Health & Safety Adviser** and acts on his recommendations.

Health & Safety Advisor Responsibilities:

The Company's nominated safety consultants are **LHS Consulting Ltd** whose main responsibilities are:

- ✚ Advising all Company Employees on safety and health issues with particular emphasises on the elimination of potential hazards.
- ✚ Monitoring and evaluating the Company's Health & Safety Policy on all of the Company's sites through site inspections.
- ✚ Carrying out where necessary an investigation into any accidents / incidents which have been reported to the Health & Safety Executive, as well as any other accidents.
- ✚ Ensuring that the Company meets the requirements of Health, Safety and Environment legislation, regulations and approved codes of practice.
- ✚ Liaising with the **Managing Director** to ensure that all statutory inspections and testing in accordance with the Company's procedures are being conducted.
- ✚ Monitoring that the Company's sites are inspected systematically and comply with Health, Safety and Environment legislation and Company procedures.
- ✚ Monitoring and reviewing periodically the safety performance of the Company, including accident statistics, training courses and inspection reports.
- ✚ Liaising with Staff Development for the implementation of training programmes within respective departments.
- ✚ Reviewing the Health, Safety and Environment Policy and Codes of Practice and preparing for new legislation which may affect the Company.
- ✚ Ensuring that any notifiable accidents, diseases and dangerous occurrences are reported under RIDDOR to the relevant enforcing body and ensure that the **Health and Safety Director / Operational Manager** have carried out an investigation of the accident/incident;
- ✚ Liaising with visiting enforcement agencies e.g. Health, Safety and Environment Executive Inspectors, and affording them all the facilities that they require.

Company Director Responsibilities:

The **Directors** are directly responsible for the sound and effective day-to-day management of the Health & Safety arrangements within their respective area of control.

To satisfy their duties, the Directors will:

- ✚ Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering their area of responsibility.
- ✚ Place first on the agenda of each relevant meeting an item entitled "Health & Safety" where reports from the management team on the overall safety performance of the company and any necessary recommendations will be considered.
- ✚ Ensure that necessary resources and information is made available for the policy to be effectively put into practice within their business streams.
- ✚ Ensure that the **Supervisors** carry out their respective duties regarding Health and Safety within their areas of control.
- ✚ Co-operate and assist, as necessary, with all enforcing authorities and any other external body concerned with Health, Safety and the Environment in the course of their duty.
- ✚ Carry out routine inspections and monitor the activities within their area of responsibility to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

Health and Safety Manager Responsibilities:

- ✚ Provide positive leadership for the Company on Health and Safety issues and promote the adoption of Health and Safety best practice.
- ✚ Promote the companies '**Safety First**' process to Health & Safety.
- ✚ They will be the first point of contact with **LHS Consulting Ltd**, co-ordinating meetings and liaising over documentation and information for training, newsletters and noticeboards.
- ✚ Promote an enthusiastic Health and Safety culture that delivers positive commitment to and engages all **Employees** in continuous improvement in Health and Safety performance.
- ✚ Monitor and report on the implementation of the Company Health and Safety Management Framework and progress against the Company Health and Safety Performance Standards.
- ✚ Ensure written risk assessments and safe systems of work are provided to establish safe working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed by Company **Employees**.
- ✚ Provide assistance and advice to the **General Manager** with Health and Safety responsibility at department level as required.
- ✚ Recommend annual Health and Safety objectives for the Company. Monitor and report on the implementation of the approved objectives to the **General Manager**.
- ✚ Produce reports and meeting minutes on Health and Safety performance in the Company and share with all **Employees**.
- ✚ Ensure that there are appropriate processes in place for alerting the business to significant accidents and incidents and where appropriate be involved in their investigation and ensure that they are adequately reported.
- ✚ Review reports of accident and incident investigations identify any trends and ensure that there is an appropriate response to prevent future recurrence.
- ✚ Regularly meet with the **Health and Safety Director & Advisor, LHS Consulting Ltd**, to monitor and review Health and Safety Performance.
- ✚ Keep abreast of developments in Health and Safety legislation and, where appropriate, represent the Company's interest in any consultation process.
- ✚ Represent the Company through involvement with appropriate Health and Safety forums, networks, industry and regulatory bodies.
- ✚ Develop and monitor the implementation of processes for the development of Health and Safety personnel in the Company.
- ✚ Monitor the implementation of control measures highlighted from the COSHH assessments.

- ✚ The first aid equipment, as laid down, is available and that **Employees** know where it is kept.
- ✚ Annual review of Health & safety Policies and procedures.
- ✚ Provisions are made for the delivery and stacking of materials to avoid unnecessary manual handling.
- ✚ That hand tools, are maintained in good condition and are PAT tested in line with HSG107.
- ✚ All hazardous materials are correctly marked, stored, handled and used.
- ✚ They take responsibility for health surveillance and appropriate records are kept and made available.
- ✚ To co-operate with **LHS Consulting Ltd** and acts on their recommendations.
- ✚ Undertaking health and safety inductions for **Employees**.

Operational Manager Responsibilities

The **Operational Manager** is directly responsible for the sound and effective day-to-day management of the health and safety arrangements on operational sites. To satisfy their duties the **Operational Manager** will:

- ✚ Ensure that the Company Health & Safety Policy is fully implemented on sites through the **Supervisors**.
- ✚ Promote a high standard of Health & Safety on Site.
- ✚ Ensure written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- ✚ Arrangements are implemented with all contractors to avoid any confusion about areas of responsibility.
- ✚ Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials.
- ✚ The first aid equipment, as laid down, is available on site and that employees know where it is kept.
- ✚ The precautions and work methods are checked with Contractors prior to commencing work.
- ✚ The legal requirements are observed on site and that all registers, records and reports are in order.
- ✚ All employees are given precise instructions on their responsibilities for the correct working methods.
- ✚ Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- ✚ All work equipment on site is safe, is guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- ✚ Machinery and plant, including hand tools, are maintained in good condition.
- ✚ Assisting, where necessary, with investigations into incidents that occur on site so as to establish the root cause, suggest appropriate control measures, assist in new risk assessments and help review the safety policy document as required;
- ✚ The electricity supply is installed and maintained so as not to present a risk to employees and equipment.
- ✚ All hazardous materials are correctly marked, stored, handled and used.
- ✚ The site is kept tidy and good housekeeping promoted.
- ✚ Suitable protective clothing is provided where appropriate and is correctly used.
- ✚ Ensure that no employee is required to undertake any task without adequate training / job instruction or which exceeds their capability.
- ✚ Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the Health & Safety at work of employees.
- ✚ Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- ✚ Consult and co-operate with **Health and Safety Director** when matters arise requiring specialist knowledge;
- ✚ Comply with procedures laid down for reporting and investigating accidents, taking prompt action to prevent re-occurrence whenever possible.
- ✚ Ensure high standards of housekeeping are maintained within their area of responsibility.
- ✚ To co-operate with the **Health & Safety Adviser** and act on his recommendations.
- ✚ The **Operations Managers** will be responsible for carry out internal site inspections.

Compliance Officer Responsibilities:

The **Compliance Officer** is directly responsible for the sound and effective day-to-day management of the health and safety arrangements on operational sites. To satisfy their duties they will:

- ✚ Ensure that the Company Health & Safety Policy is fully implemented on sites.
- ✚ Promote a high standard of Health & Safety on Site.
- ✚ To audit / inspect our sites for compliance to Health & Safety policy and procedures.
- ✚ Ensure company procedures are adopted for all site / depot based activities.
- ✚ The first aid equipment, as laid down, is available on site and that employees know where it is kept.
- ✚ The precautions and work methods are checked with Contractors prior to commencing work.
- ✚ The legal requirements are observed on site and that all registers, records and reports are in order.
- ✚ All employees are given precise instructions on their responsibilities for the correct working methods.
- ✚ Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- ✚ All work equipment on site is safe, is guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- ✚ Machinery and plant, including hand tools, are maintained in good condition.
- ✚ Assisting, where necessary, with investigations into incidents that occur on site so as to establish the root cause, suggest appropriate control measures, assist in new risk assessments and help review the safety policy document as required;
- ✚ All hazardous materials are correctly marked, stored, handled and used.
- ✚ The site is kept tidy and good housekeeping promoted.
- ✚ Suitable protective clothing is provided where appropriate and is correctly used.
- ✚ Ensure that no employee is required to undertake any task without adequate training / job instruction or which exceeds their capability.
- ✚ Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the Health & Safety at work of employees.
- ✚ Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- ✚ Consult and co-operate with **Health and Safety Director** when matters arise requiring specialist knowledge;
- ✚ Comply with procedures laid down for reporting and investigating accidents, taking prompt action to prevent re-occurrence whenever possible.
- ✚ Ensure high standards of housekeeping are maintained within their area of responsibility.
- ✚ To co-operate with the **Health & Safety Adviser** and act on his recommendations.
- ✚ The **Compliance Officer** will be responsible for carry out internal site / depot inspections.

Office Manager Responsibilities:

These responsibilities are specific to this role and are in addition to the other relevant employees' responsibilities. The Office Staff Health & Safety responsibilities are to ensure that arrangements exist to deliver the following:

- ✚ Ensure personnel are fully aware of the procedures in the event of an emergency, including:
 - ✓ Any accident, incident or emergency procedure;
 - ✓ Positions of the fire exits, layout out of escape routes and assembly point location;
 - ✓ Position of the first aid equipment and the identity of the trained first aid personnel.
- ✚ Report any defects in plant or equipment immediately to the **Health and Safety Director**.
- ✚ Ensure plant, equipment and premises are left in a safe and secure state and place when unattended.
- ✚ Observe good housekeeping at all times and keep escape routes, doorways and floor spaces clear and free from obstruction.
- ✚ Do not attempt to lift or move articles as heavy as likely to cause injury.
- ✚ Do not over-reach for items on high shelves, use the equipment provided.
- ✚ Do not misuse or interfere with equipment provided for the safety of you and others.
- ✚ Do not try to use, repair or maintain any equipment for which you have received no training or instruction;
- ✚ Report any work related personal injury or disease to the **Health and Safety Manager** and ensure that an entry is made in the accident book;
- ✚ Report all potential hazards and incidents that have or could have resulted in personal injury or environmental damage to the **Health and Safety Director**.
- ✚ Report any unsafe situation or task you may feel is unsafe and for which you do not have the appropriate knowledge or training to the **Health and Safety Director**.

Depot Supervisor Responsibilities:

The **Supervisors** are directly responsible for the sound and effective day-to-day management of the health and safety arrangements on operational sites. To satisfy their duties the **Supervisors** will:

- ✚ Ensure that the Company Health & Safety Policy is fully implemented on sites.
- ✚ Promote a high standard of Health & Safety on Site.
- ✚ Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- ✚ Arrangements are implemented with all contractors to avoid any confusion about areas of responsibility;
- ✚ Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials.
- ✚ The first aid equipment, as laid down, is available on site and that employees know where it is kept.
- ✚ The precautions and work methods are checked with Contractors prior to commencing work.
- ✚ The legal requirements are observed on site and that all registers, records and reports are in order.
- ✚ All employees are given precise instructions on their responsibilities for the correct working methods.
- ✚ Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- ✚ All plant on site is safe, is guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- ✚ Machinery and plant, including hand tools, are maintained in good condition.
- ✚ The electricity supply is installed and maintained so as not to present a risk to men and equipment.
- ✚ All hazardous materials are correctly marked, stored, handled and used.
- ✚ Suitable protective clothing is provided where appropriate and is correctly used.
- ✚ Ensure that no employee is required to undertake any task without adequate training / job instruction or which exceeds their capability.
- ✚ Discipline employees and contractors as required.
- ✚ Provide appropriate information, instruction and training to ensure so far as is reasonably practicable the Health & Safety at work of employees.
- ✚ Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- ✚ Consult and co-operate with the **Health & Safety Director / Manager** when matters arise requiring specialist knowledge.
- ✚ Comply with procedures laid down for reporting and investigating accidents, taking prompt action to prevent re-occurrence whenever possible.
- ✚ Ensure high standards of housekeeping are maintained within their area of responsibility.
- ✚ To co-operate with the **Health & Safety Adviser** and acts on his recommendations.

Company Employee Responsibilities:

All **Employees** have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- ↓ Conform to any legal requirements, company rules, procedures and instructions necessary for ensuring health and safety;
- ↓ Seek advice and instruction from their line manager when situations arise which may affect the health and safety of themselves or others;
- ↓ Report any unsafe equipment, methods of work or any other safety concerns;
- ↓ Stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others;
- ↓ Report any near miss or accident, however slight, and whether or not injury or damage has been sustained;
- ↓ Assist at all times in maintaining good housekeeping standards;
- ↓ Not interfere with anything provided to safeguard health & safety, e.g. remove or wilfully discharge fire extinguishers.

Employees are reminded that non-compliance with health and safety rules and procedures will result in disciplinary action and may include immediate dismissal if appropriate.

Drivers Responsibilities

Drivers have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all **Drivers** will be expected to:

- ↓ Conform to any legal requirements, company rules, procedures and instructions necessary for ensuring health and safety.
- ↓ Always drive within road traffic laws, safely and responsibly.
- ↓ Follow the company's Health & Safety arrangements.
- ↓ Discuss any fitness to drive problems or concerns with the **Health and Safety Director**.
- ↓ Report any health issue that affects their ability to drive to the DVLA.
- ↓ Report any driving accidents, or cautions, summons or convictions for driving offences, to the **Health and Safety Director**.
- ↓ Co-operate with monitoring, reporting and investigation procedures.
- ↓ Report any near miss or accident, however slight, and whether or not injury or damage has been sustained.

Sub-contractors Responsibilities:

The **Sub-contractors** have the following responsibilities:

- ✦ Be aware of and be expected to co-operate fully with TMO Traffic Highways Ltd to avoid accidents and ill health on Company premises and sites;
- ✦ To provide method statements and risk assessments for activities to be undertaken. Evidence should also be provided to show that the submitted documents have been read by relevant personnel.

First Aider Responsibilities:

Competent and trained **First Aiders** will be appointed by the Company with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- ✚ Answering all emergency calls when on duty (this includes breaks).
- ✚ Reporting and recording all accidents/incidents promptly and forwarding original documentation to the office immediately.
- ✚ Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority in liaison with our **Health and Safety Advisor** with immediate effect.
- ✚ Replenishing first aid boxes and facilities and recording.
- ✚ Taking due care for the safety of themselves and the safety of others.
- ✚ Attending any training course provided, in particular the three year refresher certificate.

Fire Marshal Responsibilities:

Competent and trained **Fire Marshals** will be appointed by the Company with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- + Answering all fire calls when on duty (this includes breaks).
- + Directing and organising people during a fire evacuation.
- + Organising regular fire drills.
- + Regularly inspecting workplace premises and fire facilities.
- + Providing feedback on inspections.
- + Taking due care for the safety of themselves and the safety of others.
- + Informing the **Health and Safety Director** of any fire safety related defects.
- + Frequently attending any fire marshals' meeting scheduled.
- + Attend any training course provided, in particular the three year refresher certificate.

Visitors Responsibilities

All **Visitors** have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all **Visitors** will be expected to:

- ✚ To observe warning signs and notices;
- ✚ To behave at all times having regard to the Health, Safety and Environment of themselves and others who may be affected by their acts or omissions;
- ✚ To co-operate with the Company to comply with any legal duty or requirement placed upon it.
- ✚ Not to interfere recklessly or intentionally with items provided in the interests of Health, Safety and Environment;
- ✚ In accordance with laid-down procedures all visitors must report to their host:
 - Any injury to themselves or others caused by Company activities;
 - Any hazards they find, including damage or defect to equipment;
 - Any situation, working practice or procedure which is or might become potentially hazardous.
- ✚ All visitors required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place, and must not misuse such equipment in any way;
- ✚ Any defaults/damage must be reported to your host immediately;
- ✚ All visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assemble point and the sound of the fire alarm;
- ✚ All visitors should be reminded that it is a fundamental condition of entry into the Company that they undertake to comply with the above requirements.

Arrangements for Implementation

This Policy and arrangements will be reviewed at least on an annual basis. Provision will also be made to undertake a review in the event of the amendment of existing or introduction of new legislation, codes of practice or guidance notes. The arrangements detailed in this section are all supplemented with company **Standard Forms** which are utilised to manage risks associated with the company's business.



Arrangement Contents

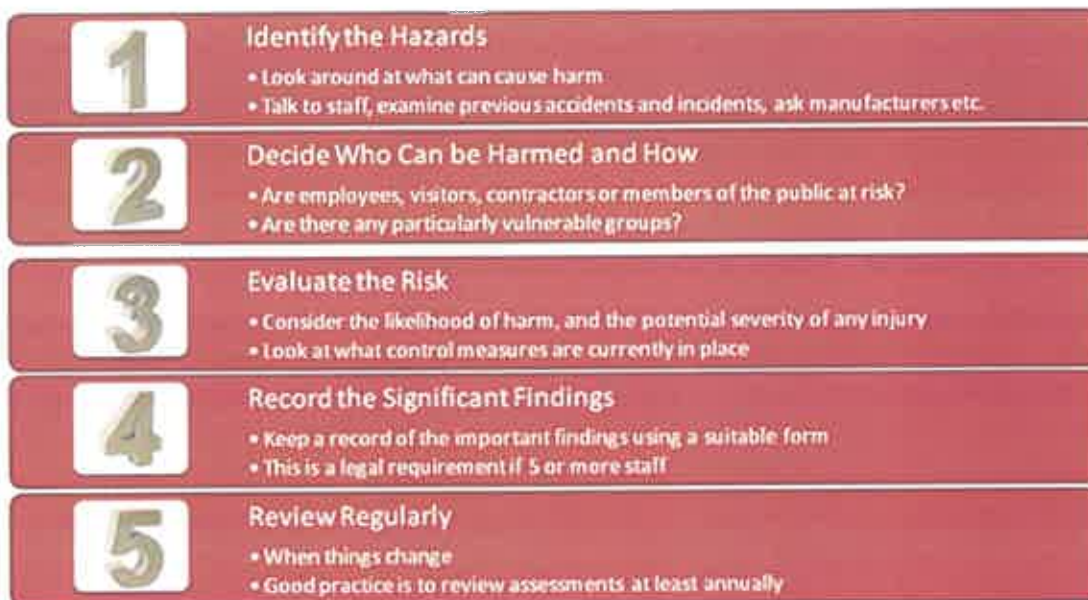
Page

Risk Assessment
Point of Work Risk Assessments (POWRA)
Systems of Work Method Statement
Work Stop Policy
Electricity
Plant, Machinery and Work Equipment
Hazardous Substances
Control of Noise
Personal Protective Equipment
Manual Handling
Display Screen Equipment
Work At Height
Permit to Work
Road Risk
Managing Contractors
Information, Instruction, Training and Supervision
Young Persons
Health and Safety Advice
Consultation with Employees
Monitoring Health and Safety Performance
Accidents, First Aid and Work Related Ill Health
Fire Strategy
Welfare Facilities
Work Related Stress
Alcohol and Drugs
Demarcation / Safety Signs
Working Time
Environment
Waste Disposal
Smoking
Fitness for Work
Lone Working

Housekeeping
Site Head Protection
Health Surveillance
Dermatitis
RPE
Language Barriers
Civil Compensation Claims
Violence
Data Protection
Office Visitors & Contractors
Spill Control
Sharps
Leptospirosis / Weil's Disease
Racking and Storage
Standard Forms/ Toolbox Tools Index
Toolbox Talk Index

Risk Assessment

In accordance with the **Management of Health and Safety at Work Regulations 1999**, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance and the procedure for doing so is as follows:



Risk assessments will be undertaken by the **Health and Safety Director** with assistance from our advisors, **LHS Consulting Ltd** and in consultation with the **Supervisors & Employees**.

Risk assessments will be compiled wherever possible from general risks for which generic control measures have been established. Contract-specific special risks will be assessed by the **Health and Safety Director** and **Operations Manager**. The preliminary contract risk assessment is undertaken in the planning stage of a contract with the purpose of determining the general level of health and safety management required on the project. The preliminary assessment will consist of an overview of site conditions and the nature of the work to be completed and an identification of likely risk areas. In general, risk areas will be similar from project to project and will be familiar to all parties. It will therefore not be necessary to identify every risk at this stage, merely those which are unusual or present particular hazard on the project. These special risks need to be identified so that the project can be properly planned and appropriate resources considered.

Point Of Work Risk Assessments (POWRA)

A POWRA is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. The POWRA will be applied in a changing work environment. The POWRA will be conducted by the **Senior Site Supervisor / Supervisor** managing the activity. The competent person must halt the operation if it is believed the risk outweighs the control measures applied. The **Health and Safety Director** is responsible to ensure competent people have been trained in Point Of Work Risk Assessing on site.

As the project develops, it is possible that new risks may become apparent or factors relating to existing risks may alter. The **Senior Site Supervisor / Supervisor** is responsible for monitoring risks, identifying changes and for altering and re-issuing risk assessments as required with the assistance of the **Operations Manager / Health and Safety Director**.

Strategies for the prevention and control of exposure to identified hazards will be **prioritised** based on the risk rating. Prevention and control measure should reduce the risk as far as is reasonably practicable taking into account the severity of potential injury or environmental exposure, available finance and resources.

TMO Traffic Highways Ltd will ensure the standard hierarchy of controls measures are applied to risk reduction, as follows:



- Eliminate:** Prevent exposure by discontinuing activity
- Reduce:** Reduce the severity or exposure to the hazard
- Isolate:** Separate the hazard from people or the environment
- Control:** Implement controls/practices to prevent exposure to risk
- PPE:** Provide personnel equipment
- IITS:** Information instruction and training
- Discipline:** Relies on the correct behaviour of employees, i.e. following Company rules and procedures, enforced by disciplinary measures where necessary

Safe Systems of Work (Method Statements)

TMO Traffic Highways Ltd will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains. **Employees** will be instructed in the safe system of work, as appropriate, and a record of understanding kept.

Specific Responsibilities;

- The **Health and Safety Director and Operations Manager** with the assistance of **LHS Consulting Ltd** must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained and records kept.
- The **Senior Site Supervisor / Supervisor** must familiarise themselves with the safe systems of work and ensure that employees comply fully at all times whilst carrying out the identified processes.
- **Employees** must observe and understand the system of work at all times; reporting any circumstances which prevents compliance or undermines its effectiveness to TMO Traffic Highways Ltd.

Work Stop Policy

Everyone working on behalf of TMO Traffic Highways Ltd has the right to stop working if they feel their health and safety is at risk. On stopping work they should ensure that the workplace is not left in an unsafe condition whereby a third party could be placed at risk, and as soon as possible they should notify their Supervisor of their actions such that remedial action can be taken.



Electricity

Working safely with electricity is controlled by the **Electricity at Work Regulations 1989** and TMO Traffic Highways Ltd will strictly comply with these requirements. In addition, the Institute of Electrical Engineers (IEE) Regulations (17th edition) cover the safe design and installation of electrical systems. The IEE Regulations provide guidance for electrical contractors to follow. Work completed in accordance with the IEE Regulations should satisfy the requirements of the **Electricity at Work Regulations 1989**.

In accordance with the **Electricity at Work Regulations 1989** electrical risks must be assessed and controlled by the use of:

- Inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
- 3 / 5 yearly inspections and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.
- Any power tools used are to be of low voltage (110v) and must be stringently inspected and maintained.
- Prohibition of any employee to access live electrical installations.

Visual Inspection by the User

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of handheld and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!). Checks must be made for:

- damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- damage to plug, e.g. cracked casing or bent pins;
- non-standard joints including taped joints in the cable;
- the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- damage to the outer cover of the equipment or obvious loose parts or screws;
- signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets.

Any faults must be reported to the **Site Supervisor**, the equipment taken out of use immediately, labelled as faulty (and reason why faulty) and must not be used again until repaired.

Note: Equipment which exhibits intermittent faults e.g. sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

Lock out and Tag out

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury. Operatives are not permitted to operate any switch, valve or other energy-isolating device bearing a lock or tag.

Each person performing work is to be made aware of isolation points and is to effectively lockout or control all energy sources affecting their work. This allows for group lockout procedures with individually keyed lock and tags. Each person who is likely to be in a position to lockout a piece of equipment for work must be issued with a minimum of one individually keyed lock. This lock is to be used in conjunction with a Danger tag.

Testing

Type of business	User checks	Formal visual inspection	Combined inspection and test
Equipment hire	N/A	Before issue/after return	Before issue
Construction (For indication only. See Electrical Safety on construction sites for more detail)	110V – Weekly 230 V mains – Daily/every shift	110V – Monthly 230V mains – Weekly	110V – Before first use on site then 3 monthly 230V mains – Before first use on site then monthly
Light industrial	Yes	Before initial use then 6 monthly	6 – 12 months
Heavy industrial/high risk of equipment damage	Daily	Weekly	6 – 12 months
Office information technology, e.g. desktop computers, photocopiers, fax machines	No	1 – 2 years	None if double-insulated, otherwise up to 5 years
Double-insulated equipment not hand-held e.g. fans, table lamps	No	2 – 3 years	No
Hand-held double insulated (Class 11) equipment, e.g. some floor cleaners, kitchen equipment and irons	Yes	6 months – 1 year	No
Earthed (Class 1) equipment, e.g. electric kettles, some floor cleaners	Yes	6 months – 1 year	1 – 2 years
Equipment used by the public, e.g. in hotels	By member of staff	3 months	1 year
Cables and plugs, extension leads	Yes	1 year	2 years

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

- ✦ whenever there is a reason to suppose the equipment may be defective (but this cannot be confirmed by visual inspection);
- ✦ after any repair, modification or similar work;
- ✦ at regular intervals.

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

PAT Testing is undertaken by a competent person in line with the requirements of HSG107.

Frequency of Testing

The initial frequency for inspection/testing suggested by the Health and Safety Executive is shown in the following table. This frequency can be shortened or lengthened in the light of practical experience, i.e. number of faults which appear. HSE – HSG107

Plant, Machinery and Work Equipment

TMO Traffic Highways Ltd will ensure that all machinery and work equipment is suitable and without risk to Health, Safety and the Environment, in accordance with legislation such as the **Provision and Use of Work Equipment Regulations 1998**, the **Lifting Operations and Lifting Equipment Regulations 1998** and the **Electricity at Work Regulations 1989**.

The Company will ensure that machinery and work equipment is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

Work Equipment

The **Site Supervisor** must ensure that the correct item of work equipment is selected for the work taking full account of site conditions, the task to be undertaken and any limitations imposed as a result therein.

All **Employees** are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Company will advise when this is the case.

- **Machinery & Equipment Inspection & Maintenance**

The responsibility for identifying all plant, machinery and equipment that requires effective inspection and maintenance is that of the **Health and Safety Director**. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules the Company will appoint competent contractors.

- **Portable Electrical Equipment**

Portable electrical appliances are tested by a competent person at selected intervals in accordance with applicable HSE guidance.

- **Fixed Electrical Systems**

The fixed electrical installations throughout the premises is inspected and tested by a competent registered contractor. The **Health and Safety Director** will arrange for the electrical systems integrity and safety to be inspected and retested every 5 years.

- **Racking Systems**

Racking inspections should be undertaken on a monthly basis to ensure racking remains free from defects and within its safe working limits.

- **Hired Equipment**

The **Health and Safety Director** and **Operations Manager** will ensure that all equipment hired and used by the Company's **Employees** is fitted with adequate guards or other safety devices to conform with current standards and regulatory requirements. All hired equipment is to be examined to ensure it is in a good sound condition, is safe for use, and has full operating instructions as necessary. Dependant on the equipment requirements, arrangements for inspection and servicing by a competent person will be made with the hiring Company. The Company will ensure suitable records of inspection or examination are maintained on site for the period of hire.

- **Defects and Problems**

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the **Site Supervisor**.

Hazardous Substances

It is a requirement of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)** that all substances used in the Company's activities should be carefully assessed to determine the health hazards associated with their use. When selecting a product for a particular task the least hazardous one will be chosen.



Manufacturers will provide Material Safety Data sheets on their products which will give the chemical composition, maximum exposure limits or occupational exposure limits or occupational exposure standards and the possible effects on the human body via inhalation, absorption, injection and ingestion. A COSHH assessment will be conducted by our safety advisor, **LHS Consulting Ltd**, and will include the preparation and use of the product, storage, transportation, protective clothing/equipment to be used, training requirements for operatives and any further relevant data.

The **Health and Safety Director** will ensure that no new substance shall be introduced into the work place without a full assessment. Where possible, the COSHH assessment will identify a safer alternative which can be used. This shall be made known to the client and used where possible.

If there is any change in the procedure, materials used, or in the amounts used a new assessment will be made before the change is implemented.

The Company will adhere to the principles of good practice for the control of exposure to substances hazardous to health as set out in Schedule 2 of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**.

COSHH 2002 Schedule 2

a)	Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
b)	Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
c)	Control exposure by measures that are proportionate to the health risk.
d)	Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
e)	Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
f)	Check and review regularly all elements of control measures for their continuing effectiveness.
g)	Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risk.
h)	Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Workplace exposure limits (WELs)

WELs are British occupational exposure limits and are set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used: long-term (8 hours); and short-term (15 minutes).

Substances that have been assigned a WEL are subject to the requirements of the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. These Regulations require TMO Traffic Highways Ltd to prevent or control exposure to hazardous substances. Under COSHH, control is defined as adequate only if:

- a) the principles of good control practice are applied (as detailed above);
- b) any WEL is not exceeded and;
- c) exposure to asthmagens, carcinogens and mutagens are reduced as low as is reasonably practicable.

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances we shall:










- Step 1** Having consulted the material safety data sheet (MSDS) carry out a COSHH risk assessment which will show the WEL, for all substances used in or created by workplace activities.
- Step 2** Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.
- Step 3** Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.
- Step 4** Ensure that control measures are used and maintained properly and that safety procedures are followed.
- Step 5** Monitor the exposure of employees to hazardous substances, if necessary.
- Step 6** Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.
- Step 7** Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.
- Step 8** Ensure employees are properly informed, trained and supervised.

Workplace Exposure Limits (WELs) are listed in the HSE guidance document "EH40 workplace exposure limits".

<http://www.hse.gov.uk/pubns/books/eh40.htm>

The Site Supervisor is responsible for any implementation of control measures highlighted from the COSHH assessments.

GHS Hazard Classification Symbols

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment *(Non Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Control of Noise

The **Control of Noise at Work Regulations 2005** are concerned with protecting employees hearing from the effects of excessive noise generated in the workplace. Hearing can be damaged irreparably by prolonged exposure to excessive noise. The **Control of Noise at Work Regulations 2005** requires TMO Traffic Highways Ltd to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations require TMO Traffic Highways Ltd to:

- Assess the risks to our **employees** from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide our **employees** with hearing protection if we cannot reduce the noise exposure enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide our **employees** with information, instruction and training;
- Carry out health surveillance where there is a risk to health of our **employees**.

The Regulations specify maximum noise levels which when reached require actions necessary to reduce the risk of hearing damage to a minimum.

- **Lower Exposure Action** – 80 dB(A) or a peak sound pressure 135 dB(C): When personnel are exposed to this level of noise averaged over a 6 hour or weekly period, the **Operations Manager** will provide hearing protection if requested.
- **Upper Exposure Action** - 85 dB(A) a peak sound pressure 137 dB(C): Should staff become exposed to this level of noise, averaged over a 8 hour or weekly period, the **Operations Manager** will provide ear protection and ensure it is worn correctly. Also, steps will be taken to reduce noise to as low a level as is reasonably practicable.
- **Exposure Limit Value** – 87 dB(A) a peak sound pressure 140 dB(C): Staff will **NOT** be exposed to noise over a daily or weekly period which exceeds 87 dB(A) and or 140 dB(C) peak sound pressure.

The **Health and Safety Director** will ensure controlling the noise at source as the most effective means of reduction during purchase and hiring of equipment and, where necessary, hearing protection will be made available to personnel considered at risk. The **Site Manager / Supervisor** will be responsible for monitoring activities on site.



Symptoms and early signs of hearing loss

- Conversation becomes difficult or impossible;
- Your family complains about the television being too loud;
- You have trouble using the telephone;
- You find it difficult to catch sounds like 't', 'd' and 's', so you confuse similar words;
- Permanent tinnitus (ringing, whistling, buzzing or humming in the ears) can occur.

**Generally hearing loss is gradual. By the time you notice it, it is probably too late.
TMO Traffic Highways Ltd wants to prevent hearing loss before it happens.**

Personal Protective Equipment

TMO Traffic Highways Ltd will protect their **employees** from hazards within the workplace. Risk assessment may identify personal protective equipment (PPE) as being part of an overall prevention or control strategy to protect an individual, but it should always be a last resort.

Personal protective equipment (PPE) is all equipment worn or held by people at work to protect them against one or more risks to their health or safety.

The **Health and Safety Director** is responsible for identifying all requirements under the **Personal Protective Equipment Regulations 1992**.

Personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. All sub-contractors are to use their own personal protective equipment supplied by their employer. Failure to wear or use personal protective equipment provided will result in the individual being temporarily removed from the site and could lead to disciplinary action.

Before choosing any personal protective equipment, TMO Traffic Highways Ltd shall make an assessment to determine whether such equipment is adequate and sufficient to protect the worker. TMO Traffic Highways Ltd shall implement management and engineering controls to eliminate any risk prior to the consideration of PPE as a "last resort" control. Suitable PPE will be provided when a risk assessment highlighting specific need or where construction standards dictate.

TMO Traffic Highways Ltd shall determine the conditions of use of personal protective equipment, in particular the period for which it is worn, on the basis of:

- The seriousness of the risk.
- The frequency of the exposure to the risk.
- The adequacy of the personal protective equipment.

The responsible person will ensure the following:

- To ensure that all personal protective equipment supplied conforms to the relevant British and European standards.
- To maintain a register of PPE allocated/replaced.
- To provide and brief the manufacturer's care instructions for all PPE provided at allocation/replacement.
- To ensure that arrangements are in place to replace PPE as necessary.
- Arrangements will be made for personal protective equipment to be cleaned.
- An adequate supply of replacement personal protective equipment will be readily available.
- Hard hats will be issued and replaced in line with the frequency recommended by the manufacturer.
- Periodic checks will be undertaken during which the **Operations Manager** will ascertain that PPE is being used, that it is correctly adjusted and that it is suitable to the task being undertaken.

Actions by employees:

- Personnel must wear their PPE as directed and as required by site conditions.
- PPE must be kept clean and serviceable. If PPE becomes irretrievably soiled or unusable then it must be returned for replacement.
- PPE must be safely stored in the facility provided when not in use.
- Personnel should encourage other colleagues and adjacent contractors to wear their PPE as required.
- Personnel should report any failure to use PPE that comes to their attention.

Manual Handling

In accordance with the **Manual Handling Operations Regulations 1992 (as amended)**, the company will eliminate the need for manual handling where possible. Where elimination is not possible the risks from manual handling will be assessed and reduced so far as is reasonably practicable. All employees are encouraged to discuss any potential manual handling problems with the person in charge of the work, together with any work involving repetitive motion.

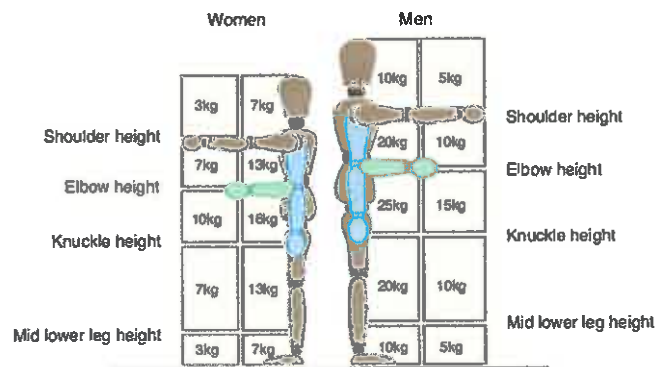
All personnel are to:

- ✚ Avoid hazardous manual handling activities so far as is reasonably practicable.
- ✚ Assess any hazardous manual handling activities that cannot be avoided (HSE Numerical Guidelines to be used to establish 'Significant MH Risks').
- ✚ Reduce the risk of injury, so far as is reasonably practicable.
- ✚ Provide or obtain information on the load to be handled.
- ✚ When considering how to deal with manual handling activities, we will ensure that the below factors are addressed:
 - The task;
 - Individual capacity;
 - The load;
 - The working environment;
 - Other factors that may affect the activity; and
 - Make full and proper use of handling aids
- ✚ Inform their **Site Supervisor** of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- ✚ Inform the **Site Supervisor** immediately of any injury incurred through manual handling.

Manual handling risk assessments will be carried out by the **Health and Safety Director / Operations Manager** with the assistance of **LHS Consulting Ltd**.

Approval for the required action to remove or control risks will be given by the **Health and Safety Director**.

HSE Numerical Guidelines (Significant Manual Handling Risks)



GOOD HANDLING TECHNIQUE



Think before lifting/handling

Plan the lift

Can handling aids be used?

Where is the load going to be placed?

Will help be needed with the load?

Remove obstructions such as discarded wrapping materials

For a long lift, consider resting the load midway on a table or bench to change grip.



Keep the load close to the waist

Keep the load as close to the body for as long as possible while lifting.

Keep the heaviest side of the load next to the body.

If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.



Adopt a stable position

The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground).

You should be prepared to move your feet during the lift to maintain your stability.

Avoid tight clothing or unsuitable footwear, which may make this difficult.



Get a good hold

Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good position

At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting

This can happen if the legs begin to straighten before starting to raise the load.

Avoid twisting the back or leaning sideways

Especially while the back is bent. Shoulders should be kept level and facing the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

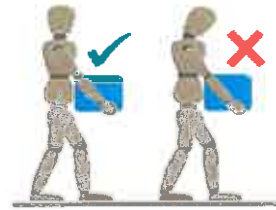


Keep the head up when handling

Look ahead, not down at the load, once it has been held securely.

Move smoothly

The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.



Don't lift or handle more than can be easily managed

There is a difference between what you can lift and what you can safely lift. If in doubt, seek advice or help.

Put down, then adjust

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



Display Screen Equipment

TMO Traffic Highways Ltd will assess and control health risks from use of display screen equipment in accordance with the **Health and Safety (Display Screen Equipment) Regulations 1992**.

Display Screen Equipment (DSE) is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices. The main risks that may arise in work with DSE are musculoskeletal disorders such as back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress.

Employees that are classed as habitual Display Screen Equipment users will be assessed and are entitled to free eye tests and vision correction appliances where these are only needed for work with display screen equipment.

All employees that are classed as habitual users will be expected to undertake DSE Self Assessments every 2 years. Any raised issues will result in Risk Assessment Solutions undertaking DSE Assessments for the users.

Approval for the required action to remove or control risks will be given by the **Managing Director**.

Example of a good seating position



Figure 2 Showing good posture for typical office tasks

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excessive pressure on underside of thighs and back of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable hand position
- Space in front of keyboard to support hands/wrists during pauses in typing

Work at Height

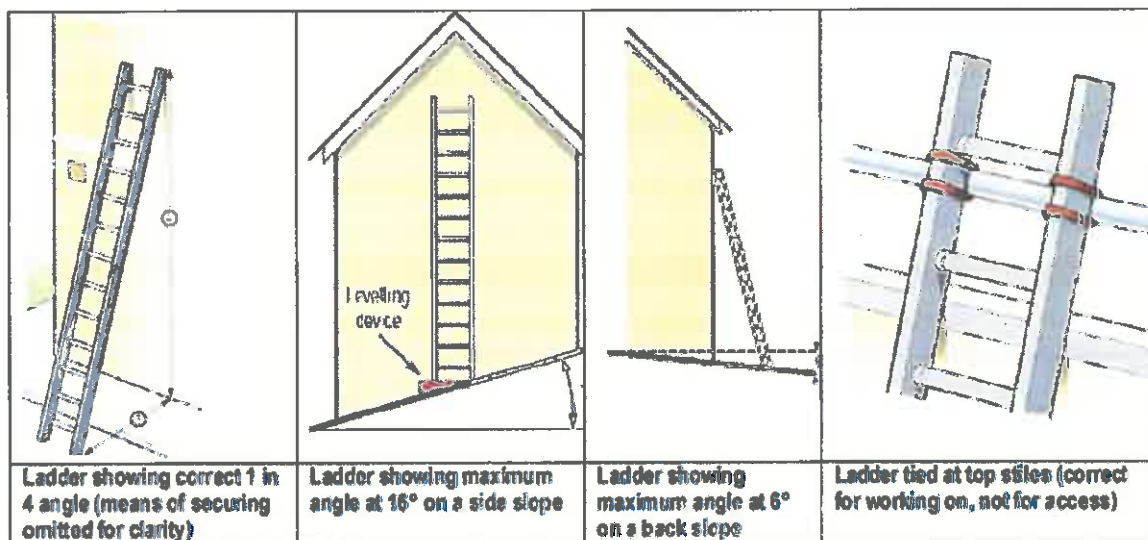
In accordance with the **Work at Height Regulations 2005**, all company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

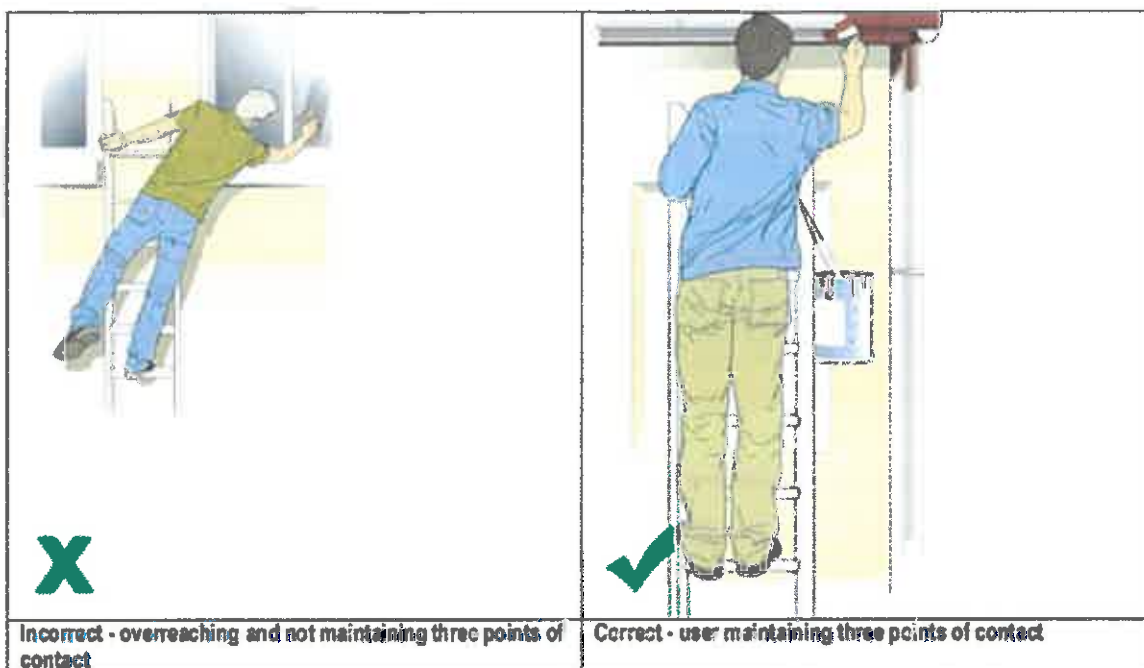
Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working practice and are competent to use any equipment provided.

Ladders and step-ladders must be regularly inspected to ensure that they are in good condition and free from defect. Records of inspections will be maintained.

a) Ladders

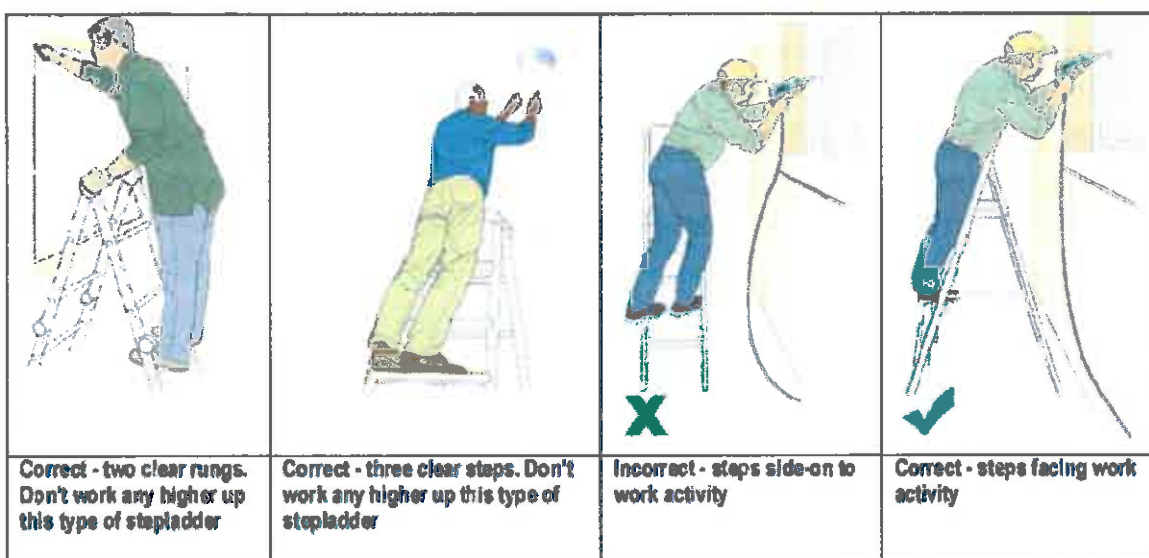
- a) Ladders properly secured can be used to do light work of short duration (<30minutes) where provision of a scaffold or work platform is unnecessary or impracticable due to workplace or task limitations.
- b) Ladders must be suitable for use and be to Class 1 or BS/EN 131 industrial standard and in good condition.
- c) For all work above 3 metres, irrespective of task duration, ladders are to be secured by rope or other suitable stabilisation devices such as extended foot supports, used on a flat surface and supported by the stiles. This is to ensure that the ladder does not run sideways or slide away from a wall.
- d) For short ladders of less than 3 metres, where securing in place is not appropriate or there is no other means, then as a last resort the ladder must be footed by another employee.
- e) The top of the ladder must rest against a solid surface and not against fragile materials such as cement sheeting, plastic boarding, guttering, etc.
- f) Where used for access onto a working platform ladders must protrude at least 1m above that platform.
- g) Users must never overreach at any time.





b) Step-Ladders

- a) Step-ladders provide a free-standing means of access but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Always ensure:
- A good handhold is available.
 - The work avoids over-reaching or stretching.
 - The top step of a step-ladder should not be worked from unless it has been designed for this purpose.
 - The work only requires one hand to be used or you are supported by another employee.



For every task that requires TMO Traffic Highways Ltd to work at height, they will assess the risk and put appropriate control measures in place. The company will follow the hierarchy of control measures detailed by the HSE. The hierarchy will be followed systematically and only when one level is not reasonably practicable may the next level down be considered.



Avoid the need to work at height, for example by using extending equipment from the ground

Prevent falls using appropriate access equipment such as work platforms or rope access

Reduce the distance and consequences of a fall should one occur.

Permit to Work

TMO Traffic Highways Ltd recognises that activities undertaken in certain environments can be inherently hazardous. Therefore, the company is committed to ensuring that exposure to hazardous work environments is minimised with the use of risk assessments and site permit to work procedures, as specified by the client and the Company.

A Permit to Work System provides a systematic disciplined approach to assessing the risks of a job and specifying the precautions to be taken when breaking ground, working in confined spaces and on live electrical systems. The **Site Supervisor** will ensure any activities requiring a permit will be implemented and monitored.

Road Risk

TMO Traffic Highways Ltd is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the company may also authorise employees to use their own vehicles for work purposes.

Authorised **Employees** who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose. In order for the company to fulfil its responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- Ensure that the vehicle is serviced according to the manufacturer's specifications.
- Present the vehicle's MOT certificate, insurance policy for inspection annually and on request.
- Present their driving licence for inspection annually and on request.
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects.

All **Employees** who uses the public highway must comply with road traffic legislation which is managed by the Department for Transport (DfT). This covers aspects as diverse as requirements, for vehicles to be regularly examined for road worthiness through to the application of speed limits. Both the Police and the Vehicle and Operator Services Agency (VOSA) maintain a roadside presence and take the lead on the enforcement of this legislation. The Health and Safety Executive supports and works closely with the DfT, the Police, VOSA and other government and industry stakeholders to improve standards on the road.

All our vehicles are subject to routine inspection and maintenance checks. In addition, drivers must ensure that their vehicle always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose in accordance.

The **Employee**, in the case of an accident, must:

- Obtain all details from the other party and if appropriate an independent witnesses.
- Report all details and vehicle defects to the **Health and Safety Director** and where applicable, to the Police.

The company expects that reasonable care is taken and that responsible action for maintaining the vehicle on a day-to-day basis is carried out:

- Cleaning of the vehicle both interior and exterior, on a regular basis.
- Service and maintenance should be carried out as recommended in the handbook, i.e. oil/coolant/brake fluid levels/battery maintenance/tyre conditions at the company-nominated service garage.

Measures to reduce the risk of accidents will include:

- Minimise the need for reversing. Where it can't be avoided, we will ensure reversing areas are well designed, pedestrians are kept away, and provide aids such as reversing alarms.

Managing Contractors

TMO Traffic Highways Ltd recognises that it owes a duty to contractors as well as employees, as stipulated by the **Health and Safety at Work etc. Act 1974** Section 3 and the **Management of Health & Safety at Work Regulations 1999**.

TMO Traffic Highways Ltd will ensure that only competent contractors are selected. All **Contractors** working on the Company's behalf are assessed to ensure that they are competent and have suitable and adequate Health, Safety and Environment arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.

The selection and assessment of the competence of contractors is the responsibility of the **Health and Safety Director and Operations Manager** with the assistance of **LHS Consulting Ltd**. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards. Before a contract is awarded an overview of the status of the tenderer's Health, Safety and Environment management systems must be obtained by reviewing the following documents;

- A completed contractor selection questionnaire (Contractor PQQ or Individual PQQ);
- Relevant risk assessments and method statements for the work to be undertaken;
- Supportive evidence of competence i.e. References

Approval will be valid for 3 years (at which point they must reapply) but can be revoked at any time the company feels it is warranted such as if the subcontractor performance falls below expected standards. A tracking document will be used to check insurance renewal dates on an annual basis.

The **Health and Safety Director** must take into consideration all factors when selecting the contractor for the work. The cost of the works is not to be the sole factor in contractor selection. The pre-selection of any contractors will take into account Health, Safety and Environment requirements when selecting and approving contractors to work for the Company, ensuring contractors:

- Work safely, without endangering themselves or any other people;
- Comply with the Company's Health, Safety and Environment requirements;
- Only employ competent staff who have been adequately trained;
- Only employ competent sub-contractors, who are adequately managed;
- Have adequate resources to manage Health, Safety and Environment satisfactorily

The **Health and Safety Director** may not engage any contractors to provide any services for the Company unless the Health, Safety and Environment questions in the contractor selection questionnaire have been answered satisfactorily. No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.

Once approved, the **Health and Safety Director** and **Operations Manager** are responsible for ensuring contractors are briefed on our safety rules and supervised to ensure they work in an approved and safe manner. Any problems/hazards arising from the activities of contractors should be reported to the **Site Supervisor**.

Health, Safety and Environment considerations will be included from the start when planning work to be carried out by contractors ensuring responsible for ensuring that Health, Safety and Environment issues are adequately addressed.

Information, Instruction, Training and Supervision

TMO Traffic Highways Ltd will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the **Health and Safety at Work etc. Act 1974** and various regulations.

All **employees** will be provided with information on the significant findings of any risk assessment/method statement relevant to their particular activity/workplace/project. This will include information on the hazards and relevant control measures.

Training and Instruction

Induction training for all new employees, temporary and casual workers is the responsibility of the **Site Supervisor**. Job specific training and instruction will be identified, arranged and monitored by the **Operations Manager** via a competency matrix.

The Health, Safety and Environment component of induction training will contain the following:

- Health & Safety Policy;
- Adverse Event reporting / first aid procedures;
- Fire precautions and procedures, including our emergency plan;
- Introduction to safety legislation – the **Employees** will be introduced to the legislation that applies to our Company and the workplace, e.g. Construction Sites, COSHH, and Manual Handling.

Job-specific

Training will include skills training, explanations of applicable safety regulations and organisational rules, plus a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning. The use of risk assessment findings will be used as a training aid to identify training needs.

Site Based Training Needs

The **Site Supervisor** is responsible for assessing training needs at site level. Any necessary training will be arranged through the **Operations Manager**. Therefore the **Site Supervisor** and **Operations Manager** should carry out a training needs analysis at the start of each new contract.

CSCS Competency Cards

The company policy is for employees and sub-contractors to be in possession of the necessary CSCS competency cards issued through the CITB CSCS scheme or affiliated schemes for non CITB trades.

Information

The HSE Health & Safety Law Poster is displayed in our office and on each worksite. A copy of the Employers Liability Insurance certificate is displayed in our office and each worksite.

Supervision & Management

Training at all levels is necessary to ensure that responsibilities are known and the organisation's policy is carried out. Key points to cover in the training are:

- The organisation's safety policy or programme;
- Legal framework and duties of the organisation, its management and the workforce;
- Specific laws and rules applicable to the workplace;
- Safety inspection techniques and requirements;
- Causation and consequences of accidents and their reporting, recording and investigation;
- Basic accident prevention techniques;
- Disciplinary procedure and application;
- Control of hazards in the workplace and use of personal protective equipment;
- Techniques for motivating employees to recognise and respond to organisational goals in Health, Safety and Environment.

Specialised training

Specialised Health, Safety and Environment training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

- First aid - taking into account the nature of the work and the size of the organisation

- NVQs
- PASMA & IPAF Qualifications
- Confined Spaces Awareness
- Abrasive Wheels Awareness
- Manual Handling Awareness
- Driver certification for a particular class of vehicle
- Use of fire-fighting appliances such as extinguishers
- Asbestos Awareness
- Working at Height Awareness

Reinforcement or Refresher training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives.

Site Induction Training

The **Site Supervisor** will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the sites emergency and first aid procedures. They will also cover:

- The significant risks and precautions to be taken;
- The PPE requirements;
- Where/how to obtain additional PPE as required;
- Details of site emergency procedures;
- Details of site welfare arrangements;
- Details of any method statements relevant to the actual work the person is involved in;
- The site rules in general.

Confirmation of the induction will be recorded on the Site Induction Form. The **Health and Safety Director** will ensure the following procedure will be followed for company employees:

- Arrange for the company induction training to be given to all staff and is recorded;
- Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Health, Safety and Environment and on preventative and protective measures;
- Information will be provided on the Company's emergency arrangements, including staff nominated to help if there is an evacuation;
- Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training;
- After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

All information, instruction and training given to employees will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt and/or understanding.

Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the company will ensure that a specific risk assessment is conducted for all young person's prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

Health & Safety Advice

In accordance with the **Management of Health and Safety at Work Regulations 1999**, the company has access to competent Health & Safety advice. This advice is available from:

LHS Consulting Ltd

Lee Haysman
CMIOSH, CMAPS, MIET, Dip.RSA
Chartered Safety and Health Practitioner



Mobile: 07723 045526
Office: 01283 716213
Web: www.lhsconsulting.co.uk
OSHC: <http://www.oshcr.org/>



Consultation with Employees

TMO Traffic Highways Ltd will consult with its employees in accordance with the **Health and Safety (Consultation with Employees) Regulations 1996**. Consultation with employees will be provided direct to individuals and through team meetings, toolbox talks and project meetings as necessary.

The company will consult directly with employees and the consultation with employees will cover the following issues as a minimum:

- ✓ Introduced measures that may affect employees health and safety.
- ✓ Arrangements for nominating safety representatives.
- ✓ Health and safety information required under the **Health and Safety (Consultation with Employees) Regulations 1996** and other regulations.
- ✓ Planning and organisation of health and safety training.
- ✓ The health and safety consequences of introduced technology in the workplace.

TMO Traffic Highways Ltd will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

Employees will be encouraged to attend update meetings held by the company, additionally during toolbox talks and job inductions the opportunity for comment and discussion will be available.

Employees will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other employees.

The right of workers shall be respected and no punitive action will be taken against anyone who raises a health and safety issue through the appropriate channels. Similarly, aggressive and confrontational language aimed at anyone who has raised a health and safety issue is unacceptable and will not be permitted.

There will be an open door policy whereby members of the workforce are encouraged to speak directly to the **Managing Director** about any health and safety concern. In all such instances the issue raised will be investigated by the **Operations Manager** and appropriate remedial action taken.

Monitoring Health & Safety Performance

The foundation of effective performance measurement is an effective planning system which produces specifications and performance standards for the management arrangements and risk control systems.

In addition to the reactive monitoring of accidents/ill-health, the company will also carry out proactive monitoring of health and safety performance which will include the **Health and Safety Director, Operations Manager** and **LHS Consulting Ltd** monitoring at site to ensure working conditions and our safe working practices are being followed. **LHS Consulting Ltd** will conduct routine site inspections and review the effectiveness of our risk assessment and work practices to assess compliance and identify any areas of improvement. Non-conformances will be identified on the Site Audit Form and will be tracked and closed out by using Site Tracking Documents that will be managed by the **Health and Safety Director** and **Operations Manager**.

The **Site Supervisor** is expected to undertake recorded site inspections on a weekly basis. These should be made available for inspection by the **Operations Manager** and **Health and Safety Advisor**.

LHS Consulting Ltd will conduct an annual review audit to identify significant trends within their health and safety management systems. The **Managing Director** will also annually set clear objectives to assist with preparing and integrating a safety management programme, thus setting firm foundations and sustaining a monitoring programme for durability.

Accidents, First Aid and Work Related Ill-Health

TMO Traffic Highways Ltd is committed to preventing accidents, incidents and cases of ill-health to **Employees** and others who may be affected by its work activities.

However, the company recognises that failures can occur and will investigate all adverse events and ill-health to identify the immediate, underlying and root causes so as to prevent the adverse event occurring again.

All accidents resulting in injury to any person (not just employees), damage to any property or near miss, must be reported and investigated in accordance with this arrangement. TMO Traffic Highways Ltd's Hazard & Near Miss Report Form should be completed and handed to a **Site Supervisor**.

RIDDOR

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** came into force on the 1st October 2013. The regulations require the following to be reported to an enforcing authority (usually the HSE):

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public. The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

Death or Major / Specified Injury

If there is an accident connected with work and:

- Your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately.

Over seven Day Injury

If there is an accident connected with work (including an act of physical violence) and:

- Your employee, or self-employed person on your premises, suffers an over seven day injury; An over seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-work days).
- You must notify the enforcing authority within fifteen days.

Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

Dangerous Occurrence

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

Near Misses

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'.

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- The date when the report is made;
- The method of reporting;
- The date, time and place of the event;
- Personal details of those involved;
- A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

Accident Reporting and Investigation Guidelines

- Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.
- In the case of a major accident or dangerous occurrence the **Site Supervisor** will telephone the **Operations Manager** or, if not available, the **Health and Safety Director** to discuss the action to be taken.
- Details of any reportable injury, dangerous occurrence or disease will be reported to the Health and Safety Executive. All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:
 - Minor accidents or incidents should be investigated by the **Site Supervisor and Operations Manager**.
 - Arrangements should be made, if necessary, for **LHS Consulting Ltd** to visit the scene of reportable specified injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

Reporting Procedures

Telephone

All incidents may be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

When do I need to make a report?

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by reporting online. Alternatively, you can telephone 0845 300 9923. Cases of seven day injuries must be notified within fifteen days of the incident occurring using the appropriate online form. Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease using the online form Report of a case of disease.

Ways to report an incident at work – online (www.hse.gov.uk)

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- [Report of an injury](#)
- [Report of a dangerous occurrence](#)
- [Report of an injury offshore](#)
- [Report of a dangerous occurrence offshore](#)
- [Report of a case of disease](#)
- [Report of flammable gas incident](#)

Contact HSE out of hours

The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that the incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235. The duty officer will take your message and will ask you for a phone number to allow them to contact you. They will pass your details to an appropriate HSE officer, who may wish to contact you further.

When making a telephone notification an incident reference number will be allocated for future reference. A copy of the completed form should be forwarded to the **Health and Safety Director** for information purposes and subsequent filing. Details must not be released to a third party without authority by the **Managing Director**.

Accident Book

The Accident Book used by TMO Traffic Highways Ltd complies with the requirements of the **Data Protection Act**. For that reason it is set out in two parts.

- The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the **Operations Manager** for information purposes and subsequent filing.
- The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.

TMO Traffic Highways Ltd will provide adequate first aid personnel and equipment, in accordance with the **Health and Safety (First Aid) Regulations 1981** and the associated updated guidance. In the absence of trained first-aid trained personnel the Company will nominate an 'appointed person' to take charge of the first aid equipment and facilities, to replace missing or defective items and to summon assistance if required.

The **Managing Director** will ensure the Company will comply with the **Data Protection Act 1998** when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Accident details, however trivial they may appear to be, must always be entered in the Accident Book. There will be so provided an accident book in the Company office and each site as required.

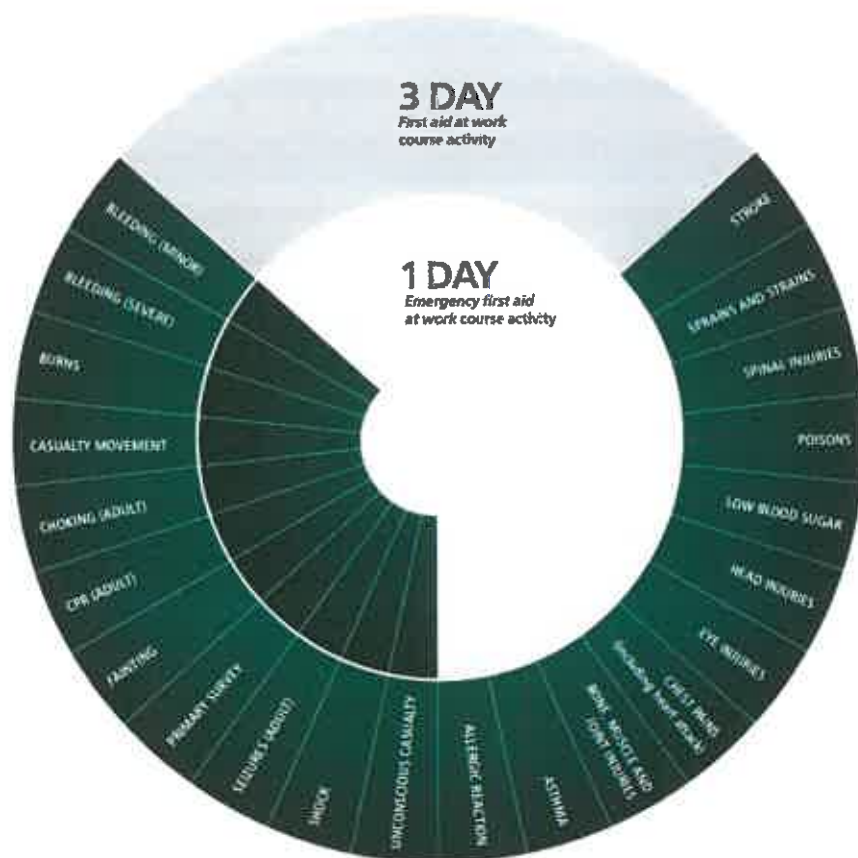
All accidents and work related ill-health should be immediately reported to the **Site Supervisor**. All accidents and work related ill-health are recorded in the accident book, which is kept by the each site.

Responsibility for investigating adverse events, ill health and near misses is that of the **Health and Safety Director and Operations Manager** with the assistance of **LHS Consulting Ltd**.

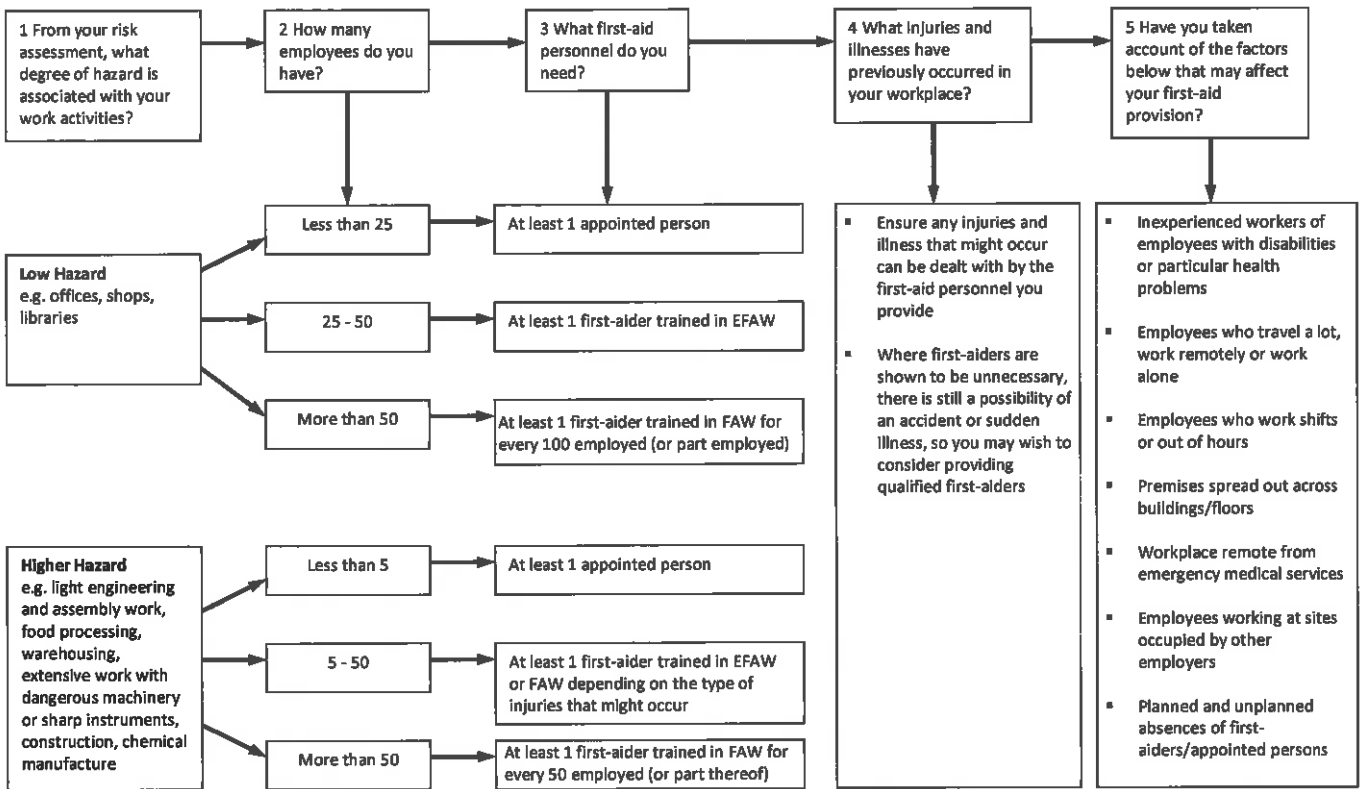
Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of the **Health and Safety Director** with assistance from **LHS Consulting Ltd (F2508 & F2508A)**.

First aid boxes are kept in the office and in each work vehicle and site as applicable.

First Aid Course Comparison Chart



Suggested Numbers of First Aid Personnel (HSE ACOP L74)



Fire Strategy

TMO Traffic Highways Ltd is fully committed to achieving and maintaining the highest standards of health and safety for its **Employees** others affected by the Company's undertakings.

The Company recognises that preparing and planning for an emergency is essential for the safety of our employees, clients, contractors, the public and the environment. This duty applies on our sites we operate. The Company also recognises that the effects of an emergency could create other risks, affect production and business continuity. These arrangements are intended to reduce the risk and minimise the business disruption during and following and emergency situation.

The aim of these arrangements is to ensure in the event of an emergency:

- The safety of employees, clients, contractor's, the public and the environment;
- Minimum disruption and risk to the Company business and operations;
- To minimise the risk of fire starting and fire spreading;
- To reduce the potential for fire and/or other emergency situations to harm the environment;
- To ensure the Company complies with relevant fire legislation and standards, including - **The Regulatory Reform (Fire Safety) Order 2005**.

The Company is required to have a Fire Policy under the **Regulatory Reform (Fire Safety) Order 2005**

The primary objectives of the policy are:

- To minimise the incidence of fire;
- To minimise the impact of fire on life safety, delivery of service, the environment and property.

In outline, the legislation requires that we have control over our workplace and can demonstrate we have:

- Recognised the risks in our workplaces;
- Considered who will be affected;
- Assessed the extent of the risks;
- Come to an informed decision on the necessary action to reduce them;
- Ensured that the actions decided are implemented.

The Company will organise our responsibilities and arrangements so that:

- Arrangements are in place to assess the risks to employees to eliminate or reduce risks;
- Our commitment to providing a safe working environment can be demonstrated.

Fire Arrangements

These arrangements cover the actions that must be taken by various personnel from the time an incident or emergency is detected up to the 'all clear'.

It is clearly recognised that each emergency situation will have its own features that cannot be completely anticipated here. These arrangements give the general structure for the management of a variety of foreseeable emergency situations.

Objectives

The effective management of an emergency depends upon the ability of our Company to implement a system, which can immediately gather information into a central point, make decisions based on the received information and implement the appropriate action.

The Company will ensure the following objectives are achieved as soon as operationally possible after the fire alarm sounds or an emergency commences by another means;

- Establish an emergency control team at a pre-arranged control point - normally the main/site entrance;
- Establish communication between the scene of the incident, possibly another building, and the control point;
- Confirm that the emergency services have been informed;
- Determine local hazards;
- Restrict access/egress to traffic where necessary;
- Provide adequate information for the emergency services when they arrive;
- Supply first aid cover or call an ambulance if necessary;
- Complete the evacuation of all affected areas;
- Assess the degree of emergency and inform the **Fire Marshal**;
- Secure affected buildings - i.e. do not allow re-entry until the all-clear is given;

The above objectives will be achieved via **Fire Marshals** and other such specialist and management staff as each particular situation may require.

Fire risk assessment

The **Regulatory Reform (Fire Safety) Order 2005** requires our Company to carry out a fire safety risk assessment of our Office and each construction site under our control. The Company carries out such risk assessments and regularly reviews them. Records to demonstrate all due diligence are maintained.

Current legislation on fire precautions and procedures deals with the following general requirements:

- Means of detection and giving warning in case of fire;
- The provision of means of escape from premises;
- Means of firefighting;
- Training of employees and others in relation to fire safety.

The fire risk assessments will clearly state which actions need to be undertaken and who is responsible for each action.

The company will ensure a fire risk assessment is undertaken for each site operation. Details will be displayed in the site cabin and passed to all on site personnel via the site induction.

Emergency information

All **Employees** will be informed by the **Health and Safety Director** of the emergency safety arrangements as part of their induction to the Company. Where it is not obvious, fire instructions stating the nearest fire exit route are posted around the office. All contractors and visitors to site will be provided with fire information and instructed to convey this to their employees.

Fire drills

TMO Traffic Highways Ltd will assess the proposed frequency of fire drills but they will be at least once every six months, at a time arranged with the **Fire Marshals** and other key personnel. Records of all fire drills and unintentional evacuations must be kept and any arising controls identified must be implemented as soon as operationally possible.

The purpose of fire drills is to give **Employees** and others experience in evacuation procedures and to expose any problems with engineering controls or the management of evacuations. It may not be essential, or practical, for all persons to experience a fire drill. As long as all **Employees** have received training and/or understood the information given to them, then all contractors and visitors to our premises should be able to be led to safety in the event of an emergency evacuation.

The main objectives of undertaking a fire drill are:

- To ensure all persons know what the alarm sounds like, and how to react upon hearing the alarm;
- To ensure procedures are rehearsed with regard to investigating a reason for the alarm;
- To ensure all persons can be evacuated quickly and in a controlled manner, this includes personnel with disabilities or in difficult working environments;
- To ensure accountability (roll call) can be quickly and efficiently established;
- To ensure procedures are rehearsed with regard to finding and evacuating persons missing from the roll call;
- To establish the quick and efficient notification (where required) to the emergency services;
- To develop protocols aimed at developing and passing information to the emergency services when they arrive at the scene.

Use of fire extinguishers











The general rules for the use of fire extinguishers are that they should only be used after the alarm has been given and that no risks should be taken.

Accordingly, no one should contemplate using fire extinguishers if they have not received training on how to use them and they should also be confident that the fire has not gone out of control.

Whenever possible, two people should tackle the fire - one to use the extinguisher and the other to keep an eye on the escape route.

TMO Traffic Highways Ltd will review the arrangements for fire and emergency controls on an annual basis or earlier when situations require it e.g. following a fire or planned/unplanned fire drill, with a view to determining whether the controls comply with our policies and the company intent towards best practice.

The **Health and Safety Director** will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers.

Symbols found on fire extinguishers & what they mean						
		Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
	Wood, paper & textiles	✓	✓	✓	✗	✓
	Flammable liquids	✗	✓	✓	✓	✗
	Flammable gases	✗	✗	✓	✗	✗
	Electrical contact	✗	✗	✓	✓	✗
	Cooking oil & fats	✗	✗	✗	✗	✓

Welfare Facilities

TMO Traffic Highways Ltd is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the **Workplace (Health, Safety and Welfare) Regulations 1992**.

Depending on the project and scope of work, TMO Traffic Highways Ltd will discuss with their client to ensure adequate numbers of clean toilets, washing and shower facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available. In addition, drinking water and a means to prepare hot drinks and food is provided.

To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are to be cleaned daily by appointed contractors. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene on site should report the matter to the **Site Supervisor** who will investigate and advise accordingly.

TMO Traffic Highways Ltd will ensure that the requirements of the **Workplace (Health, Safety and Welfare) Regulations 1992** will be applied to all our workplaces. It is the intention of the Company to ensure that facilities are suitable for people with disabilities and all new buildings or temporary structures at the design stage will be planned to be accessible to visitors and personnel with limited mobility. The Company is committed to providing a working environment that is conducive to efficient working, which is safe and without risks to health and that meets or exceeds all legal requirements.

Maintenance

The Company will ensure that equipment provided to meet the requirements of the Regulations is maintained in an efficient state, in efficient working order and in good repair and, where appropriate, is subject to a system of maintenance.

Ventilation

The Company will ensure enclosed workplaces are provided with effective and suitable means of ventilation. In some enclosed workplaces (e.g. those without opening windows to the outside of the building) mechanical ventilation may be required.



Temperature

The Company will ensure that during working hours, the temperature inside our building is "reasonable". Under the **Workplace (Health, Safety and Welfare) Regulations 1992**, there is only a minimum temperature stipulated, which is 16 degrees Celsius after the first hour of working, unless the work involves strenuous physical exertion. Whilst there is no maximum temperature ceiling legislated for, the British Safety Council cite research which concludes that when people experience temperatures in excess of 24 degrees Celsius the propensity for accidents increases and work productivity diminishes. The World Health Organisation (WHO) recommends that the maximum air temperature should be 25 degrees Celsius. The test of what constitutes a "reasonable" temperature is inherently subjective; it would be fair to say that if the majority of the workforce consider they are too hot or too cold for most of the working day, then the temperature is unreasonable. There exists no legal right to vacate the workplace as a result of extremes of heat and cold, unless there is "serious, imminent and unavoidable danger".

Lighting

The **Workplace (Health, Safety and Welfare) Regulations 1992** oblige employers to provide workplace lighting that is "suitable and sufficient", which should be natural light, so far as is "reasonably practicable".

The regulations do not define what is "suitable and sufficient", but the stress on natural light is justified by research that indicates that people exposed to greater amounts of artificial light tend to be less healthy than those who are not.

Office workers using visual display screen equipment or performing detailed paperwork require a good lighting source without excessive glare. Poor lighting in corridors or on stairs can contribute to slips, trips or falls, whilst too much bright light can detract attention from otherwise obvious hazards.

Cleanliness

TMO Traffic Highways Ltd will ensure workplaces, including furniture and fittings, are kept sufficiently clean. Surfaces of floors, walls and ceilings of workplaces will be of a construction that allows them to be kept clean. Waste material must not be allowed to accumulate in the workplace unless it is in suitable receptacles.

Room dimensions and space

Overcrowded working conditions can damage health and productivity and increase the risks of fire and other hazards. For these reasons inadequate working space is illegal, and under the **Workplace (Health, Safety and Welfare) Regulations 1992**, the Company must ensure, as a minimum that 11 cubic meters should be allocated to each person. Remember that 11 cubic meters may not be adequate if the room is cramped with equipment or furniture. The regulations propose that in an average room, where the ceiling is 2.4 meters high, a floor space of 4.6 square meters per person is necessary. If the ceiling is three meters or above, the minimum space decreases to 3.7 square meters.

Workstations and seating

TMO Traffic Highways Ltd will ensure places where people work are suitable for the individual(s) who work there and also for the type and nature of the work being done. Outdoor workplaces will, so far as is reasonably practicable, give protection from adverse weather, permit people to leave swiftly in an emergency and be free from slip or trip hazards. Where work can be done seated then a seat will be provided and, if necessary, a footrest. Any seat provided has to be suitable for the person for whom it is provided.

Condition of floors and traffic routes

The Company will ensure floors are suitable for the purpose for which they are used and be free from holes and obstructions likely to cause people to slip, trip or fall. Slopes should not be excessive and surfaces should not be uneven or slippery. Handrails will be provided on staircases.

Glazed windows, doors and wall panels

The Company will ensure windows, glazed doors and walls or partitions with glass panels are adequately protected against breakage and also be appropriately marked. This applies where there is a risk to people who may come into contact with the glass. In general it applies to doors where the glass is at shoulder height or below and to glass panels in walls where they are at waist height or below. Adequate protection would be the use of safety glass e.g. laminated or toughened glass. Safety glass is glass that does not break in such a way as to produce large sharp pieces.

Opening of windows

The Company will ensure windows, skylights and ventilators are capable of being opened without risk to the person opening. Windows should not open to a position that puts anyone at risk. This covers the risk of people colliding with the open window and also of falling out of the window.

Cleaning of windows

The Company will ensure it is possible to clean windows safely. Ladders may be used to reach the outside of windows

Organisation of pedestrian and vehicle traffic routes

The Company will ensure pedestrian and vehicles are able to circulate safely in our workplace. Traffic should not pose a risk to people working near pedestrian or vehicle routes. There should be sufficient separation between pedestrians and vehicles. Signs should be posted on traffic routes where this improves safety.

Safety of doors and gates

The Company will ensure doors and gates are constructed as to be safe to use. Sliding doors will be provided with a device to prevent the door coming off its track when in use. Upward opening doors and gates should be fitted with a device to prevent them from dropping down. Powered doors should not cause injury by trapping people. Powered

doors should be capable of being opened manually in the event of power failure. Doors that swing both ways should be fitted with vision panels.

Toilets

The Company will ensure toilets (sanitary conveniences) are provided in sufficient numbers and should be readily accessible. They should be adequately ventilated, well-lit and kept clean and tidy. Separate conveniences will be provided for men and women unless each convenience is in a separate room with a lockable door.

Washing facilities

The Company will ensure adequate washing facilities are provided at readily accessible places. They will be provided close to every toilet but may additionally be provided elsewhere. Hot and cold water will be provided as will soap and towels or hand dryers. Rooms containing washing facilities will be well ventilated and lit and kept in a clean and orderly condition.

Drinking water

The Company will ensure drinking water is provided in the workplace. Drinking water supplies will be adequately marked and be readily accessible. Cups will be provided unless the drinking water is in the form of a jet from which people can drink without cups.

Accommodation for clothing

The Company will ensure suitable accommodation is to be provided for clothing. This is for personal items of clothing which are not worn at work and also for items of work wear provided by TMO Traffic Highways Ltd and not taken home.

Changing facilities

The Company will ensure where an employee has to wear special clothing for work we will provide changing facilities unless the person can change in another room without risking health or propriety.

Rest facilities

TMO Traffic Highways Ltd will ensure rest facilities are provided and readily accessible. Where food is regularly eaten in the workplace then facilities will be provided for this. Where food may become contaminated if eaten in the workplace then the facilities will include a place to eat meals.

The Company will ensure pregnant women and nursing mothers are provided with suitable rest facilities including, if necessary, the facility to lie down.

The Company will review the arrangements for workplace health and safety on an annual basis or earlier when situations require it e.g. following an incident where workplace health and safety was found to be inefficient or inadequate, with a view to determining whether the controls comply with our policies and the company intent towards best practice.

Work Related Stress

Systems of work that give rise to risk of stress are clearly not safe, and the company therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the **Management of Health and Safety at Work Regulations 1999**.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The company is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, TMO Traffic Highways Ltd will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from **Health and Safety Director** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Alcohol and Drugs






TMO Traffic Highways Ltd has a **ZERO** tolerance towards its employees drinking alcohol or taking illegal drugs prior to or during working hours. No employee may bring alcoholic drink or illegal drugs onto sites. The company reserves the right to actively monitor from time-to-time, the random testing of surfaces throughout with Drug Awareness Wipes. Any employees found to be under the influence of drink or illegal substances whilst at work will be subject to disciplinary action, including suspension and possible dismissal.

Demarcation / Safety Signs

TMO Traffic Highways Ltd recognises the Health & Safety (Safety Signs and Signals) Regulations minimum requirements for the provision of safety signs at work. The **Health and Safety Director** will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example by engineering controls and Safe Systems of Work (SSoW). Where a safety sign would not help to reduce that risk, or where the risk is not significant, no safety signs will be provided.

If the hearing or sight of any employee is impaired for any reason, for example by wearing Personal Protective Equipment (PPE), additional measures may need to be taken to ensure that employees can see or hear the warning sign or signal, for example by increasing the brilliance or volume.

The **Site Supervisor** will ensure all safety signs are properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs and acoustic signals to see that they work properly. Also to ensure a guaranteed supply of power or back-up in the event of failure may be necessary for safety signs and signals which require some form of power to enable them to operate (unless the hazard is itself eliminated by the power failure).

Example	Meaning	Safety colour	Contrast colour	Graphical symbol colour
	<p>Mandatory (MUST DO)</p> <p>These signs prescribe specific behaviour that must be taken</p>	Blue	White	White
	<p>Warning (Caution, beware)</p> <p>These signs give warning of a hazard or danger.</p>	Yellow	Black	Black
	<p>Prohibition (DO NOT DO)</p> <p>These signs prohibit behaviour likely to increase or cause danger.</p>	Red	White	Black
	<p>Safe Condition (the safe way)</p> <p>These signs indicate emergency exits or first aid/rescue equipment.</p>	Green	White	White
	<p>Fire Sign (fire equipment)</p> <p>These signs indicate the location of firefighting equipment.</p>	Red	White	White

Working Time

TMO Traffic Highways Ltd's policy to eliminate the need for employees to work excessive hours without appropriate breaks.

The following will be provided:

- **Employees** will be provided an uninterrupted break of 20 minutes every 6 hours worked during the working day.
- **Young Workers** under 18 years of age will be provided an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- **Employees** will be provided with a rest period of 11 consecutive hours rest in each 24 hour period
- **Young Workers** under 18 years of age will be provided with a rest period of 12 consecutive hours rest in each 24 hour period
- An **Employee** will be provided with one day off a week (this can be averaged over 2 weeks)
- **Young Workers** under 18 years of age will be provided with 2 day off a week (this cannot be averaged over 2 weeks)



A record of working hours will be kept and averages of defined 17 week periods will be maintained by the **Office Manager**.

Excessive work is defined in excess of 48 hours.

Standard Form No	Associated Standard Form Title
SF47	Working Time Opt Out Form

Environment

TMO Traffic Highways Ltd will take all reasonable steps to minimise as far as practicable the impact of its activities on the environment. The Company recognises its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The Company does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimise any detrimental environmental effect.

The Company will endeavor to control its following activities:

- Consumption of energy;
- Use of packaging materials;
- Emissions;
- Use of transport;
- Volume and treatment of waste;
- Noise in residential areas.

TMO Traffic Highways Ltd will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the Company will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The **Health and Safety Director** will lead the process of implementing this policy and will keep the policy under continual review.

Waste Disposal

It is the policy of TMO Traffic Highways Ltd that any waste generated during the course of company activities shall be disposed of in a controlled, safe and proper manner. Waste should be viewed as a resource. TMO Traffic Highways Ltd will extract the highest possible value effectively and efficiently from the waste streams, through reuse and processing waste materials into recycled products, exploiting waste to produce alternative sources of energy, with the aim of minimising the residual waste for eventual disposal.

Waste transfer notes will be kept for 2 years and consignment notes for 3 years.

Smoking

In accordance with the **Health Act 2006**, it is the Company policy that all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and in Company vehicles.

Smoking Policy on Company Premises

These arrangements are written with everybody's best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke; with this in mind the following principles are to be observed by all employees and contractors:

- Smoking is not permitted in any part of the premises or grounds, including offices, corridors, toilets, site cabins, temporary cabins and car parks.
- Smoking is strictly forbidden in all premises; fixed or temporary where food is prepared or consumed, food preparation also includes beverages and any other liquid refreshment.
- Smoking is permitted at specifically designated areas identified by "SMOKING PERMITTED IN THIS LOCATION" signs.
- Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers.
- Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.
- Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.
- Smokers are requested not to smoke immediately outside any work base; this also applies to part-time or temporary staff, visitors and contractors.
- Signs will be displayed where necessary to inform visitors of the smoking arrangements and that there will be no ashtrays or cigarette litter inside the building.

Smoking Policy on Other Premises

Employees or contractors located at premises not under the direct control of TMO Traffic Highways Ltd are expected not to smoke in any part of the premises or grounds, including offices, corridors, toilets and car parks. If a smoking room is available they can use it. Smokers are requested not to smoke immediately outside any work base. Representatives of the company attending meetings or other events at venues where smoking is permitted, employees or contractors are expected to observe the TMO Traffic Highways Ltd smoking policy.

Fitness for Work

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform the **Health and Safety Director** of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Company will where necessary confer with relevant external experts to confirm whether a Fitness for Work plan is required.

Any person taking prescribed medication must seek the advice of their doctor before working and we may require written evidence of their fitness to work whilst taking the drugs.

Lone Working

A lone worker is a person who works where there are no other members of staff present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.

Lone workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. The **Health and Safety Director** and **Operations Manager** shall identify situations where people work alone and ensure site specific assessments are completed where required.

Staff who come into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, all staff are trained in managing conflicting situation by dynamically assessing the situation and employing suitable responses.

The **Health and Safety Director** is responsible for:

- Ensuring that written role and task specific risk assessments are carried out and reviewed regularly.
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that individuals identified as being at risk are given appropriate information, instruction and training;
- Ensuring that response arrangements are clear, workable and appropriate support is given to those involved in any incident;
- Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents;
- Ensuring that Lone workers are suitably experienced, have received suitable supervision, instructions and training on the risks they are exposed to and the precautions to be used.

Lone Workers are responsible for:

- Taking reasonable care to look after their own Health & Safety.
- Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
- Safeguarding the Health, Safety and Environment of other people affected by their work;
- Participating in training designed to meet the requirements of the Health & Safety Policy and procedures;
- Operating authorised equipment in accordance with relevant safety instructions and any training they have been given;
- Reporting any dangers or identified areas of risk as soon as practicable. This will include any accidents, or incidents that could have given rise to an accident;
- Notifying the **Operations Manager** at the first opportunity of any change in their ability to undertake their role, including any adverse medical conditions.

Employees requiring advice or who have concerns regarding lone working can seek advice from the **Health and Safety Director** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Housekeeping

Poor housekeeping is a common cause of accidents and fire related incidents. The three basic precautions for the prevention of poor housekeeping are:

- Return equipment and materials to their designated locations;
- Remove waste daily;
- Report problems.

Workplace & Site Inspections will be carried out on a regular basis to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

Site Head Protection

The **Personal Protective Equipment Regulations 1992** requires the provision and use of head protection on sites where there is a risk of head injuries. TMO Traffic Highways Ltd must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations. Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

The **Health and Safety Director** will ensure that **employees** and **contractors** are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site. Helmets will be provided to each site for the use of visitors to the site. Signs warning that safety helmets to be worn will be displayed at access point to working areas. Instruction on the provision and use of helmets will be included in training courses provided for staff.

The **Site Supervisor** will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. The **Site Supervisor** will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

The **Health and Safety Director** will ensure that it is a condition of the Sub-Contract Agreement that all contractors will provide safety helmets (together with all other required PPE) to all their employees, and that they are instructed in the requirements of this company's policy.

The **Site Supervisor** will report any disregard of this policy by contractors' employees to the contractor concerned. TMO Traffic Highways Ltd will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced. Safety helmets will be worn by all staff, sub-contractors, employees and visitors on TMO Traffic Highways Ltd sites at all times and in all areas of the site.

However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- Site office and welfare facilities.
- Areas where premises are occupied.

All persons working in such "exempt areas" will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

Health Surveillance

TMO Traffic Highways Ltd will ensure that all **Employees** are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the **Employees** employment with TMO Traffic Highways Ltd unless the risk to which the worker is exposed and associated health effects are short term.

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner i.e. Occupational Nurse or Doctor.

Employees working in safety critical jobs such as working at height or testing electrical systems will be required to completed as part of their recruitment a Pre-Employment Questionnaire. The information is required to ensure the safety of yourself and others. Any points of uncertainty can be discussed further during your recruitment process. All information provided will be treated in the strictest of confidence.

A health record must be kept for all **Employees** under health surveillance. Records are important because they allow links to be made between exposure and any health effects. Health records, or a copy, should be kept in a suitable form for at least 40 years from the date of last entry because often there is a long period between exposure and onset of ill health. The **Health and Safety Director** will be responsible for storing in a suitable format this information.

Dermatitis

Latex-free gloves will be the glove of choice.

Employees are to avoid wearing any gloves if not indicated for a particular activity. **Employees** are to use provided emollient creams e.g. aqueous cream, white soft paraffin on a regular basis. These help to moisturise, lubricate and sooth the skin as well as replace natural oils removed by soap, water or irritants. Emollients are best used on rest breaks and after shifts. They should not be used as soap substitutes unless specifically prescribed for named individuals

If symptoms of dermatitis develop e.g. red, sore itchy hands with broken skin, inform the **Site Supervisor** immediately.

Skin checks for dermatitis

Regularly check your skin for early signs of dermatitis



Language Barriers

It is the policy of this company to provide their **Employees** with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. This information takes into account any language difficulties or disabilities. It will be provided in whatever form is most suitable for the circumstances, as long as it can be understood by everyone. For employees or workers with little or no understanding of spoken or written English the company will provide relevant information (inductions, site rules, signage, etc) in an appropriate format. **Employees** requiring advice or who have concerns regarding language barriers can seek advice from the **Managing Director** who will, if necessary, arrange specialist translation assistance to determine the appropriate course of action to eliminate or control the risk factors.

TMO Traffic Highways Ltd endeavours to be an equal opportunities employer. With the free movement of labour throughout the EU, there is an increasing likelihood that site personnel will not necessarily having English as their first language, or they cannot understand spoken or written English.

Sub-contractors who employ such persons are responsible for ensuring all “non-English speaking” personnel are capable of receiving & understanding all verbal and written communications and instructions. This means none English speaking workers have a sufficient number of competent person within their team who do understand English

and can translate and instruct non English speaking workers, to such an extent that they are not endangered or disadvantaged due to being non English speaking.

Civil Compensation Claims

TMO Traffic Highways Ltd will ensure claims for compensation for injury or damage suffered are handled correctly. Claims for compensation must be acknowledged within 21 days. Therefore it is important that any claim (and subsequent correspondence received) is notified to the **Managing Director** and **Company Insurer** and acknowledged without delay.



Where the claim is verbal, ask the person making the claim to put their comments in writing and forward to the **Managing Director**, also make a note of any verbal comments and forward in the same manner.

Employees are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to the **Company Insurer**.

Violence

TMO Traffic Highways Ltd will take all reasonable steps to ensure the Health and Safety of **Employees** at work is not put at risk by violent, abusive or aggressive behavior occurring in the work place.

TMO Traffic Highways Ltd recognises that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business. The Company therefore operates a zero tolerance policy which ensures that people on Company premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behavior towards any person on the Company's premises.

Data Protection

The **Managing Director** will ensure the Company will comply with the **Data Protection Act 1998**, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Office Visitors and Contractors

All visitors must report to the office area and sign in the visitor book. Visitors will be requested to remain in the office area until they are escorted in to the office. On leaving the premises, the representative will escort visitors to the reception and enter the time of leaving the premises.



All contractors must report to the office area, where they will be requested to sign in. They will be informed of the health and safety standards that they will be expected to maintain at all times to ensure the safety of the Company's **Employees** and member of the public working or moving about in the vicinity, as well as the contractors own employees. Contractors will also be expected to inform the Management of any hazardous substances, flammable materials/liquids, electrical power tools/cables, scaffolding or vehicles which may be necessary to bring onto the company site to carry out the work. This will enable Management to monitor those current statutory requirements and safe systems of work are operational. Upon leaving, they will be requested to record the time of leaving.

Spill Control

The accidental release of oils and other chemicals from our activities may cause damage to the environment. Unexpected spillages can be prevented and readily mitigated with control measures.



By doing so, TMO Traffic Highways Ltd will be able to:

- Minimise potential harm: spills can spread quickly and dramatically the environment;
- Avoid prosecution: Fines and clean-up costs as a result of a spill can be expensive;
- Public relations: avoid negative publicity for the company and clients;
- Do make sure you're aware of the location of spill control equipment and that it is adequately stocked.

In the event of a spill, TMO Traffic Highways Ltd employees will be expected to:

- ✓ **STOP WORK** immediately;
- ✓ If spillage is flammable, extinguish all possible sources of ignition;
- ✓ Identify the source of the spill and remedy;
- ✓ Contain the spillage – on land use earth/sand to construct a bund around the spill to stop it spreading. Use booms to contain oil spills that have already entered a water course;
- ✓ Inform the Site Supervision & Project Manager immediately;
- ✓ Wear appropriate PPE such as gloves and RPE if required;
- ✓ Protect sensitive areas (e.g. watercourses or surface water drains – use drain covers or construct a bund);
- ✓ Clean up the spill. Use absorbent granules/pads to mop up spills. Large pools of oil or spills which cannot be absorbed should be removed by gulper / scraper tool;
- ✓ Dispose of all contaminated materials (soil/absorbent materials) correctly – those containing substances such as oil, diesel or paint will be hazardous waste;
- ✓ Ensure any contaminated water is taken to an appropriately licensed disposal site;
- ✓ **DON'T** ignore it!!! **STOP WORK** and **ACT** immediately;
- ✓ **DON'T** hide the incident – ensure you report and implement controls;
- ✓ **DON'T** ever hose a spill into the drainage system. Always use absorbent materials.

Sharps

Unfortunately, needles and syringes are sometimes discarded thoughtlessly in both public and private places. They may be found in tubes, plastic boxes, by themselves or they may also turn up in other containers such as cardboard boxes or carrier bags.

The main risks from skin puncture injuries are from Hepatitis B and C viruses and, to a lesser extent, HIV (Human Immunodeficiency Virus). The hepatitis virus causes serious inflammatory conditions of the liver. HIV may lead to developing AIDS (Acquired Immune Deficiency Syndrome), attacking the body's natural defences against illness.

All discarded needles and syringes must be regarded as potentially infectious and treated accordingly. Our **Employees** shall understand the procedures associated with both the management of sharps, including injuries to staff, and disposal arrangements through a third party contractor.

Upon the discovery of a needle or sharp, the immediate area should be off limits to all except trained **Employees** or the nominated contractor recovering the needle or sharp. It is the Company's procedure that only trained persons and contractors will be commissioned to complete the needle / sharp recovery.

The following actions must be taken:

- ✓ Barrier off and sign the area surrounding the needle / sharp object;
- ✓ Post a safety sentry to ensure no unauthorised entry in to the danger area;
- ✓ Inform the **Site Supervisor** immediately;
- ✓ Inform our preferred removal contractor who will safely remove the needle / sharp and dispose of it as clinical waste;

- ✓ Once the needle / sharp has been removed work in the area can recommence.

Note

Under no circumstances are untrained **Employees** authorised to remove and discard needles or sharps.

If you suffer an injury from a sharp which may be contaminated the following procedure must be followed:

- Encourage the wound to gently bleed, ideally holding it under running water;
- Wash the wound using running water and plenty of soap;
- Don't scrub the wound whilst you are washing it;
- Don't suck the wound;
- Dry the wound and cover it with a waterproof plaster or dressing;
- Seek urgent medical advice (for example from your Occupational Health Service or local Accident & Emergency), as effective prophylaxis (medicines to help fight infection) are available and must be administered swiftly;
- Report the injury to the **Site Supervisor**.

Whenever a needle stick injury takes place, the **Employees** will be offered counselling and periodic monitoring as HIV, Hepatitis B and Hepatitis C can all have long incubation periods.

NHS Accident & Emergency Locator

<http://www.nhs.uk/nhsengland/aboutnhservices/emergencyandurgentcareservices/pages/ae.aspx>

Leptospirosis / Weil's Disease

Weil's disease is a secondary phase of a form of a bacterial infection also known as Leptospirosis. Leptospirosis can infect almost any animal where it is harboured in the kidneys, but most commonly it is found in rats and cattle, and is spread by their urine. It is not known to cause any noticeable illness in rats, so populations are unaffected by high levels of infection. It is one of the most widespread zoonosis (disease spread from animals to humans) in the world, where it is most common in tropical and subtropical environments. Those who participate in water sports, come into contact with untreated water, and work in or near water are at a higher risk than others as it is most commonly passed to humans through water contaminated by rat urine.

What are the symptoms?

Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal. Symptoms can occur between 3 and 21 days from the time of infection. There can be two distinct phases of leptospirosis.

The first phase

Symptoms are similar to those of the flu, including high fever, severe headache, chills, muscle aches, vomiting, and may also include a rash. May last between 3 to 5 days before recovery. In mild cases the patient will recover after just the first phase but they can suffer fatigue and depression for some time afterwards.

The second phase

Initial symptoms will reoccur. Further symptoms can vary according to severity and may include jaundice (yellow skin and eyes), red eyes, abdominal pain, and diarrhoea. Symptoms can be similar to those of meningitis. Severe cases can also cause the failure of kidneys or live Death can occur due to heart, liver or respiratory failure.

How might I catch it?

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

Preventative Measures

The best prevention is to understand where and how Weil's disease can be caught and taking precautions based on this knowledge. If you know you may come into contact with untreated water such as flood waters, canals, ponds and rivers you can reduce the risk of infection by taking the following precautions:

- Scratches with waterproof plasters;
- Cover any open wounds such as cuts and;
- Wear protective clothing such as gloves;
- Wash thoroughly and as soon as possible if you have entered the water;
- Assess the risk of the likelihood of contamination if contemplating entering fresh water;
- Particularly be aware of stagnant water. Carefully clean any open wounds obtained during Contact with fresh water.

What else should I do?

Report any illness to your doctor. All 'at risk' employees will be issued with the following card which can be kept in a wallet and handed in to a Doctor if any symptoms occur.

To the doctor

The card holder's work may expose him/her to the danger of leptospirosis (either *L. icterohaemorrhagiae* or *L. hardjo*). Early diagnosis and treatment are vital in Weil's disease as jaundice is often absent in the early stages. The illness in *L. hardjo* may also be greatly shortened by appropriate antibiotic treatment. (Your local Public Health Laboratory Service or hospital consultant microbiologist should be able to offer advice and serological testing.)

Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have leptospirosis you must tell the **Health and Safety Director** who must then report it online at www.hse.gov.uk/riddor.

Racking and Storage

TMO Traffic Highways Ltd will provide suitable and sufficient storage facilities for all materials and work equipment. The storage media will be designed or selected to minimise the need for manual handling or working at height. Racking systems will be installed and adjusted as necessary by competent contractors; no **Employee** will erect, dismantle modify or otherwise interfere with any racking system or components.

To ensure that the racking and storage systems are suitable, safe and maintained fit for purpose at all times, as required by the **Provision and Use of Work Equipment Regulations 1998**, the Company will ensure that each separate racking displays a clear statement as to the safe load and distribution of loads. In addition, the physical integrity and loading of the racks is to be confirmed by a visual inspection on a regular basis and any damage reported immediately to the **Health and Safety Director**. Formal records of inspection will be maintained, it is expected that

an annual condition report / inspection will be undertaken by a SEMA qualified Inspector and local inspections will be undertaken by a competent person monthly. The **Healthy and Safety Director** is responsible for investigating all instances of damage or unauthorised alteration and ensuring any corrective actions or necessary repairs are implemented.

Toolbox Talk Index

These tool box talks have been designed to assist Site Supervisors to deliver tool box talks on H & S Related topics applicable to TMO Traffic Highways Ltd site activities.

The toolbox talks do not have to be followed to the letter - the key points are there as a guide only. The person giving the talk can add to them using their own experiences or leave points out if they feel they are not relevant to the particular site where the talk is being given.

Form No.	Title
TB 1	Health And Safety At Work etc Act 1974
TB 2	Powers Of The HSE
TB 3	Legal Duties Of Employees.Doc
TB 4	General Safety Legislation
TB 5	Benefits Of Safety
TB 6	General Site Health And Safety
TB 7	Accident Reporting And Investigation
TB 8	Accident Prevention Control
TB 9	Young People On Site
TB 10	Personal Competence
TB 11	COSHH
TB 12	Health On Site
TB 13	Weil's Disease
TB 14	Alcohol And Drugs
TB 15	Needlestick Injuries
TB 16	First Aid
TB 17	Welfare Arrangements
TB 18	Personal Hygiene
TB 19	Manual Handling
TB 20	Safe Stacking Of Materials
TB 21	Slips Trips And Falls
TB 22	Risk Assessment
TB 23	Safety Inspections And Consultation
TB 24	Ladders
TB 25	Trestles And Stepladders
TB 26	Hoists And Hoist Towers
TB 27	System Scaffolds
TB 28	Mobile Scaffold Towers
TB 29	Tube And Fittings Scaffolding
TB 30	Safe Working At Height
TB 31	Fall Arrest And Suspension Equipment
TB 32	Mobile Elevating Work Platforms
TB 33	Safety With Steelwork
TB 34	Working Over Water
TB 35	Abrasive Wheels
TB 36	Cartridge Operated Tools
TB 37	Portable Hand Held Electrical Tools
TB 38	Lifting Equipment And Operations
TB 39	Lifting Accessories
TB 40	Signallers And Slings
TB 41	Plant And Equipment
TB 42	Mobile Plant
TB 43	Site Transport

TB 44	Security On Site
TB 45	Woodworking Machines
TB 46	Chainsaws
TB 47	Asbestos
TB 48	Buried Services
TB 49	Control Of Dust And Fumes
TB 50	Electricity On Site
TB 51	Excavations
TB 52	Lead Hazards
TB 53	Safety In Demolition
TB 54	Hydro Demolition
TB 55	Piling
TB 57	Trackside Safety
TB 58	Working In Confined Spaces
TB 59	Road And Street Works
TB 60	Personal Protective Equipment
TB 61	Control Of Noise
TB 62	Protection Of Eyes
TB 63	Protection Of Skin
TB 64	Sun Safety
TB 65	Vibration
TB 66	Waste Management
TB 67	Pollution Control
TB 68	Fire Prevention And Control
TB 69	Dangerous Substances
TB 70	LPG And Other Compressed Gases
TB 71	Vehicle Fuels
Annex A	Annex A Quotable Quotes
	Introduction
	How to use the Toolbox Talks