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Health & Safety Policy

(In accordance with the Health & Safety at Work etc Act 1974)

Revision 3: Issued 17th June 2024

Issue Numbers	Amendment Date	Amendment Details	Authorised By
0	26.09.22	Initial Development of Policy	M. Munro
1	04.10.23	Annual review	M. Munro
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SECTION 1 STATEMENT OF GENERAL POLICY

This is the health and safety policy for BAC Drywall Ltd and shall be implemented in all our undertakings.

In all our activities and operations, we will work with our staff, its representatives, our contractors and suppliers to:

- Comply fully with all legal requirements and meet or exceed our health and safety expectations;
- Provide a secure working environment by protecting ourselves, our assets and our operations against risk of injury, loss or damage and thereby protecting our business;
- Ensure that all our employees, contractors and others are well informed, well trained, engaged and committed to the health and safety improvement process. We recognise that safe operations depend not only on technically sound plant and equipment but on competent people and an active health and safety culture, and that no activity is so important that it cannot be done safely;
- Regularly provide assurance that the processes in place are working effectively. While all employees and contractors are responsible for health and safety performance, line management is accountable for understanding and managing health and safety risks;
- Fully participate in hazard identification, risk assessment and reporting of health and safety results;
- Maintain public confidence in the integrity of our operations. We will openly report our performance and consult with people outside BAC Drywall Ltd to improve our understanding of external and internal health and safety issues associated with our operations;
- Expect that all parties working on BAC Drywall behalf recognise that they can impact our operations and reputation, and must operate to our standards. We will assure ourselves that our contractors' and others' management systems are compatible with our commitment to health and safety performance.



Mr. Martin Munro
Managing Director
BAC Drywall Ltd

17th July 2024

SECTION 2 ORGANISATION

2.1. Responsibility for Safety

Whilst the overall policy responsibility for health and safety rests at the highest level, individuals at every level shall need to accept degrees of responsibility in order to effectively implement this policy. This section details the responsibility at each level within BAC Drywall Ltd in support of implementation of the policy.

2.2. Managing Director

Mr. Martin Munro has overall and final responsibility for health and safety within the Company. He shall be responsible for the overall effectiveness of this Health and Safety Policy and is responsible for safety throughout the Company. Each Manager, Supervisor and Employee is responsible to him for safety and for complying with legal requirements on their own jobs. In particular he:

2.2.1 Shall ensure that the Company complies with the requirements of:

a) the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;

b) all relevant fire safety legislation;

c) this health and safety policy.

2.2.2 Shall appoint sufficient competent persons to implement this health and safety policy.

2.2.3 Has designated South Downs Safety Ltd as the Company's health and safety advisers.

2.2.4 Shall manage and monitor compliance with this policy.

2.2.5 Shall ensure that all employees are provided with such information, instruction and training as is required to comply with the requirements of the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions.

2.2.6 Shall ensure that all employees are consulted on a matters required by statute.

2.2.7 Shall ensure that the necessary resources are made available to implement this policy and comply with the above stated requirements.

2.2.8 Shall ensure that:

a) the effectiveness of this policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation; and

b) any changes that are deemed necessary are recorded and carried out.

2.2.9 Shall ensure that adequate resources are made available to implement this policy and to take any necessary remedial action or make any required amendments to the procedures that comprise this policy.

2.2.10 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.

2.2.11 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.

2.2.12 Shall ensure that all accidents reported to the office or involving office staff are recorded in the accident book, are investigated and shall where necessary implement corrective action.

2.2.13 Shall deal with all insurance and legal matters arising from industrial injury.

2.2.14 Shall maintain records of:

a) all accidents reported to the Company in accordance with the procedures set out in this policy;

b) health and safety training received by employees;

c) all tests and inspections carried out on work equipment including portable electrical equipment, access equipment and lifting equipment.

2.2.15 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.

2.2.16 Shall ensure that there are adequate first aid facilities made available in the office and all employees know the whereabouts of such facilities.

2.2.17 Shall ensure the office is maintained in a safe and tidy condition.

2.2.18 Shall carry out regular safety inspections of the office and shall implement any necessary remedial action.

2.2.19 Shall ensure that a fire risk assessment is carried out of that all areas under the Company's control every 12 to 14 months and following any building works or office moves.

2.2.20 Shall ensure that a fire and emergency plan is produced for the office, which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.

2.2.21 Shall ensure that all employees receive adequate fire safety training to allow them to act up the requirements of the Company's fire safety plan for the building where they work.

2.2.22 Shall ensure that duty holders appointed to implement the Company's fire safety plan all employees receive adequate fire safety training to allow them to comply with their duties.

2.2.23 Shall ensure that a first aid plan is produced for the office that identifies:

a) what equipment, facilities and personnel are required to enable first-aid to be rendered to all employees who become injured or become ill at work;

b) the means by which help can be summoned when a person becomes injured or ill at work;

c) how employees shall be informed about the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

2.2.24 The Health and Safety Officer shall ensure that records are maintained of the dates of Company first aiders and appointed person's training and their qualifications.

2.3. Contracts Managers

2.3.1 Shall manage and monitor compliance with this policy as it relates to construction work under their control undertaken by the company.

2.3.2 Shall when required by statute:

a) produce suitable method statements and risk assessments in consultation with operatives carrying out the work for construction projects undertaken by the company.

b) ensure that any method statements and risk assessments produced for any construction project undertaken by the company are implemented, implementation is monitored and where necessary the documentation is updated.

2.3.3 Shall ensure that all employees working under their control are made aware of the arrangements set out in this policy and comply with them at all times whilst at work.

2.3.4 Shall ensure that all contractors working under their control are made aware of, and comply with, any relevant arrangements and risk control measures set out in:

a) this health and safety policy;

b) any method statements in place for construction work they are involved in;

c) any risk assessments undertaken by the company for construction work they are involved in.

2.3.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by BAC Drywall Ltd undertaking, the control measures and safe systems of work identified in this policy and any risk assessment(s) for hazardous work or the use of a hazardous substance.

2.3.6 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.

2.3.7 Shall undertake regular informal safety inspections of all construction projects undertaken by the company and shall ensure that any necessary remedial action is implemented.

2.3.8 Shall ensure on all construction projects under their control that:

a) all risk assessments required by statute are carried out and control measures implemented;
b) adequate supervision is available at all times, particularly where young and inexperienced workers are concerned;
c) adequate welfare facilities are provided and maintained in a satisfactory condition;
d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained;
e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work; and
f) work areas are maintained in a safe and tidy condition.

2.3.9 Shall ensure that personal protective equipment is available and used by both Company employees and contractors working for the company wherever it is required by law, this policy or its use indicated in statutory assessments.

2.4. Site Supervisors

2.4.1 Shall assist the Contracts Manager in the production of method statements and risk assessments for any project they are managing.

2.4.2 Shall ensure that the method statements and risk assessments for any project they are managing is implemented and where changes are required to the documentation shall notify the Contracts Manager.

2.4.3 Shall ensure on their site(s) that:

a) all risk assessments required by statute are carried out and control measures implemented;
b) adequate supervision is provided at all times, particularly where young and inexperienced workers are concerned;
c) adequate welfare facilities are provided, maintained in a satisfactory condition and employees and contractors are informed or it's whereabouts;
d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained and employees and contractors are informed or it's whereabouts;
e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work and employees and contractors are informed; and
f) work areas are maintained in a safe and tidy condition.
g) only competent people are allowed to hazardous work equipment.

2.4.4 Shall provided to all personnel who work on or visit their site such information instruction and training as is necessary to make them aware of any significant hazards, risk control measures , safe systems of work and site health and safety rules.

2.4.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by the company's undertaking, the control measures and safe systems of work identified in this policy, method statements and any risk assessment(s) for hazardous work or the use of a hazardous substance.

2.4.6 Shall ensure that all accidents that occur on their site(s) are recorded in the accident book and reported immediately to the Contracts Manager.

2.4.7 Shall ensure that suitable Head Protection to BS5240 is worn at all times during the construction work unless there is no risk of injury to the head from falling objects or hitting the head against something. In addition to the above guidelines BAC Drywall Ltd shall insist that safety helmets be worn at the following times, regardless of whether or not there is a risk to individual personnel on site:

a) helmets shall be worn by all personnel, at all times on new buildings until the scaffolding is removed;
b) all personnel shall wear helmets, at all times when mobile plant or excavators are being used on site;
c) all personnel shall wear helmets, at all times when there is demolition work in progress on the site;
d) helmets used when climbing and absailing will be fitted with suitable chin straps;

2.4.8 Shall carry out regular visual inspections of sites under their control and where remedial action cannot be implemented immediately, shall notify the Contracts Manager.

2.4.9 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.

2.5. The Company Employees

2.5.1 Shall comply with the requirements of this policy.

2.5.2 Shall take reasonable care of their own health and safety whilst at work.

2.5.3 Shall work in such a manner so as not to put at risk any person who is likely to be affected by their works.

2.5.4 Shall not interfere or misuse anything provided in the interest of health, safety and welfare.

2.5.5 Shall not attempt to operate hazardous work equipment unless trained and authorised to do so.

2.5.6 Shall observe all safety rules, and act on all reasonable instructions given by members of management on matters of health and safety. Refusal to comply with a reasonable instruction is a serious disciplinary offence.

2.5.7 Shall read all site safety documentation and sign to confirm acceptance and understanding.

2.5.8 Shall as soon as it is safe to do so report all accidents and damage to members of management whether persons are injured or not.

2.5.9 Shall immediately report any defects in protective equipment issued to members of management.

2.5.10 May make suggestions to improve health and safety in the Company to members of management.

2.6. The Health & Safety Advisor

2.6.1 Shall advise the Managing Director on suitable remedial actions following the identification of any non-conformances on site by Client's or following a Contracts Managers inspection..

2.6.2 Shall develop the Company Health & Safety Policy and Procedures and review them at regular intervals.

2.6.3 Shall highlight any shortfalls in training requirements.

2.6.4 Shall advise the Managing Director on the legal requirements for training courses including their suitability and relevance to the Company's undertakings.

2.6.5 Shall provide advice and guidance, both verbally and in written form as required.

2.7. Contractors & Self Employed Persons

All Contractors and self employed persons working for the Company:-

2.7.1 Shall comply with the requirements of this policy.

2.7.2 Shall before commencing work for the Company:

a) provide the Company with a copy of their safety policy if they employ 5 People or more.

b) provide the Company with a copy of their liability and indemnity insurance policies.

c) provide the Company with a written risk assessment for the works.

d) establish and agree with the Company safe systems of work for the tasks they will undertake.

2.7.3 Shall comply with all control measures set out in any risk or other assessments for their works.

2.7.4 Shall comply with all control measures set out in any risk or other assessments, for works carried out by others, but which may affect them.

2.7.5 Shall ensure that personal protective equipment is available at all times and used by themselves and their employees where ever it is required by law or its use indicated in any statutory assessments for their work or work that may affect them.

2.7.6 Shall ensure that their employees are adequately trained and fully aware of any hazards on the site.

2.7.7 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.

2.7.8 Shall carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical.

SECTION 3 THE MANAGEMENT OF HEALTH AND SAFETY AT WORK

3.1. Risk Assessments

3.1.1 The company shall ensure that suitable and sufficient assessment shall be made of:

a) the risks to the health and safety of employees whilst they are at work,

b) the risks to health and safety of persons not in his employment but arising out of or in connection with work being carried out.

3.1.2 These assessments shall be reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment.

3.1.3 The purpose of a risk assessment is to identify and document safe systems of work that shall, in order of importance:

a) avoid risks altogether;

b) deal with problems at source;

c) reduce risk by adapting work to suit the individual;

d) make use of available technology to provide a safe system of work;

e) provide a protected workplace;

f) as a last resort and only if other methods are not reasonably practical use PPE;

3.1.4 The Risk Assessment shall:

a) identify all hazards or risks;

b) identify and prioritise measures to be taken to comply with HASAWA '74;

c) propose methods of avoiding or minimising the risk;

d) set out a formal and clear management system that sets out responsibility for the management functions of planning, organisation, control and monitoring;

e) set out the safe system of work;

f) outline procedures for dealing with reasonably foreseeable emergencies which may arise;

g) detail any training required;

h) provide information for personnel carrying out the task on risks, preventive measures and emergency procedures. Employees should be given tasks in accordance with their capabilities;

i) detail procedures and precautions to be taken to protect other workers who may be affected by the work. Identify any need for health surveillance, and set out the procedures for carrying it out if required;

j) be communicated to the personnel involved and be reviewed and revised as necessary.

3.1.5 At the commencement of any contract, the manager responsible shall complete the company's general risk assessment form to identify the risks to which anybody who is involved in, or may be affected by the company's work may be exposed.

3.1.6 Detailed risk assessment shall then be carried out of all significant hazards identified on the general risk assessment form or subsequently identified during the course of any work.

3.1.7 Managers and Supervisors shall ensure that control measures or safe systems of work identified in risk assessments are implemented, communicated to all personnel involved, and monitored.

3.2. Fire and Emergency

3.2.1 The Managing Director as the responsible person shall in accordance with the Regulatory Reform (Fire Safety) Order 2005:

a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees; and

b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

c) must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

3.2.2 Fire risk assessments shall be reviewed by the responsible person and where necessary revised if:

a) there is reason to suspect that it is no longer valid; or;

b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions;

c) and where changes to an assessment are required as a result of any such review, the responsible person must make them

3.2.3 Fire risk assessments shall:

a) be carried out by a competent person;

b) include an assessment of the risks to persons with restricted mobility, hearing, vision or other special needs; and

c) be recorded.

3.2.4 The Managing Director shall ensure that a fire and emergency plan is produced for the office which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.

3.2.5 The fire and emergency plan shall be communicated to all staff and displayed in a prominent position.

3.2.6 The Managing Director shall ensure that the following information is displayed in an approved format, in a prominent position in the office occupied by the company:

a) the fire action notice;

b) the location of the evacuation assembly point;

c) names of those responsible for controlling any evacuation or emergency response.

3.2.7 The responsible person shall provide all employees with comprehensible and relevant information on:

a) the risks to them identified by the risk assessment;

b) the preventive and protective measures taken to control the risks;

c) the procedures for serious and imminent danger and where appropriate for danger areas;

d) the identities of those persons nominated to implement those procedures to enable safe evacuation of relevant persons from the premises; and

e) any fire safety risks notified by any other employer sharing the workplace.

3.2.8 The responsible person shall ensure that allemployees are provided with adequate safety training:

a) at the time when they are first employed; and

b) on their being exposed to new or increased risks because of their being transferred to another company workplace or given a change of responsibilities;

3.2.9 Fire safety training shall:

a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;

b) be repeated periodically where appropriate;

c) be adapted to take account of any new or changed risks to the safety of the employees concerned;

d) be provided in a manner appropriate to the risk identified by the risk assessment; and

e) take place during working hours.

3.3. First Aid

3.3.1 The company shall:

a) ensure that equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to his employees if they are injured or become ill at work or provided; and

b) provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate for rendering first-aid to his employees if they are injured or become ill at work; and

c) appoint a competent person to make an assessment of first-aid needs appropriate to the circumstances of each workplace; and

d) inform all employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

3.3.2 Persons appointed to provide first aid must have received HSE approved training and have received appropriate qualifications.

3.4. Accident Reporting

3.4.1 All accidents involving employees shall be reported as soon as it is safe to do so to the Managing Director.

3.4.2 The Managing Director shall ensure that the following details are recorded in an accident book (BI 510) as soon as practicable.

a) the full name and address of the injured person;

b) the occupation of the injured person;
c) the date of entry;
d) date and time of accident;
e) accident details - the location and circumstances, work, process;
f) injury details and treatment given;
g) signature of the person making entry.

3.4.3 Having recorded the accident details Managing Director shall detach the completed accident records from the accident book, give or post a copy to the injured person and file the second copy in the in individuals personnel file or if it involved a contractor the health and safety cabinet within reception once the accident has been reviewed with the Manager and any necessary remedial action has been taken.

3.4.4 The company shall maintain a record of all accidents that have been reported to assist in future risk management.

3.4.5 All accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) [http://www.hse.gov.uk/pubns/priced/l73.pdf] involving company employees or personnel under the company's control shall be reported to a Director as soon as it is safe to do so.

3.4.6 Any accidents which are considered a major injury, in accordance with Schedule 1 of RIDDOR or that result in a worker being incapacitated for seven consecutive days (not counting the day of the accident but including weekends or rest days) or more will be reported to the HSE within fifteen days of the incident (incapacitation means that the worker is absent or unable to do tasks that they would reasonably be expected to so as part of their normal work).

3.4.7 Accidents reportable under RIDDOR shall be reported by the Managing Director or if not available, then by a Contracts Manager:

a) online at http://www.hse.gov.uk/riddor/online.htm; or
b) by telephone to the Incident Contact Centre [0845 300 99 23] (Monday to Friday 8:30am to 5:00pm);
c) the enforcing authority by the quickest practicable means within 10 days of the accident or incident happening.

3.4.8 Subject to regulation 10, where an employee, as a result of an accident at work, has suffered an reportable injury which is a cause of his death within one year of the date of that accident, the employer shall inform the relevant enforcing authority in writing of the death as soon as it comes to his knowledge, whether or not the accident has been reported by telephone.

3.4.9 Where a person at work suffers from any of the occupational diseases specified in column 1 of Part I of RIDDOR Schedule 3 and his work involves one of the activities specified in the corresponding entry in column 2 of that Part Office Administrator shall report the disease online at http://www.hse.gov.uk/riddor/online.htm.

3.4.10 The company shall keep a record of:

a) any event which is required to be reported under RIDDOR regulation 3, which shall contain the particulars specified in Part I of Schedule 4;
b) any case of disease required to be reported under regulation 5(1), which shall contain the particulars specified in Part II of Schedule 4; and

3.4.11 Any record of deaths, injuries at work or disease which is keep for any other purpose shall, if it covers the injuries recordable under RIDDOR and includes the particulars specified in Schedule 4 be suitable.

3.4.12 The record shall be kept in the in individuals personnel file or if it involved a contractor the health and safety cabinet within reception.

3.5. Accident Investigation

3.5.1 Accident investigation shall follow the principals set out in 'HSG245 - Investigating accidents and incidents - a workbook for employers, unions, safety representatives and safety professionals'

3.5.2 The Managing Director shall instructed the Health & Safety Advisor to investigate all accidents, whether injury producing or otherwise where the potential consequences could have been significant, there is a likelihood of the adverse event recurring or the accident would appear to be part of a trend.

3.5.3 Where the accident investigation identifies the need for remedial action this will be adequately funded and implemented quickly.

3.6. Hazardous Substance Assessment

3.6.1 The Company shall ensure that:

a) assessment shall be made of all hazardous substances to be used by the company;

b) sufficient competent persons are appointed to carry out any necessary assessments;

c) any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.6.2 "Substance hazardous to health" means a substance (including a preparation):

a) which is listed in Part I of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which an indication of danger specified for the substance is



toxic



irritant



corrosive



risk to human health

b) for which the Health and Safety Commission has approved a workplace exposure limit;

c) which is a biological agent;

d) which is dust of any kind, except dust which is a substance within paragraph (i) or (ii) above, when present at a concentration in air equal to or greater than 10 mg/m3, as a time-weighted average over an 8-hour period, of inhalable dust, or 4 mg/m3, as a time-weighted average over an 8-hour period, of respirable dust;

e) which, not being a substance falling within sub-paragraphs (i) to (iv), because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health.

3.6.3 Assessments of hazardous substances must:

a) Assess the hazards and risks to health

b) Set out the control program

- Avoid use of substance
- Substitute safer materials for hazardous ones
- Provide Engineering controls (Exhaust ventilation, dust extraction)
- Select work practices to reduce risk (Use brush rather than spray)
- The use of Personal Protection Equipment where long term solutions are impractical

3.6.4 If there is a recognisable health risk, the company shall inform, instruct and train persons likely to be affected, about risks and control measures and the reasons for them.

3.6.5 Safe systems of work identified in the risk assessments will be implemented, communicated to the personnel involved and monitored.

3.6.6 Assessments shall be reviewed regularly so as to keep them up to date particularly if:

a) there is reason to suspect that the risk assessment is no longer valid; or

b) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or

c) organisation of the work undergoes significant changes, extensions or conversions;

d) and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

3.7. Dangerous Substances and Explosive Atmospheres

3.7.1 The Company shall ensure:

a) that suitable and sufficient assessment is made where a dangerous substance is or is liable to be present in a workplace occupied by of the risks to company employees which arise from that substance;

b) that sufficient competent persons are appointed to carry out any necessary assessments;

c) that any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.7.2 Dangerous substances are classified as:

a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is:


explosive


oxidising


Flammable


Gas bottles under pressure


risk to the environment

b) whether or not that substance or preparation is classified under the CHIP Regulations;

c) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk, not being a substance or preparation falling within subparagraph (a) above; or

d) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within subparagraphs (a) or (b) above;

3.7.3 Dangerous Substance assessment shall *include consideration of*:

a) the hazardous properties of the substance;

b) information on safety provided by the supplier, including information contained in any relevant safety data sheet;

c) the circumstances of the work including:

- the work processes and substances used and their possible interactions;
- the amount of the substance involved;
- where the work will involve more than one dangerous substance, the risk presented by such substances in combination; and
- the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances;

d) activities, such as maintenance, where there is the potential for a high level of risk;

e) the effect of measures which have been or will be taken pursuant to the Dangerous Substances and Explosive Atmospheres Regulations;

f) the likelihood that an explosive atmosphere will occur and its persistence;

g) the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective;

h) the scale of the anticipated effects of a fire or an explosion;

i) any places which are or can be connected via openings **to places** in which explosive atmospheres may occur; and

j) such additional safety information as the employer may need in order to complete the risk assessment.

3.7.4 Where a risk is identified the company shall ensure that it is either eliminated or reduced so far as is reasonably practicable by replacing it with a substance or process which either eliminates or reduces the risk.

3.7.5 Where it is not reasonably practicable to eliminate risk the company shall, so far as is reasonably practicable, apply measures, consistent with the risk assessment and appropriate to the nature of the activity or operation:

a) to control risks by

- the reduction of the quantity of dangerous substances to a minimum;
- the avoidance or minimising of the release of a dangerous substance;
- the control of the release of a dangerous substance at source;
- the prevention of the formation of an explosive atmosphere, including the application of appropriate ventilation;
- ensuring that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
- the avoidance of ignition sources including electrostatic discharges; and adverse conditions which could cause dangerous substances to give rise to harmful physical effects; and
- the segregation of incompatible dangerous substances; and

b) to mitigate the detrimental effects of a fire or explosion or the other harmful physical effects arising from dangerous substances.

3.7.6 Control measures or safe systems of work identified in risk assessments shall be implemented and communicated to all employees and other people who may be affected by the risk.

3.7.7 All assessments shall be recorded and a copy maintained.

3.7.8 Assessments shall be reviewed regularly so as to keep them up to date particularly if:

a) there is reason to suspect that the risk assessment is no longer valid; or

b) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or

c) organisation of the work undergoes significant changes, extensions or conversions;

3.7.9 and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

3.8. Manual Handling Assessments

3.8.1 The company shall, so far as is reasonably practical, ensure that any manual handling operation which involves a risk of injury to employees is avoided by:

a) removing the need for the operation to be carried out;

b) automating or mechanising the operation.

3.8.2 Where it is not reasonably practical to avoid such an operation the company shall ensure that:

a) a suitable and sufficient assessment is made of the operation;

b) appropriate steps are taken to reduce the risk of injury to the lowest level reasonably practicable;

c) appropriate steps are taken to provide any employees who undertake any such operations with, so far as is reasonably practicable, information on the load to be handled.

d) risk assessments are reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment;

e) sufficient competent persons are appointed to carry out any necessary assessments;

f) any company employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment is provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.8.3 All assessments shall have regard to the factors specified in column 1 of Schedule 2 to the Manual Handling Operations Regulations 1992. and consider the questions specified in the corresponding entry in column 2 of the schedule.

3.8.4 The company shall ensure that all employees who are required to undertake a manual-handling operation are physically capable and competent to carry out the work and where relevant have received appropriate manual-handling training.

3.8.5 Assessed operations shall not be undertaken until the safe system of work and all relevant information on the load has been communicated to all those who will be involved in the operation.

3.8.6 If any employee carrying out a manual-handling operation for, or on behalf of BAC Drywall Ltd, is injured or becomes ill as a direct result of the operation they shall:

a) advise their General Practitioner;
b) report the matter to the Manging Director;
c) ensure that it is reported in accordance with BAC Drywall Ltd's accident reporting procedures.

3.8.7 Manual handling training where provided shall be undertaken by a person competent to give such training, and shall include:

a) how to recognise a hazardous load;
b) how to deal with an unfamiliar load;
c) the proper use of handling aids and personal protective equipment;
d) features of the working environment that contributes to safety;
e) the importance of good housekeeping;
f) factors affecting individual capacity;
g) good handling techniques.

3.9. Display Screen Equipment

3.9.1 The Company Secretary shall so far as is reasonably practicable:

a) ensure that suitable and sufficient analysis is carried out of all work stations which are used by display screen equipment users (user means an employee who habitually uses display screen equipment as a significant part of his normal work) or operators, for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use;
b) take all necessary steps to reduce the risk identified to the lowest level reasonably practicable;
c) ensure that all work stations on the firm's premises used by display screen equipment users or operators, comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

3.9.2 The Company Secretary shall provide, if requested, all employees who habitually use display screen equipment as a significant part of their normal work with an appropriate eyesight test, prior to their employment and at regular intervals after they have become a user.

3.9.3 Where display screen users experience visual difficulties which may reasonably be considered to be caused by work on display screen equipment the company shall:

a) meet the cost of a basic pair of spectacles where these are required specifically for working with display screen equipment. (Any additional cost to be contributed by the work station user);
b) take steps to incorporate changes of task for display screen users, to prevent intensive periods of on-screen activity;

3.9.4 The Company Secretary shall provide sufficient information, instruction, and training necessary to ensure the health and safety of all employees who are users display screen equipment.

3.9.5 The Company Secretary shall ensure that all DSE users are provided with:

a) a chair that is stable, adjustable in height and back and has wheels;
b) a foot rest if required;
c) a screen that is free from flicker and glare.

3.9.6 Users when using DSE shall:

a) Keep sufficient space in front of the keyboard to provide support for hands and arms
b) Take regular breaks from the screen

3.10. Training

3.10.1 Contracts Managers and Site Supervisors shall be trained to a standard whether they are fully conversant with this health and safety policy, able to recognise safety hazards, assess the risk and implements appropriate controls.

3.10.2 Health and safety training for Managers and Supervisors shall include:

a) the health and safety policy, organisation and arrangement;
b) legal framework and duties within the Company, its management and the workforce;
c) specific rules applicable to their work;
d) safety inspection techniques and requirements;
e) causation and consequences of accidents;
f) basic accident prevention techniques;
g) disciplinary procedures and their application;
h) risk assessment;
i) statutory forms;
j) health risks, signs and symptoms;
k) motivational techniques to achieve health and safety goals.

3.10.3 Contract Managers and Site Supervisors shall receive refresher training in health and safety at suitable lintervals.

3.10.4 Contract Managers and Site Supervisors shall receive regular update training in health and safety with a view to all Contract Managers and Site Supervisors having CITB SMSTS or SSSTS Training Certificates.

3.10.5 The company shall endeavour to ensure that Contract Managers and Site Supervisors receive where appropriate sufficient training to enable them:

a) to identify general hazards on site;
b) to be appointed as a First Aider;
c) to undertake risk assessments;
d) to carry out site health and safety induction

3.10.6 Training shall be updated on a regular basis and particularly in the light of new legislation.

3.10.7 A written record shall be maintained of all health and safety training provided to company employees.

3.11. Personal Protective Equipment (PPE)

3.11.1 Directors and managers shall ensure that all employees involved in undertaking construction work or visiting construction sites are issued with as a minimum:

a) safety shoes or boots with toe protection; and
b) suitable head protection to BS5240; and
c) a high visibility vest or jacket.

3.11.2 Directors and managers shall ensure that employees involved in undertaking construction work or visiting construction sites are issued where appropriate with:

a) hand protection;
b) eye protection;
c) respiratory protection; and hearing protection
d) appropriate to the tasks they will be required to undertake; and

3.11.3 Employees shall inspect their personal protective equipment before each use. Equipment found to be defective shall not be used and arrangements made to replace the equipment.

3.11.4 Personal protective equipment shall, so far as is reasonably practicable, be subject to a periodic inspection (normally every three months) by an officer of the company. The purpose of the inspection is to verify that all employees are in possession of the PPE that they require and that it is in serviceable condition. The name of the employee, details of equipment required and inspected, date of inspection and name of the inspector shall be communicated to the Company Secretary who shall keep a record of the details on the employees personnel file. Where equipment is missing or defective arrangement shall be made to replace the equipment.

3.11.5 Employees shall, where any PPE issued to them is lost or damaged so that it no longer provides the necessary protection or creates another hazard either make arrangements for a replacement to be sourced or notify an officer of the company so that they may make arrangements for the replacement.

3.11.6 Employees shall not be permitted to carry out hazardous work without all necessary PPE

3.11.7 The use of PPE shall be enforced by officers of the company where its use is required by law, this policy or its use is necessary to control a risk.

3.11.8 Suitable Head Protection to BS5240 shall be worn at all times during the construction work **unless there is no risk of injury to the head** from falling objects or hitting the head against something. In addition to the above guidelines The company shall insist that safety helmets be worn at the following times, regardless of whether there is a risk to individual personnel on site. Helmet shall be worn by all personnel at all times:

a) on new buildings until the scaffolding is removed;
b) when they are working in the vicinity of mobile plant or excavators that are operating;
c) when there is demolition work in progress on the site;
d) helmets used when climbing and absailing will be fitted with suitable chin straps;

3.11.9 All contractors working under the company's control shall provide and use personal protective equipment wherever it is required by law, The company, this policy or its use indicated in statutory assessments.

3.12. Health surveillance

3.12.1 The Company shall appoint a competent person undertake a risk assessment in consultation with all employees who may be affected to identify any significant hazards to health that employees may be exposed that require a health surveillance programme.

3.12.2 Health Surveillance may be required when employees are exposed to the following:

a) Hazardous substances such as chemicals, solvents, fumes, dusts, gases and vapours;
b) Asbestos;
c) Lead;
d) Noise;
e) Vibration;
f) Manual handling.

3.12.3 Health surveillance shall be required:

a) if the work is known to damage health in some particular way; and
b) there are valid ways to detect the disease or condition; and
c) it is reasonably likely that damage to health may occur under the particular conditions at work; and
d) surveillance likely to benefit the employee.

3.12.4 The Company shall before employing any person make reasonable enquiries to determine their prior exposure to health hazards and in particular:

a) Hazardous substances;
b) Asbestos;
c) Lead;
d) Noise;
e) Vibration;
f) Manual handling.

3.12.5 Where there is any indication that a person has been exposed to a significant level of risk in any previous employment, advice shall be obtained from an occupational health professional and where necessary tests undertaken.

3.12.6 Where any work the person is employed to do may make any previous condition worse all necessary steps shall be taken to reduce the risk and where indicated in a health risk assessment health surveillance shall be undertaken.

3.12.7 The Company shall undertake a formal health review with all employees annually. Where any employee reports or shows any signs or symptoms of ill health that may have resulted from exposure whilst at work to a health risk they shall be referred to an appropriate occupational health professional for further Health surveillance or tests.

3.12.8 Managers and employees shall receive appropriate information, instruction and training to enable them to identify straightforward signs and symptoms caused by working with any substances or processes they are likely to encounter in their work.

3.12.9 Employees shall be encouraged to undertake self-checks to look for and report any signs of work-related ill health.

3.12.10 Managers and employees shall, as soon as they become aware of any sign or symptom that could have resulted from exposure to a health risk at work, report the matter to the Managing Director .

3.13. Consultation with Employees

3.13.1 The Company shall ensure that employees are consulted in good time on matters relating to their health and safety at work and, in particular, with regard to:

a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;

b) the arrangements for appointing or, as the case may be, nominating persons to:

- assist the company in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions; and
- implement procedures to be followed in the event of serious and imminent danger to persons at work

c) any health and safety information the Company is required to provide to those employees by or under the relevant statutory provisions;

d) the planning and organisation of any health and safety training that the Company is required to provide to those employees by or under the relevant statutory provisions; and

e) the health and safety consequences for those employees of the introduction of new technologies into the workplace.

3.14. Maintenance

3.14.1 The company shall ensure that all company workplaces, plant and equipment are maintained so that they are, so far as is reasonably practicable, safe and without risks to health.

3.14.2 Defects in the building or equipment shall be reported as soon as practicable to the Company Secretary who shall arrange for the necessary repairs to be undertaken.

3.14.3 Only registered electricians are allowed to work on any electrical equipment or supplies.

3.14.4 Only Gas Safe registered fitters are allowed to work on any gas fittings.

3.15. New and Expectant Mothers

3.15.1 The Proprietor shall when notified that one of their female staff is pregnant:

a) ensure that a risk assessments is conducted for that staff member, to determine whether the work the employee is expected to do is of a kind which could involve risk, by reason of her condition, to the health and safety of the expectant or new mother or to that of her baby, from any substances, processes or working conditions;

b) take steps to avoid or minimise the risks;

c) monitoring the implementation of measures taken to protect the staff member concerned;

d) ensure records are kept of such risk assessments.

3.15.2 It is recognised that the circumstances of any pregnancy is personal to that staff member and that they may not immediately wish it to be known that they are pregnant. The company would therefore encourage its female staff to report their pregnancy at the earliest opportunity they feel able to do so a risk assessment can be carried out and so exposure to possible hazards controlled.

3.15.3 Where the risks to the new or expectant mother cannot be adequately controlled the company shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.

3.15.4 If it is not reasonable to alter the working conditions or hours of work, or if it would not avoid such risk, the company shall, subject suspend the employee from work for so long as is necessary to avoid such risk.

3.16. Annual Inspection and Testing

3.16.1 The company shall ensure that:

a) all electrical equipment is tested periodically by a competent person and marked clearly to indicate it has passed the test. The frequency of testing shall be appropriate to the level of risk. Any defective equipment shall be rectified, or taken out of use and clearly labelled;

b) electricity installations in company owned or controlled buildings will be tested every five years. Any defects shall be rectified;

3.17. Health and Safety Information

3.17.1 A health and safety notice board shall be maintained:

a) at a place which is reasonably accessible to the employee while he is at work, and

b) in such a position in that place as to be easily seen and read by that employee.

3.17.2 The following information shall be displayed on the health and safety notice board:

a) the approved poster in a readable condition;

b) the names of all duty holders and in particular:

- the director responsible for health and safety;
- the company's competent source of health and safety advice;
- all first aiders;
- those responsible for controlling any evacuation or emergency response.

c) The fire and emergency plan for the building

3.17.3 Permanent signs are to be displayed in appropriate locations to warn both employees and others who may be affected by the company's undertakings of any dangers that may affect their safety.

3.17.4 Site boards will be displayed at all construction sites, detailing the personal protective equipment required and the emergency contact number for the site as a minimum.

3.18. Non-English Speakers

3.18.1 The U.K. has always accommodated migrant workers from various countries, but since the formation of the European Union (EU), it has been easy for persons from 'Member States' to travel outside of their own county without the need for rigorous visa checks etc.

3.18.2 The Health & Safety Executive (HSE) produces a number of useful leaflets relating to health and safety at work, all of which can be downloaded for free on their website in a wide range of languages. The most commonly used are; "Your Health, Your Safety: A Guide for Workers" and "INDG259: An Introduction to Health & Safety".

3.18.3 Because of the influx of migrant workers and the recent free movement of workers from the EU, it is vital that provisions are made to ensure information is available to workers for whom English is not their first language particularly when working in hazardous environments.

3.18.4 It is the responsibility of the Managing Director to ensure the requirements of this procedure are developed and implemented for the Company.

3.18.5 BAC Drywall understands its duties outlined in the CDM Regs as the following; "Every contractor shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health".

3.18.6 All inductions and safe systems of work must be communicated to those who do not speak any/ very good English either verbally via a nominated translator or preferably written in the operatives native language who must sign stating they've understood it fully.

3.18.7 At no time will non-English speaking groups of operatives be allowed to work un-supervised. There must be a minimum of one person who speaks good English within clear sight of operatives who do not speak English as their first language.

3.19. Procurement of Contractors

3.19.1 The company shall ensure that designers, contractors and other team members that they appoint are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do.

3.19.2 Designer and Contractors shall not be appointed by the company to work on company construction projects unless they have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety. Reasonable steps will depend on the complexity of the project and the range and nature of the risks involved. Standard health and safety questions in PAS 91:2013 (*Publicly Available Specification)* Construction Related Procurement (https://www.pas91construction.co.uk/) may be used to help assess a Company's organisational capability.

3.19.3 Where contractors employ less than five persons, they must complete a Company Sub-Contractor Assessment Form and sign to confirm that they will abide by the procedures set out in the BAC Drywall Ltd Health & Safety Policy.

3.20. Management Review

3.20.1 The Company's Health and Safety Management system as recorded in this health and safety policy and the organisation and arrangement set out for implementing the policy shall be reviewed by the Director in consultation with their competent source of health and safety advise:

a) annually;

b) in the light of accidents, incidents, or failures of systems described in the policy.

c) following the introduction of new legislation, codes of practice, guidance and standards.

3.20.2 The views of employees and any comments made clients and contractors shall be taken into account when undertaking a review.

3.20.3 Where necessary the safety management system and any document that comprises the system shall be revised to address any issues identified within a review.

3.21. Audit

3.21.1 Compliance with the procedures set out in this policy shall be audited periodically by the company's competent source of health and safety advice who shall report in writing to the Managing Director .

3.21.2 The Managing Director shall ensure that any remedial action identified in the report is implemented within an appropriate timetable.

3.22. COVID-19/ Coronavirus

3.22.1 The COVID-19 is an infection that can affect your lungs and airways and is particularly dangerous for persons with poor immune systems or that have immune deficiencies, such as Asthma or other respiratory issues.

3.22.2 The symptoms of COVID-19 are:

- A new, continuous cough
- A high temperature
- A change or loss in your sense of smell or taste

3.22.3 If you or a member of your household develops symptoms associated with Covid-19, tell your manager and follow government policy regarding attending work or isolation requirements.

3.22.4 The Government has removed the previously published CLC Site Operating Procedure and kept it on the CLC website as a Reference Document only.

3.22.5 The document makes it clear that the pandemic is not over, and that the Government has in place a "Living with COVID-19" plan.

3.22.6 The reference document is effectively the same as previously issued guidance documents and focusses on measures around the following subjects:

- Travelling to Work
- Site Access & Egress Points
- Hand Washing
- Toilet Facilities
- Canteens

3.22.7 While all COVID restrictions have been removed completely in public spaces, the current guidance for construction is not suggesting that, so we must continue to enforce control measures on site that are proportionate to the work being completed, the numbers on site and the layout of the site, including how well ventilated it is.

3.22.8 The document still lists best practice in line with earlier guidance and offers various measures to reduce the risk of contracting or spreading COVID-19 around site.

3.22.9 It is difficult to advise on arrangements to be followed on site, as the CLC are not prescribing anything specific, but it is reasonable to consider COVID-19 as you would any other health or safety risk on site and implement measures including:

- avoid overcrowding of canteens
- provide additional washing facilities or sanitizer
- request people displaying symptoms to test, and or stay away from site
- maintain a high standard of cleaning/ housekeeping
- limit face to face meetings where possible.

SECTION 4 CONSTRUCTION ACTIVITIES

4.1. Construction (Design and Management) Regulations 2015

4.1.1 The provisions of the Construction (Design and Management) Regulations 2015 apply to all construction work in Great Britain and apply to both employers and the self-employed without distinction.

4.1.2 The Regulations are divided into five parts.

a) **Part 1** of the Regulations deals with matters of interpretation and application.

b) **Part 2** sets out the client's duty to make suitable arrangements for managing a project and maintaining and reviewing them for its duration so that it is carried out in a way that manages the health and safety risks involved. For projects involving more than one contractor, these regulations require the client to appoint a principal designer and principal contractor and to make sure that they carry out their duties.

c) **Part 3** sets out a number of requirements on anyone working on a project with certain responsibilities. These relate to the appointment of designers and contractors, the need for cooperation between dutyholders, reporting anything that is likely to endanger health and safety and ensuring information and instruction provided is understandable.

d) **Part 4** of the Regulations applies to all construction work carried out on construction sites, and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who actually carry out the work, irrespective of whether they are employers or are self-employed. Duties are also held by those who do not do construction work themselves, but control the way in which the work is done. In each case, the extent of the duty is in proportion to the degree of control which the individual or organisation has over the work in question.

e) **Part 5** sets out the requirements in respect of fire along with transitional and saving provisions

4.1.3 "construction work" means the carrying out of any building, civil engineering or engineering construction work and includes

a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance(including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;

b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;

c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;

d) the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; and

e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure, but does not include the exploration for or extraction of mineral resources or activities preparatory thereto carried out at a place where such exploration or extraction is carried out;

4.2. Project Planning

4.2.1 For all projects the company shall:

a) satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;

b) plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;

c) ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;

d) provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;

e) ensure that any design work they do complies with regulation 11;

f) comply with any requirements listed in Schedule 2 (welfare) and Part 4 (covers physical safeguards which need to be provided to prevent danger) of these Regulations that apply to their work;

g) co-operate with others and co-ordinate their work with others working on the project;

h) ensure the workforce is properly consulted on matters affecting their health and safety; and

i) obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

4.2.2 On notifiable projects the company shall in addition satisfy themselves:

a) that a Principal Designer has been appointed and the HSE notified before they start work;

b) that a Principal Contractor has been appointed.

4.3. Acting as a contractor

4.3.1 The Company shall when acting as a contractor on a construction project:

a) Plan, manage and monitor the work;

b) Check competence of all their appointees and workers;

c) Train the companies own employees to the relevant standards;

d) Provide information to all workers;

e) Comply with the specific requirements in Part 4 of the the Construction (Design and Management) Regulations 2015;

f) Ensure there are adequate welfare facilities for their workers

4.3.2 The pre-construction information provided should be sufficient to ensure that significant risks during the work can be anticipated and planned for. It should concentrate on those issues that designers and contractors could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project would involve work at height. Appendix 2 of the Approved Code of Practice to CDM2015 (http://www.hse.gov.uk/pubns/priced/l153.pdf) lists topics that should be considered when drawing up the pre-construction information.

4.4. Welfare on Construction Sites

4.4.1 The Company shall when undertaking construction work shall ensure that the Principal Contractor has provided or made available site welfare facilities such that everyone who works on any site shall has access to:

a) adequate toilet and washing facilities;

b) a place for preparing and consuming refreshments; and

c) somewhere for storing and drying clothing and personal protective equipment.

4.4.2 The welfare facilities shall be:

a) kept clean, warm and properly ventilated and lit.

b) easily available to people working on the site.

4.4.3 Toilets need to be easily accessible from where the work is being done.

4.4.4 Washing facilities should be as close as possible to the toilets.

4.4.5 Washing facilities with water, soap and towels shall be close to canteens and rest rooms so that people can wash before eating.

4.4.6 Wash basins shall be large enough to allow people to wash their faces, hands and forearms. All basins should have a supply of clean hot and cold, or warm, running water.

4.4.7 If mains water is not available, water supplied from a tank may be used. Facilities shall be available for taking breaks and meal breaks.

4.4.8 The facilities should provide shelter from the wind and rain and be heated as necessary.

4.4.9 The rest facilities should have tables and chairs, a kettle or urn for boiling water and a means of heating food.

4.4.10 There shall be proper arrangements for storing clothing not worn on site, protective clothing needed for site work and personally issued equipment. A drying area should be provided to dry wet site clothing. This area should be separated from the eating area. If electrical heaters are used, ensure that they are either fitted with a high-temperature cut-out device or are properly ventilated.

4.4.11 There shall be a supply of drinking water ideally direct from the mains if available, otherwise bottles or tanks of water may be used for storage. If water is stored, it should be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. The drinking water tap should be clearly marked if it is possible to confuse the drinking water supply with other water supplies. Cups or other drinking vessels should be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (e.g. a drinking fountain).

4.5. Fire precautions and risk assessment on construction projects

4.5.1 The Regulatory Reform (Fire Safety) Order 2005 (FSO) sets out the on construction site general fire safety. The FSO requires that a 'responsible person' must carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire.

4.5.2 The Company shall on all construction projects make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under the Fire Safety Order and in particular shall identify sources of fuel and ignition and establish general fire precautions including, means of escape, warning and fighting fire, based on a fire risk assessment.

4.5.3 The Company shall take all reasonable precautions to avoid the outbreak of fire during construction work. The principals set out in Fire Prevention on Construction Site – The Joint Code of Practice on the Protection from Fire of Construction Sites and Building Undergoing Renovation Seventh edition: May 2009 published by the Construction Confederation and the Fire Protection Association will be the minimum acceptable .

4.5.4 The Company shall ensure that the work does not interfere with existing escape routes from the building, or any fire separation, alarms, dry risers, or sprinkler systems.

4.5.5 The Company shall provide all necessary first aid fire fighting equipment.

4.5.6 Managers shall ensure that the fire and emergency procedure for any premises in which they are working is communicated to all personnel under their control.

4.6. First Aid Arrangements on Construction Sites

4.6.1 The Company shall ensure, on all contracts, that:

a) there is always immediate access to a First Aider or Appointed Person;

b) there is always a fully stocked first aid box of appropriate size.

4.6.2 Any First Aiders or Appointed Persons appointed by the Company shall be responsible for:

a) taking charge in an emergency.

b) looking after the first aid equipment and facilities.

c) calling the emergency services in case of fire or emergency

d) securing the victim if trained to do so.

e) fire & Emergency evacuation procedures, including liaison with the emergency services.

f) entering accident details in the accident book.

g) notifying the Managing Director immediately of any accidents.

4.6.3 The Company shall be provided with a first aid box and shall be responsible for ensuring that they are kept fully stocked.

4.6.4 All company vehicles shall be fitted with a first aid box. The driver shall be responsible for ensuring that they are kept fully stocked

4.6.5 The Company shall ensure that there is always a first aid box of an appropriate size on all construction sites under the Company's control. The location of the first aid box shall be communicated to all site personnel. Supervisors are responsible for ensuring that the box is maintained and kept fully stocked.

4.6.6 The Company shall ensure that adequate signs and notices are displayed on all construction sites under the Company's control to ensure that all personnel are to be familiar with the location of the nearest First Aid box and where to find the First Aider or the appointed persons, in case of an emergency.

4.6.7 The Company shall ensure that records are maintained of the dates of company first aiders and appointed person's training and their qualifications.

4.7. Site Housekeeping

4.7.1 The Company shall ensure that all work areas are kept clean and tidy at all times and hazardous working conditions are not allowed to develop.

4.7.2 The Company shall ensure that all welfare facilities are kept clean and tidy. Toilets and canteen facilities shall be cleaned each day.

4.7.3 Traffic routes are not to be used for storing materials. If work restricts access along a traffic route, barriers and signs shall be used to direct both pedestrians and vehicles.

4.7.4 Hoses and electrical leads are to be laid to minimise road and walkway crossings. Where necessary, these shall be run overhead, or be provided with protective covering if run at ground level.

4.8. Site Electricity Supply and Power Distribution

4.8.1 The Company shall ensure, where necessary, that a transformer of suitable capacity to safely cater for the company's needs is provided. They shall also ensure that an adequate distribution system is put in place and that all cables and inspected before use.

4.8.2 The Company shall ensure that all electrical distribution equipment used by the company has been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.

4.9. Work Equipment

4.9.1 Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to their Manager or the office who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.

4.9.2 Only battery or 110V power tools shall be allowed when working on construction sites.

4.9.3 240V tools may be used in domestic dwellings and other dry environments where there is no risk of cables being severed as long as an RCD is used at the source of power.

4.9.4 All electrical tools and equipment shall carry a current test certificate. Tools without test certificates shall not be used.

4.9.5 The Company shall ensure that all electrical equipment and tools used by the company have been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.

4.9.6 The Company shall ensure that all work equipment is inspected at least annually and a record maintained of the inspection, any defects identified and action taken to remedy the defects

4.9.7 The Company shall ensure that a record is maintained of all work equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

4.10. Access Equipment

4.10.1 Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to their Manager or the office who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.

4.10.2 Employees shall ensure that all ladders; steps, stagings, and trestles used are suitable for their purpose, properly maintained and of sound construction. Defective equipment shall no be used.

4.10.3 Ladders shall only be used as a work platform for works of short duration and when it is impossible or impractical to use podium steps, mobile towers or scaffolding and when used, shall be evenly supported on both styles, and secured to prevent slipping.

4.10.4 Scaffold boards and stagings shall be of an appropriate standard width and thickness, strong enough for their purpose and free from defects. They shall not overhang more than 4 x the thickness of the board unless they are secured.

4.10.5 The Company shall ensure that all tower scaffolds delivered to site, are supplied with a current inspection and maintenance certificate, and have no parts missing.

4.10.6 Tower scaffolds shall:

a) only be erected by persons competent to do so;

b) only be used if they are fully assembled with all necessary bracing, platforms, hand rails and toe boards in place and where required stabilisers are fully extended;

c) never be moved whilst in use.

4.10.7 All mobile tower scaffolds owned by the company shall be tested annually by a competent person.

4.10.8 The Company shall ensure that access equipment owned by the company is inspected annually by a competent person.

4.10.9 The Company shall ensure that a record is maintained of all access equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

4.11. Materials Handling

4.11.1 Materials shall be stored so as to provide safe access for employees and equipment when handling or moving. Material is to be stored on level ground, off the ground on pallets, chocks or dunnage.

4.11.2 Flammable or combustible materials are to be stored separately and potential hazards identified. Suitable fire protection equipment is to be provided at storage areas where there is a potential source of ignition. All relevant notices shall be displayed.

4.11.3 All materials carried on vehicles are to be secured for its journey prior to the vehicle moving.

4.11.4 Only the correct plant or equipment is to be used for the handling of materials.

4.11.5 Correct manual lifting techniques require the use of the legs, not the back. If it is too heavy for one person use two, do not struggle on your own.

4.11.6 Care shall be taken when removing banding or straps by using correct tools and equipment. Ensure materials are stacked on level ground and are stable before the removal of packing or banding.

4.11.7 When dismantling wooden crates, nails shall be bent over and wood neatly stacked.

4.12. Abrasive Wheels

4.12.1 Abrasive wheels shall not be used without goggles, dust masks and gloves.

4.12.2 Abrasive wheels shall only be changed by a competent person who has undertaken a suitable abrasive wheels course.

4.12.3 Damaged abrasive wheels shall not be used. They shall be replaced immediately if discovered on a machine.

4.12.4 Where cutting concrete, brick or blockwork, dust surpression shall be implemented through wet cutting to eliminate or reduce dust production.

4.13. New plant, equipment or substances

4.13.1 Training and Instruction shall be given on the use of all new plant before it is used on site. Only personnel having received instruction shall be permitted to use plant, tools or equipment.

4.14. Safety Inspections

4.14.1 All reasonable action shall be taken to ensure a safe and healthy working environment. This shall be achieved by proper inspections carried out on a regular basis in addition to normal health and safety activities.

4.14.2 Regular informal inspections of all current work shall be carried out by Supervisors.

4.14.3 Formal health and safety inspections will be undertaken as required by the Health & Safety Advisor.

4.14.4 The results of all inspections shall be recorded and remedial measures actioned within the shortest practical time.

4.14.5 The Managing Director shall be informed of any difficulties that arise or of potential accident situations, highlighted in inspections.

4.15. Dust

4.15.1 Dust of any kind, when present in substantial quantities in air becomes a hazardous substance. Where ever-possible methods of work will be employed that will minimise the production of dust. This may involved work methods that will not produce dust, the use of local extraction units, or wetting down of work areas to minimise the production of dust. Wetting down shall only be carried out where it is safe to do so and shall not be done if there is any risk of contact with live electricity. As an additional measure, operative working within dusty areas shall be issued with personal protective equipment.

4.15.2 Dust extraction units will be used on all chasing machines or abrasive wheels used for operations that will produce dust.

4.16. Asbestos

4.16.1 Before commencing work on any contract in a building or structure where materials containing asbestos may be present (a building constructed before 2000) the Contract Manager shall ensure that they either obtain a copy of the asbestos register for the building or structure. Where:

a) there is no available information; or

b) the register is based upon a Management survey (see HSG264);

the contract manager shall request that a Demolition and Refurbishment asbestos survey (see HSG264) is carried out by a competent person of all areas that will be affected by the work.

4.16.2 In all circumstances the Contract Manager shall not permit work to start until a demolition and refurbishment survey has been undertaken and they are satisfied that all asbestos containing materials that may be disturbed by the work have either removed or protected so as not to expose anyone to danger.

4.16.3 The company accepts that no survey can be considered completely reliable. When working in buildings where asbestos may be present the Contract Manager shall ensure that all personnel working under the companies control receive appropriate information, instruction and training so that are aware of the risk and in what form an asbestos that may be present is likely to be found e.g. fire breaks above doors, pipe lagging etc.

4.16.4 Should during the course of the works any person identify any material that may contain asbestos that is not specifically detailed in the asbestos survey report for the building they must stop any work that may present a risk of exposure to asbestos and notify the work supervisor immediately

4.16.5 Where materials are uncovered during the works that may contain asbestos, supervisors shall:

a) ensure that work is stopped immediately and the area evacuated;

b) if it is safe to do so, secure the area to prevent unauthorised access and prevent the escape of asbestos particles;

c) contact the Contract Manager to request a survey by competent person.

4.16.6 Work shall not recommence until the suspect material has either been:

a) tested and confirmed not to contain asbestos;

b) removed and disposed of in accordance with all relevant statutes;

c) protected so as not to expose anyone to danger.

4.17. Work at Height

4.17.1 The company shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

4.17.2 Before the company undertake any work at height the company shall ensure that a risk assessment is undertaken by a competent person to identify what measures are required to control the risks in accordance with current legislative requirements.

4.17.3 The company shall ensure that work at height is properly planned, appropriately supervised and carried out in a manner which is so far as is reasonably practicable safe. In particular they shall ensure that:

a) all work at height takes account of weather conditions that could endanger health and safety;
b) those involved in work at height are trained and competent;
c) the place where work at height is done is safe;
d) equipment for work at height is appropriately inspected;
e) the risks from fragile surfaces are properly controlled; and
f) the risks from falling objects are properly controlled.

4.17.4 The company shall ensure that no person engages in any activity for the company, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so.

4.17.5 Where work is carried out at height, the company shall do all that is reasonably practicable to prevent anyone falling and shall ensure that the company:

a) uses work equipment or other measures to prevent falls where work at height cannot be avoided; and
b) where the the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

4.17.6 The company shall ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used and by providing the necessary instruction and training to employees.

4.17.7 The company shall ensure that scaffolding, mobile towers and other similar work equipment are inspected by a competent person:

a) after they have been assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
b) as often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

4.17.8 The company shall ensure that any platform used for (or for access to) construction work and from which a person could fall is inspected in place by a competent person before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

4.17.9 The company shall ensure that where work platforms, in the form of fixed scaffolding or mobile tower scaffolds, are erected by a BAC Drywall employee, they have been suitably trained and that they are inspected every seven days in accordance with Regulation 12 of the Work at Height Regulations 2005. Reports of a platform inspection shall be kept on site by the work supervisors until the work is completed and then returned to the office and kept safe from loss and unauthorised interference for another three months. All other records of inspection shall be maintained on site by the work supervisors until the next inspection has been carried out.

4.18. Working Platforms

4.18.1 Any surface upon which any supporting structure rests shall be stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.

4.18.2 Any structure supporting a working platform shall:

a) be suitable and of sufficient strength and rigidity for the purpose for which it is being used;

b) in the case of a scaffold tower or other wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;

c) in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;

d) be stable while being erected, used and dismantled; and

e) when altered or modified, be so altered or modified as to ensure that it remains stable.

4.18.3 A working platform shall:

a) be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;

b) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;

c) when altered or modified, be so altered or modified as to ensure that it remains stable; and

d) be dismantled in such a way as to prevent accidental displacement.

4.18.4 A working platform shall:

a) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;

b) possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap:

- through which a person could fall;
- through which any material or object could fall and injure a person; or
- giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk; and

c) be so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable:

- the risk of slipping or tripping; or
- any person being caught between the working platform and any adjacent structure.

4.18.5 A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

4.19. Guard Rails, Toe Boards and Barriers

4.19.1 In relation to work at height involved in construction work:

a) the top guard-rail or other similar means of protection shall be at least 950 millimetres above the edge from which any person is liable to fall;

b) toe-boards shall be suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work; and

c) any intermediate guard-rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.

4.20. Fragile Surfaces

4.20.1 Site Supervisors shall ensure that no one working under the company's control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

4.20.2 If anyone does work on or near a fragile surface the company shall:

a) Ensure, so far as it is reasonably practicable, that suitable platforms, coverings, guard rails, and the like are provided and used to minimise the risk;

b) do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

4.20.3 If anyone working under the company's control may go onto or near a fragile surface, the company shall do all that is reasonably practicable to make them aware of the danger.

4.21. Ladders and Steps

4.21.1 Site Supervisors shall ensure that a ladder is used for work at height only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and:

a) the short duration of use; or

b) existing features on site which cannot be altered.

4.21.2 Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.

4.21.3 All ladder shall be so positioned as to ensure its stability during use.

4.21.4 All portable ladder shall be prevented from slipping during use by:

a) securing the stiles at or near their upper or lower ends;

b) an effective anti-slip or other effective stability device; or

c) any other arrangement of equivalent effectiveness.

4.21.5 All ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.

4.21.6 No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.

4.21.7 All mobile ladder shall be prevented from moving before it is stepped on.

4.21.8 Every ladder shall be used in such a way that:

a) a secure handhold and secure support are always available to the user; and

b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of the low risk; and the short duration of use.

4.22. Tower Scaffolds

4.22.1 Site Supervisors shall ensure that all tower scaffolds delivered to site, are supplied with a current inspection and maintenance certificate, and have no parts missing.

4.22.2 Tower scaffolds shall only be erected by persons competent to do so; only be used if they are fully assembled with all necessary bracing, platforms, hand rails and toe boards in place and where required stabilisers are fully extended; and never be moved whilst in use.

4.22.3 All mobile tower scaffolds owned by the company shall be inspected annually by a competent person.

4.22.4 Managing Director shall ensure that access equipment owned by the company is inspected annually by a competent person.

4.22.5 Managing Director shall ensure that a record is maintained of all access equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

4.23. Public Safety

4.23.1 When working in areas where the public have access all necessary steps must be taken to ensure the safety of the public. Close liason with the controller of the premises is essential.

4.23.2 Where ever practical the work area shall be segregated from other areas by appropriate hoardings, barriers or the area closed to the public. Adequate signage shall always be displayed to warn the public of the hazards.

4.23.3 Adequate notice should be given to the controller of the premises if the work presents such a risk that it cannot be carried out without closing all or part of the work area.

4.23.4 Never carry out work in an area where the public have access unless the work area is segregate or the work will not expose the public to danger.

4.23.5 Where third parties or visitors are allowed into segregated work areas they shall be made aware of BAC Drywall Ltd's safety standards and any special hazards that are present in the work area. They must be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.

4.23.6 When planning work in public areas consideration shall always be given to the protection of disabled persons by ensuring that traffic routes remain safe to use by amongst others wheelchair users, persons with limited mobility and those with limited vision. This will include ensuring that traffic routes used by the public remain free from obstructions, trip hazards, work hazards and are adequately lit.

4.23.7 When planning work in public areas consideration shall also be given to the protection of children. Children will not necessarily be aware of the hazards or understand the meaning of barriers. Where children may be present and the work is particularly hazardous steps barriers will appropriate if the prevent access to the work area by children.

4.24. Vibration

4.24.1 Regular and frequent exposure to high levels of vibration can lead to permanent injury. This is most likely when contact with a vibrating tool or process is a regular part of a person's job.

4.24.2 Before undertaking any operation that may expose those involved to high levels of vibration the company shall ensure that an assessment of the risks is undertaken with a view, where practicable, to identify alternative ways of working which eliminate the vibrating equipment.

4.24.3 Where vibration equipment must be used the company shall ensure that:

a) exposure times are restricted;

b) that manufacturers vibration levels for all equipment used are as low as practicable; and

c) the equipment is adequately maintained.

4.24.4 The company undertake to comply with the standards set out in the Health and Safety Executive guidance INDG175 (rev1) – Health Risks From Hand-Arm Vibration - Advice For Employers.

4.25. Noise on Construction Site

4.25.1 The company shall in accordance with the Noise at Work Regulations 2005:

a) assess the risks to employees from noise at work;

b) take action to reduce the noise exposure that produces those risks;

c) provide employees with hearing protection where noise exposure cannot be reduced enough by using other methods;

d) ensure the legal limits on noise exposure are not exceeded;

e) provide employees with information, instruction and training;

f) carry out health surveillance where there is a risk to health.

4.25.2 When assessing the risk attention shall also be paid to the protection of other contractors and members of the public who may also be affected by the noise.

4.25.3 If planning an operation which is liable to expose any employees to noise at or above a lower exposure action value the company shall ensure a suitable and sufficient assessment of the risks is undertaken by a competent person to determine the measures which need to be taken to meet the requirements of the Regulations.

4.25.4 The lower exposure action values are a daily or weekly exposure (the levels of exposure to noise of your employees averaged over a working day or week) of 80 dB and/or a peak sound pressure (the maximum noise to which employees are exposed in a working day) of 135 dB and includes noise:

a) that is intrusive for most of the working day;

b) where an employee has to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day;

c) where employees use noisy powered tools or machinery for more than half an hour each day;

d) where there are noises due to impacts (such as hammering, pneumatic impact tools etc), explosive sources such as cartridge operated tools.

4.25.5 The company shall ensure that risk from the exposure of employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

4.25.6 Where any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.

4.25.7 The actions taken to reduce the risk from noise shall be based on the general principles of prevention set out in Schedule 1 to the Management of Health and Safety Regulations 1999 (as amended) and shall include consideration of:

a) other working methods which reduce exposure to noise;

b) choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done;

c) the design and layout of workplaces, work stations and rest facilities;

d) suitable and sufficient information and training for employees, such that work equipment may be used correctly, in order to minimise their exposure to noise;

e) reduction of noise by technical means;

f) appropriate maintenance programmes for work equipment, the workplace and workplace systems;

g) limitation of the duration and intensity of exposure to noise; and

h) appropriate work schedules with adequate rest periods.

4.25.8 Where any work is likely to expose employees to noise at or above a lower exposure action value the company shall make personal hearing protectors available upon request to any employee who is so exposed.

4.25.9 Where the company is unable by other means to reduce the levels of noise to which an employee is likely to be exposed to below an upper exposure action value, he shall provide personal hearing protectors to any employee who is so exposed.

4.25.10 If in any area of the workplace under the company's control an employee is likely to be exposed to noise at or above an upper exposure action value for any reason the employer shall ensure that:

a) the area is designated a Hearing Protection Zone;

b) the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn ; and

c) access to the area is restricted where this is practicable and the risk from exposure justifies it,

4.25.11 The company shall ensure so far as is reasonably practicable that no employee enters a Hearing Protection Zone unless that employee is wearing personal hearing protectors.

4.25.12 The company shall ensure that employees are not exposed to noise levels at or above the exposure limit values of a daily or weekly exposure of 87 dB and / or a peak sound pressure of 140 dB.