



MTX CONTRACTS LTD
COMPANY HEALTH AND SAFETY POLICY

- 1. GENERAL STATEMENT OF POLICY**

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Issue No: 11
Date: 8 October 2015
Revised By: MTX Contracts Limited
Next Review Date: 8/10/16 or when required

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1. GENERAL STATEMENT OF POLICY

This policy statement and policy document have been prepared in accordance with the requirements of the Health and Safety at Work Act 1974.

“Employees” shall mean those in direct employment of the company and other parties acting on behalf of the company.

1. The Employer recognises and accepts its responsibility for providing a safe and healthy workplace and working environment for all of its employees, and any other persons who may have occasion to visit any such workplace or may be affected by its operations.
2. The Employer also recognises and accepts its responsibility where appointed as a consultant, to ensure that all building work and duties implemented and controlled by them do not adversely affect the Health and Safety of any person.
3. Every effort will be made to conform to all current legislation and regulations concerning health, safety and welfare, to achieve the active co-operation of employees with management in health, safety and welfare matters and to work in such a way that accidents to themselves and others are avoided.
4. All employees shall familiarise themselves with and adhere to the responsibilities and rules set out in this Health and Safety Policy.
5. The Employer will take all steps within its power to meet these responsibilities, paying particular attention to the provision of:
 - protective clothing and equipment in accordance with relevant British Standards;
 - plant, equipment and systems of work that are safe; and have been adequately maintained;
 - safe arrangements for the use, handling, storage and transport of articles and substances, particularly those subject to COSHH Regulations;
 - sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and the Health and Safety of others at work.
 - a safe place of work, and safe access to it;
 - a healthy working environment;
 - adequate welfare facilities;

a named Director responsible for the implementation, monitoring and enforcement of this Policy.

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6. The company is committed to continually improving not only its competence, through staff improvement via continued professional development and safety training, but also compliance with its statements in its policies e.g. quality and environmental and monitoring its safety performance towards its company KPI of a safety rating above 75% on each individual site audit. The company is committed to continually improving its performance in all sectors of its work and has put in place measures to monitor and ensure improvement year on year. This continuing improvement is a requirement of a successful yearly report issued to the Directors to monitor performances.
7. Without detracting from the primary responsibility of Managers for ensuring safe conditions of work, the Employer will provide competent technical advice on health and safety matters where this is necessary to assist employees in their task. In this respect a policy of 'open consultation' will be adopted at all levels.
8. The Director with overall responsibility for implementing and reviewing the Health and Safety Policy is Mr David Hartley.
9. The Employer reminds its Employees of their own duties under Section 7 of the Health and Safety at Work Act to take care for their own safety and that of other workers, and to co-operate with the Employer so as to enable it to carry out its own responsibilities successfully.
10. A copy of this statement is issued to all Employees and other parties carrying out assignments on our behalf. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements in Section 2 relating to the work of particular departments or individuals.
11. MTX as employer by this health and safety policy commit to:
 - Working in accordance with OHSAS 18001
 - Setting Health & Safety objectives and targets, monitoring and reviewing
 - Continual improvement via feedback reports and review (3 weekly for sites and yearly for the office)

Signed:

Date :

Gerald Hartley C.Eng, FCIBSE, FIHEEM, MInstR
Managing Director

Authorised by the Managing Director

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2. RESPONSIBILITIES

DIRECTOR RESPONSIBLE FOR SAFETY

The Director with overall responsibility for Health and Safety is David Hartley who will ensure that The Health and Safety Policy is implemented, reviewed and updated at regular intervals and promoted to all members of staff, taking into consideration their views where applicable.

He will ensure that:

1. Adequate funds are available for safety training, advice, equipment and literature.
2. Training needs for health and safety purposes are regularly assessed and the necessary training implemented.
3. Accident and near miss reporting and investigation procedures are adequately set up and administered.
4. An assessment of hazardous substances within the offices and on remote sites is carried out in accordance with the COSHH Regulations.
5. Advice is to hand to keep up-to-date with any changes in the statutory requirements concerning obligations and responsibilities under the HSWA and any other relevant legislation and that the Health and Safety Policy is updated accordingly.
6. All staff involved in supervision or management work are aware of their responsibilities under the Health and Safety legislation.
7. Advice is available to staff on request regarding safe working conditions/practices for specific situations.
8. Personal protective equipment is provided to the approved British Standard.
9. All personnel are aware of the conditions and disciplinary procedures for wearing of safety helmets in accordance with the Personal Protective Equipment Regulations 2002 and all other relevant PPE requirements.
10. Set a personal example to all other employees.
11. Comply with the requirements of the Company Staff Manual whilst working at, working remote from or visiting the company head office.
12. Comply with the requirements of the site whilst visiting a site location.
13. Comply with the health and safety requirements of any company or office that is visited either working or attending a meeting.

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Company Directors/Associates and the Health and Safety Manager

The Company Directors and Health and Safety Manager shall:

1. Read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees’.
2. Ensure that the requirements of the Health and Safety at Work etc Act 1974, the Workplace (Health & Safety and Welfare) Regulations 1992, and any other relevant statutory requirements are complied with including notices.
3. Ensure that all office or site machinery is safe, fitted with any safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that a Method Statement & Risk Assessment has been carried out of any substance or work activity hazardous to employee’s health and safety and that appropriate control measures, training, instruction, protective equipment has been provided.
5. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment has been provided.
6. Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless trained and authorised.
7. Ensure that offices (both regional and site) are laid out and maintained to ensure safety of staff and visitors.
8. Arrange all necessary insurances and carry out any necessary reporting of incidents to insurers. Provide an appropriate accident investigation report to insurers where necessary.
9. Ensure that a Fire Risk Assessment are carried out for the regional offices and Fire evacuation procedures are in place, and that all fire fighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.
10. Ensure that adequate and appropriate first aid facilities are available.
11. Ensure that all accidents are reported in accordance with the Company Policy.
12. Ensure that staff work safely and do not take unnecessary risks.
13. Ensure all necessary welfare provisions are provided and maintained.
14. Bring to the attention of any new employee all safety and/or emergency procedures applicable to the workplace.
15. Be positive and proactive in the promotion of safe and healthy conditions.
16. Ensure as far as is practicable, that all contracts are effectively organised, controlled and resourced, and that all contractors employed directly or on behalf of clients, have in place and operate approved safety policies.
17. Set a Personal example to all other employees.
18. Comply with the requirements of the Company Staff Manual whilst working at, working remote from or visiting the company head office.
19. Comply with the requirements of the site whilst visiting a site location.
20. Comply with the health and safety requirements of any company or office that is visited either working or attending a meeting.

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ALL COMPANY PERSONNEL

All personnel shall:

1. Read and understand the Company Safety Policy and carry out your work in accordance with its requirements. Acquaint yourself with the relevant statutory requirements, including Health and Safety at Work etc. Act 1974, Construction Regulations, the CDM Regulations 2015 and Safety policies, and insist, as far as practicable, that these are observed, particularly in relation to site operations.
2. Ensure that the clothing and in particular the footwear you wear at work is suitable from a safety viewpoint. Take reasonable care of the protective clothing and equipment, reporting to Sue Aitchison (the Office Manager) any loss or damage.
3. Do not try to use, repair or maintain any office equipment or site machinery, or carry out any work activity for which you have not received full instruction and training.
4. Report any defects in equipment or machinery immediately to your supervisor.
5. Ensure that correct plant and tools are used for the task at hand.
6. Ensure that you know the position of the first aid box and the person responsible for administering first aid within the office or site environment.
7. Ensure that you know the procedures in the event of a fire.
8. Report any accidents, dangerous occurrences or damage, however minor to your supervisor immediately or as soon as it has been noticed and ensure it is noted in the accident book if appropriate.
9. Ensure that corridors, floors, doorways and designated escape routes, either in the office or on site are kept clear and free from obstruction and that your working areas space is maintained in a tidy condition, paying particular attention to the careful disposal of all waste combustible materials.
10. Do not attempt to lift or move, on your own articles or materials so heavy or difficult to hold as likely to cause injury.
11. Do not attempt to reach items on high shelves unless using properly designated steps or hop-ups. Do not improvise or climb.
12. Ensure that health and safety is taken into account when inspecting/visiting and supervising sites and be aware of any emergency procedures which may affect you on any particular contract or in any workplace.
13. Understand that the willful disregard of responsibilities and rules set out in this safety policy will lead to disciplinary action.
14. Co-operate at all times with management on matters concerning Health, Safety and Welfare.
15. Suggest ways of eliminating hazards and improving working methods.
16. Do not smoke in Designated "NO SMOKING" areas and dispose of spent matches, cigarette ends, etc. properly.
17. Warn new employees, particularly young people of known hazards.
18. Co-operate with the Health and Safety Manager and act on his recommendations.
19. Comply with the requirements of the Company Staff Manual whilst working at, working remote from or visiting the company head office.
20. Comply with the requirements of the site whilst visiting a site location.
21. Comply with the health and safety requirements of any company or office that is visited either working or attending a meeting.

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CONSTRUCTION SITE MANAGERS

1. Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions are required.
2. To be responsible for ensuring the planning, management, implementation and reviewing of the following:-
 - a. The most appropriate order and method of working.
 - b. Provisions of adequate lighting and safe method of electrical distribution.
 - c. Allocation of responsibilities, and any necessary liaison requirements between this Company and other on site.
 - d. Hazards arising from underground and overhead services.
 - e. Welfare Facilities.
 - f. Any particular training or instruction required for site personnel.
 - g. Emergency procedures.
 - h. Temporary works provision (scaffolding, excavation supports etc.).
 - i. An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.
 - j. Operations which may result in noise levels where special precautionary measures are necessary.
 - k. Areas on site where safety helmets must be worn.
 - l. First Aid facilities and personnel.
 - m. Fire prevention systems and policy.
 - n. Safety Method Statements & Risk Assessments and their Management and Auditing.
 - o. Ensure all works on site comply with current health and safety legislation.
 - p. Podiums and MEWPs are to be used on all MTX construction sites as a standard and in line with the health and safety regulations. Step ladders and ladders can only be used for a specific task following a full review and specific method statement and risk assessment provided. Step ladders must also be used in accordance with HSE Safe Use of Ladders and Step Ladders. A copy of this can be found in our site office.
3. Assess the risks and provide written instructions in unusual situations not covered by the Company Safety Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted.
4. Understanding the Company Safety Policy for Health and Safety and ensure that it is brought to the notice of all employee's particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel necessary.
5. Organise sites so that work is carried out to the required standards with minimum risk to employees, other contractors, the public, equipment or materials.

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6. Where necessary, issue written instructions setting out the method of work. Check that sub-contractors engaged in high risk activities are working in accordance with their agreed Method Statement, and that details of other relevant risk assessments are available.
7. Know the requirements of the Construction Regulations and other relevant legislation and ensure that they are observed on site.
8. Obtain site and task specific Method Statements and Risk Assessments from Sub-Contractors for all works proposed 7 days in advance and approve / sign prior to commencement of the works.
9. Obtain details from Sub-Contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.
10. Inform Sub-Contractors of the proposed areas on site where safety helmets will be worn along with the site specific site rules.
11. Ensure, so far as is reasonably practicable, that work once started it is:-
 12. Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 13. Carried out in accordance with the Construction Regulations and other appropriate statutory requirements.
 14. Carried out in compliance with their approved method statement and risk assessment.
 15. Reprimand any member of supervisory staff or operative for failing to discharge safety responsibilities satisfactorily or failing to comply with the requirements of their method statements.
 16. Ensure that young employee's (person under the age of 18 years old) do not drive any item of plant or operate any type of tool or equipment except under direct supervision. Note all under 18's must only be allowed to work under full supervision and after submission of a full risk assessment.
 17. Check over working methods and precautions with site management and the Health and Safety Manager before work starts (preferably at a pre-start meeting) and monitor for compliance during work operations.
 18. Take appropriate action when notified of disregard on site of the Health & Safety Managers advice and the site rules.
 19. Set a personal example when visiting site by wearing appropriate protective equipment.
 20. Ensure that the Health and Safety Manager is notified of all new sites giving as much notice as possible along with commencement dates for new staff be they agency or direct employees.
 21. Carry out any necessary notification to Local Authorities, Police, Health and Safety Executive as required by the Company Safety Policies.

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22. To ensure all contractors, consultants, direct contractors or any other party/organisation involved on a project have in place and implement a current Health and Safety Policy.
23. To be responsible for discharging the duties and responsibilities where MTX Contracts Limited are appointed as Principal Designer or Principal Contractor under the CDM Regulations.
24. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc. have been provided.
25. Keep all registers, records and reports up to date and properly filled in and ensure that they kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
26. Ensure that the “Competent Persons” appointed to make the necessary inspections of scaffolding, excavations, plant etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
27. Ensure that persons given responsibility for hoisting and lifting or acting as slinger/banksmen are adequately trained as required by the various regulations.
28. Ensure that Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
29. Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
30. Ensure that any electricity supply is installed and maintained in a safe and proper manner.
31. Ensure that all information available relating to underground services on the site is obtained and that services are located (carry out a CAT scan prior to works commencing for all excavation or ground breaking operations), marked and plotted accurately before works start.
32. Do not allow the mechanical excavator within limits of the underground service laid down by the Service Company and Company Policy.
33. Protect all overhead services in accordance with the Service Company’s recommendations and Company Policy before work starts.
34. Plan and maintain a tidy site.
35. Implement arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
36. Ensure that a competent person (in house, agency or sub contractor) checks that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
37. Ensure that adequate supplies of protective equipment are maintained on site and that the equipment is suitable. Display signs on site where protective safety equipment must be worn.

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38. Ensure that protective equipment is issued when required and that records are kept of issue in a Protective Equipment Issue Register.
39. Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.
40. Ensure that a system is organised, in the event of an emergency, for applying first aid and calling the Emergency Services.
41. Accompany the Health and Safety Executive on site visits, and act on his recommendations. In the case of the Inspector issuing a Notice (Prohibition or Improvement) contact the appropriate Director and the Health and Safety Manager immediately after complying with any requirements to stop work.
42. Co-operate with the Health and Safety Manager. Ask for his advice **before** commencing new methods of work or potentially hazardous operations.
43. Ensure that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.
44. Ensure that all specialist PPE equipment and lifting equipment e.g. fall arrest harnesses are certificated and tested as required by the current regulations.
45. Examine drawings and soil investigation reports to determine excavation support requirements in advance and provide in accordance with Company Policy.
46. Set a personal example by wearing appropriate protective equipment on site.
47. Ensure that any accident on site which results in an injury to **any** person (not just employees but sub-contractors / members of the public) and /or damage to plant or equipment is reported in accordance with Company Policy.
48. Comply with the requirements of the Company Staff Manual whilst working at, working remote from or visiting the company head office.
49. Comply with the requirements of the site whilst visiting a site location.
50. Comply with the health and safety requirements of any company or office that is visited either working or attending a meeting.

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In our capacity as Principal Contractor we are also responsible for ensuring each contractor or specialist complies with the following plant requirements:

The Site Manager will also be responsible for the implementation of these requirements.

1. Ensure that all plant sent to site is safe and fully efficient, is guarded and equipped with safety devices and has been tested and thoroughly examined in accordance with Regulations, including the Provisions and Use of Work Equipment Regulations 1998.
2. Ensure that all plant operators are only employed on equipment that they are qualified to operate.
3. Ensure that all tests, thorough examinations and inspections of plant are carried out as required and that all necessary records are maintained at site.
4. Give advice on site supervision on the suitability or otherwise of plant for specified operations and ensure that any necessary safety instructions are issued with power tools or equipment.
5. Arrange for regular servicing and maintenance of all plant and that all defects are dealt with promptly.
6. Ensure that site management do not continue to use plant if defects which could affect its safety are reported.
7. Ensure that work in the workshop is carried out safely, all power tools and equipment are safe, floors, accesses, lighting and heating etc, are maintained in safe condition.
8. Ensure that a risk assessment has been carried out of any substance; process of work activity hazardous to health and safety, and that appropriate control measures, training, instruction and protective equipment etc. has been provided.
9. Ensure that all plant operators and fitters have been provided with any necessary protective equipment (ear defenders, goggles, gloves etc.).
10. Ensure that any plant hired or purchased is suitable from a safety viewpoint and complies with all statutory requirements and current recommendations. In particular, ensure that noise levels are not above recommended limits.
11. Ensure that facilities are provided to reduce the risk of employee's contracting industrial dermatitis.
12. Co-operate with the Health and Safety Manager and act on his recommendations.
13. Ensure that all fire protection methods are provided and maintained.
14. Ensure first aid facilities are provided and maintained.
15. Ensure all accidents and incidents are reported as required by Company Health and Safety Policy.
16. Set a good example by using and wearing any necessary protective equipment when appropriate.

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GENERAL SITE SUPERVISION

1. Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under your control. Carry out all work in accordance with its requirements.
2. Know the Construction Regulations applicable to the work on which your operatives are engaged and insist that these Regulations are observed.
3. Incorporate safety instructions in routine orders and see that they are obeyed.
4. Do not allow operatives to take unnecessary risks.
5. Ensure that new employee's, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
6. Commend operatives who, by action or initiative, eliminate hazards.
7. Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
8. Report immediately any defects of plant or equipment.
9. Report any accident, however minor, to supervision immediately.
10. Set a personal example by wearing protective equipment and by carrying out your own work in a safe manner.
11. Look for and suggest ways of eliminating hazards. Bring to the notice of supervision any improvements or additions to the Company Safety Policy which you feel should be made.
12. Comply with the requirements of the Company Staff Manual whilst working at, working remote from or visiting the company head office.
13. Comply with the requirements of the site whilst visiting a site location.
14. Comply with the health and safety requirements of any company or office that is visited either working or attending a meeting.

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MECHANICAL, ELECTRICAL, HVAC & REFRIGERATION MAINTENANCE OR FACILITIES MANAGEMENT PROVISION

When MTX Contracts Limited fulfil a role, as described above, then you are responsible for your own safety and that of others, as described in the Health and Safety at Work etc Act 1974 Section 7, in that you should not allow to continue or walk past a situation where injury could occur to yourself or a fellow worker.

Your responsibility for Health and Safety in the above roles on construction sites, factories or offices requires that any dangerous situations or practices must be brought to the attention of the nearest supervisor.

In addition to the main Health & Safety at Work responsibility as noted above all MTX staff must attend a full site induction prior to going onto a site, factory or offices and comply with all safety rules for that place of work.

All workers must comply at all times with the staff manual and its requirements including all current legislation relating to health and safety or their work element.

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SUB CONTRACTORS

MTX when appointing sub-contractors will ensure that they comply with not only current legislation but also MTX's health and safety policy requirements, with this compliance checked and audited at tender, construction appointment and on site stages. The persons responsible for this will be using the same sequence of audit – Estimator, Construction Manager and Site Manager and the external Health and Safety Auditor will also detail on his reports any issues identified during those independent audits and any such comments will be considered at the end of contract review of sub contractors.

As a general rule the sub contractors will be required to comply with the following:

1. The sub-contractor must be accredited to a CHAS, Constructionline, Exor or similar company that monitors health and safety compliance. Should the company not be accredited to the approved standard then they will be required to complete a health and safety questionnaire that will be reviewed by the construction team. Any company failing this test will not proceed further.
2. A current and signed health and safety policy statement must be presented to MTX pre appointment.
3. Current and compliant company insurance must be issued pre appointment.
4. The sub contractor must confirm they will comply with all current legislation and ensure their staff and operatives are adequately trained for the works they complete.
5. The sub contractor must sign up to complying with MTX's company safety rules including use of safe access for work at height and site PPE requirements.
6. The sub contractor must confirm they will play an active part in the risk mitigation process on site and comply with the recommendations of the independent safety consultants reports.
7. The sub contractor must confirm a commitment to improving health and safety performance and reducing accidents.
8. The sub contractor must confirm they will ensure their operatives and supervisors comply with all MTX's site rules.
9. The sub contractor must confirm that their supervisors and operatives will comply with the comparable requirements for health and safety for MTX staff as noted above.
10. The sub contractors must confirm they will attend and contribute to all health and safety meeting that include their work sector or men.

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3. ARRANGEMENTS

GENERAL OFFICE AND SITE SAFETY

The Head Office of MTX Contracts Limited is located at Fairacres House, Fairacres Road, High Lane, Stockport, Cheshire, SK6 8JQ.

1. Safety

- The person responsible for safety at Head Office is David Hartley.
- The person responsible for safety on construction sites is the site manager with assistance from our external health and safety advisor, Tony Linger.

2. Housekeeping

- The Offices (Fairacres House and sites) and associated facilities shall be cleaned and waste materials removed on a daily basis.
- Circulation areas and the office (Fairacres and site) entrance shall be kept clear at all times.

3. Accidents

- The person responsible for reporting in service/office/on site accidents/incidents is David Hartley with the assistance of the Office Manager, Sue Aitchison both based at the Head Office .
- The first aid box is located in the Kitchen at Head Office and in the site office on construction sites.
- First aid will be administered by either Dan Harrad or Sue Aitchison at the office and the designated person on site, generally the site manager.
- The Accident Record Book is located in the kitchen at Head Office and in the site manager's office on construction sites.

4. General Fire Safety

- Escape routes will be checked regularly by Sue Aitchison at Head Office.
- On construction sites all safety responsibility rests with the site manager.
- Within Head Office fire extinguishers are to be supplied and maintained at all times.
- On sites the compliance with fire regulations rests with the site manager and he must ensure all extinguishers both in the site offices and on site are certificated and in date.
- Each member of staff shall acquaint themselves with the relevant procedures for their place of work.
- In case of fire, all staff shall observe the stated procedures and evacuate the building as quickly as possible and the designated fire marshal shall call the fire brigade. If possible, ensure all internal doors are left shut. MTX head office fire procedures are available on display in the office.

If the fire is a minor one, attempts may be made by trained fire marshals to control or extinguish, provided this can be attempted without danger by the use of the available portable fire extinguishers. Ensure only CO2 and powder extinguishers are used on electrical equipment. Should there be any risk to persons they must vacate the building immediately and await the fire brigade.

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5. Local Health & Safety Inspector's Office

- **Head Office** : Health and Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS

6. Training

- The person responsible for staff development and training is David Hartley with assistance from Sue Aitchison who maintains the training register.

7. Hazards

- There are no known hazards within the office environment. Where applicable, all suppliers and manufacturers guidance notes shall be retained in a clearly marked and visible file.
- On construction sites the specific site risks will be identified by the site manager and advised in the site induction.

8. Electrical Equipment

- All items of electrical equipment must be checked before use and maintained in good repair by authorised persons. Periodic checks will be arranged / undertaken by a competent person for inspection of plugs, cables and equipment – Sue Aitchison will be responsible for arranging.
- Damaged equipment should be reported immediately to Sue Aitchison and disconnected or otherwise made safe.

9. Company Cars/Transport

- Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on site to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- Ensure before reversing that there are no obstructions or people behind the vehicle.
- Report all accidents or damage, however minor to the person responsible for transport.
- To the best of your ability comply with all current road traffic regulations.
- Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the person responsible for transport immediately.
- Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
- Check lights, tyres, oil, water, windscreen wipers and wash reservoir, etc. at least every week.
- Smoking in company vehicles is prohibited whether they are used for company business or private purposes.
- Do not drink alcohol or take medication or any other substance which could affect your driving ability before driving your vehicle.
- Do not use mobile phones unless the vehicle is fitted with a hands free device and in any event keep usage to a minimum to avoid distraction.

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10. Asbestos

The company offices have been confirmed clear of asbestos.

Although it is not expected that our staff as Project Managers, Principal Designers or Principal Contractor/Contractor will be exposed to asbestos the following procedure is to be complied with in that event:

1. Should suspected asbestos be identified all work in the area should cease.
2. The area should be secured – to prevent access and to minimise the risk of spread of asbestos fibres.
3. The company manager and health and safety manager must be informed immediately of the potential asbestos.
4. All site occupants must be advised of the discovery and advised to maintain area clear.
5. A certified asbestos survey company must appointed and a full report obtained.
6. Any asbestos must be removed, if necessary under a HSE 14 day notification to an approved tip. Back up documentation on the removal company, removal process and tip must be maintained.
7. A revised asbestos register must be obtained for entry in the health and safety file. Any asbestos left in place as encapsulated must be identified by appropriate signage.
8. A clearance certificate must be obtained before the area is reoccupied.

Prior to issue of the CPH & S Information Pack where we act as Principal Contractor and the project involves substantial refurbishment or demolition we must ensure a Refurbishment / demolition asbestos survey is completed and an asbestos register issued.

Prior to occupation of a building or site where the works entail substantial refurbishment or demolition we must request the refurbishment/demolition asbestos survey. If one has not been undertaken we should advise the Client to do so. In all other cases we must request a copy of the Management asbestos survey and asbestos register. If in either case we do not obtain the required information the matter should be discussed with the Director responsible for Health and Safety and the Health and Safety Manager prior to site occupation.

11. PPE

- All company staff who work within the company offices are advised no personal PPE is required unless required for specific tasks – as determined by risk assessment.
- All site based personnel (Principal Designers, Project Managers, Construction Mangers and site visitors) will be issued with personal protective equipment free of charge. This for MTX staff will be a minimum of safety helmet, high viz vest, high viz jacket and ‘lace up’ safety boots (not rigger boots).
- Should their responsibilities or site conditions dictate that additional PPE is required e.g. safety glasses or waders etc then this should be discussed with the health and safety manager and he will organise free issue.
- All staff are responsible for the safe storage of their PPE.

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- All staff must not abuse their PPE and must check on a weekly basis its condition. Should damage be noted then the PPE will be replaced but as a minimum safety helmets must be replaced every 12 months.
- No stickers or additions are to be added to your PPE especially safety helmets as some glue's deteriorate the material.

Should staff have any questions on the need for PPE, its purchase, replacement or other issue then they should contact the health and safety manger immediately.

12. Risk/COSHH/Manual Handling or other Assessments

- MTX do not generally undertake task method statements, safe method of working documents, risk assessments, COSHH and manual handling assessments as their role is primarily a management organisation. MTX will however ensure that we review all supply chain Method statements and risk assessments to ensure they are suitable and appropriate. Generic information will not be accepted.
- In commissions where we act as Principal Designer, Principal Contractor or contractor we must as a minimum complete a site occupation risk assessment to ensure we comply with the requirements of the CDM Regulations and any other appropriate legislation. This risk assessment and any we may complete for task specific situations must be completed by a competent person, generally the Site Manager (holder of CITB 5 day certificate as a minimum).
- All site personnel that may be at risk, including non routine or special site specific risks, must take actions to mitigate the risk, especially any risk to non site persons e.g. Client, visitors and the general public and must identify any residual risk.
- All MTX sites must ensure all operations are covered by site and task specific method statements and risk assessments.
- All MTX sites must hold site inductions to identify site specific risks and pass on site specific risks identified in the site set up risk assessment and any task specific risk assessments.

13. Construction (Design and Management) Regulations

All MTX members of staff who act as Principal Designer, Principal Contractor or contractor must ensure they comply with their responsibilities under the CDM Regulations 2015. This will in outline be

- Principal Designer - Plan, manage and monitor the design phase in liaison with any other designers to ensure risks identified are mitigated, Pre construction H & S Information is collated and a draft tender copy of the Health and safety File is produced.
- Principal Contractor: Plan, manage and monitor construction phase in liaison with any subcontractors.
- Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins).
- Make available to contractors relevant parts of the plan and make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- Check competence of all appointees.
- Ensure all workers have site inductions and any further information and training needed for the work.
- Consult with the workers.
- Liaise with Principal Designer regarding ongoing design.
- Secure the site.

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Contractor:

- Check client is aware of duties and a Principal Designer has been appointed and HSE notified before starting work if appropriate.
- Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules.
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work.
- Provide any information needed for the health and safety file.
- Inform the Principal Contractor of problems with the plan.
- Inform the Principal Contractor of reportable accidents, diseases and dangerous occurrences.

Site visitors:

- Check your own competence (with regard to health and safety).
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Report obvious risks.

All MTX staff must comply with the requirements of the CDM Regulations 2015 especially with regard to communication and co-operation. This communication and co-operation must be completed by a number of routes to include minuted meetings, e mails, fax's and confirmed verbal communication. Any regular meetings that document communication and co-operation, should be advised in advance and attendees given due notice of topics to be discussed. All documented meetings should minute discussion on CDM compliance issues including the mitigation of risk and identification of residual risk.

Construction Sites where MTX are appointed as Principal Contractor:

1. The Health and Safety performance of the site will be audited by Tony Linger (Spring and Company Limited), the company external Health and Safety Manager.
2. Individual sites safety performance and Health and Safety Regulation compliance will remain the responsibility of the Site Manager.
3. All sites must comply with the requirements of the CDM Regulations where we act as either Principal Contractor or contractor.

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Monitoring and Review of Company Safety Policy

1. All employees will be expected to bring to the notice of their immediate supervisor any areas where the Company Policy on Health, Safety and Welfare or PPE appears to be inadequate. The suggestions will be passed to the Director responsible for safety for consideration.
2. The Health and Safety Manager will visit the Company sites/premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit. A report of the inspection will be left on site and a copy of this report will be sent to the Project Director and Project Manager so that it can be established where the appropriate procedures in the Company Policy have not been complied with or are deficient and action taken to ensure similar problems do not recur on Company sites/premises.

At monthly intervals the Health and Safety Manager will report to the Safety Director on audits carried out and any areas of concern.

3. At 12-Monthly intervals, or other intervals as arranged, a meeting will be held between the Health and Safety Manager and Senior Management of MTX to discuss the accident statistics for the previous year; the performance of the Company in accident prevention; compliance with its Policy, to establish areas where improvements in the Company procedures, training etc. could be made and to review and, where necessary revise the Company Policy for the Health, Safety and Welfare.

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