

DP3 Group of Companies Health and Safety Policy

Health and safety policy

This section details the arrangements for the effective management of health and safety.

A copy of our current general statement of health and safety policy can be found in Part 1. This sets out our commitment to provide and maintain safe working conditions for our employees and others who may be affected by our activities.

We will ensure that the objectives of this statement are communicated to our employees, initially through our induction training and our Health and Safety Handbook. We will also monitor progress towards these objectives at senior management level and we will review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management system which details our arrangements for the effective management of our significant risks and exposures. This includes detailed policies and procedures, our process for assessing risk, and our arrangements for emergencies, fire and first aid etc.

To meet the objectives of our health and safety policy we have established and implemented clear responsibilities for health and safety; see the organogram in Part 2.

We are aware that senior managers within the company are individually and collectively responsible for health and safety. Therefore, specific responsibility for health and safety has been assigned to Mr Daryl Pearce (see Part 3).

The Health & Safety Officer is supported by the CEO who is responsible for managing health and safety matters on a day to day basis; the Health & Safety Officer may also be assisted by local Managers as delegated. The Health & Safety Officer will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees; therefore, we have established clear lines of communication and encourage our employees to cooperate with us in achieving our objectives. We have established a clear policy on consultation.

We recognise that the key to successful health and safety management is to ensure each employee is competent to carry out their responsibilities. To this end we have developed and implemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments. Each individual's training requirements are identified in a training matrix, and this is supported by general responsibilities contained in the Health and Safety Handbook and individual work instructions for specific tasks and processes.



Daryl M Pearce
Founder
DP3 Group of Companies

This document is confidential and shall not be copied or amended without the approval of the Company Health & Safety Department or the Managing Director.

Forward

This Policy document is published for the benefit of all Company employees, Sub-contractors and any other parties involved in the day to day operations of the Company. It is intended to demonstrate the Company's approach and commitment to effectively managing Health and Safety at Work.

The format and content of the document are in accordance with the duty imposed by Section 2 of the Health & Safety at Work etc Act 1974.

The General Statement which is contained in Part 1 outlines the Company's intention to create a healthy and accident free workplace, whilst Part 2 (Organisation) and Part 3 (Arrangements) describe in detail how these objectives will be achieved.

All employees, especially those job holders assigned specific duties within Part 2, should be familiar with the content of the document and the commitment required of them in order to make the Policy effective. Each of us must accept our individual responsibility to make our garages, yards, sites and offices safe places of work.

This document is published for the information of all the Company employees, in pursuance of the duty imposed by The Health and Safety at Work etc Act 1974 and the requirements of the DP3 Group of Companies Health and Safety Policy.

For the sake of simplicity, this policy has been written in the male gender and all references to he, his and him should be taken to include females as well as males.

Part 1 - General statement of health and safety policy

Client

It is our policy to ensure, so far as is reasonably practicable, the safety of all employees and any other persons who may be directly affected by the activities of the Company.

Client will, so far as is reasonably practicable:

1. Aim to achieve compliance with legal requirements through good occupational health and safety performance.
2. Provide adequate resources to implement this policy.
3. Establish and maintain a safe and healthy working environment.
4. Ensure that significant risks arising from work activities under our control are eliminated or adequately controlled.
5. Develop and implement appropriate occupational health and safety procedures, and safe working practices.
6. Include the management of health and safety as a specific responsibility of managers at all levels.
7. Ensure this policy is understood and implemented throughout the organisation.
8. Involve employees in health and safety decisions through consultation and co-operation.
9. Maintain workplaces under our control in a condition that is safe and without risk to health.
10. Regularly review compliance with the policy and the management system that support it.
11. Provide sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute to their own health and safety at work.
12. Ensure that employees receive appropriate training, and are competent to carry out their designated responsibilities.

Signed: 

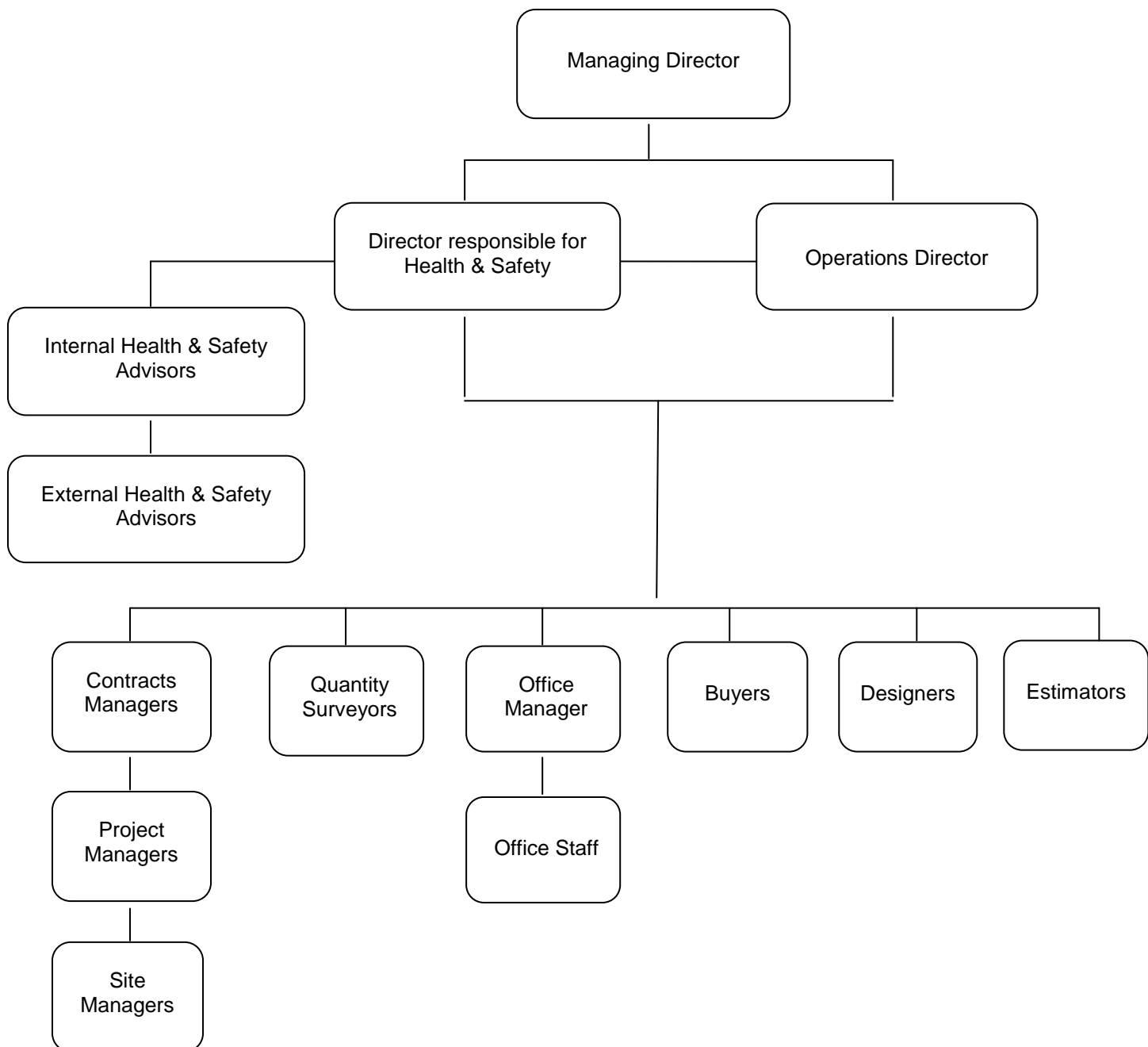
Daryl M Pearce
Founder
DP3 Group of Companies

Date: 30th May 2013

Part 2 - Organisation

The simple organisational chart below shows the company's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in Part 3.

Organisation Chart



Part 3 - Responsibilities for health and safety

The following responsibilities have been assigned to competent people to enable us to meet the objectives of our health and safety policy.

Managing Director

The Managing Director has overall responsibility for ensuring that the Company's EHS Policy is comprehensive, effective and kept up to date; also for the allocation of adequate funds and the allocation of specific duties to key job holders to meet the requirements of the Policy. In particular he will:-

- a. Sign and date Part One, the General Statement of the Policy, and ensure that it is brought to the attention of all employees.
- c. Ensure that the Policy is reviewed at least annually and amended if there has been any significant change in organisational structure or arrangements on health and safety.
- d. Appoint a director of the Company as `Director responsible for co-ordinating Company EHS Policy` known as the Director responsible for Health & Safety.
- e. Make specific arrangements for health and safety, including the provision of an effective monitoring system to ensure that the Policy requirements are properly implemented.
- f. Ensure that adequate resources are provided to enable effective management of EHS.
- g. Satisfy himself that all persons allocated EHS responsibilities are competent and are provided with adequate information, instruction and training to enable them to fulfil such responsibilities.

Director responsible for Health & Safety

The Director responsible for Health & safety is accountable to the Managing Director for the overall effectiveness, co-ordination and implementation of the Company's EHS Policy. He will initiate its annual review and amendments where there has been any significant change in organisation structure or arrangements on health and safety. He will ensure that the Managing Director is informed of the Company's environmental, health and safety performance, accident record, significant events affecting or arising out of the Company's operations, and submit regular reports to the Board. In particular his duties require him to:-

- a. Chair the meetings of the Company Safety Committee.
- b. Ensure that suitable arrangements are in place to deal with communications from the Health and Safety Executive and any other enforcement agencies.
- c. Monitor that effective lines of communication on health and safety are established all Company premises and sites.

- d. Set targets for improvement and monitor the company's performance in order to reduce accidents, serious incidents and harmful effects on the environment as a result of the company's activities

Directors

Accountable to the Managing Director for implementing the relevant requirements of the Company's EHS Policy within the departments and disciplines for which they are responsible. In particular this will require them to:-

- a. Establish and maintain suitable procedures to ensure that all places, plant, equipment and systems of work are safe and without risks to the health of employees or others who may be affected by the activities.
- b. Ensure that the requirements of relevant legislation, codes of practice, guidance notes and Company instructions on health and safety are understood and implemented by personnel accountable to them.
- c. Ensure the provision of adequately trained, competent supervision and personnel to meet the policy requirements and that staff are released for EHS training when required.
- d. Set objectives within his area to improve and develop the standard of health and safety on and review the performance against these objectives.
- e. Give support and encouragement to all staff to enable them to fulfil the duties imposed on them by this document.

Health & Safety Manager

Accountable to the Director responsible for Health & Safety, will provide a professional Health and Safety Advisory Service throughout the Company. In particular he is required to-

- a. Review the Company EHS Policy to ensure compliance with Group and Statutory requirements.
- b. Establish effective working relationships with appointed Safety Representatives.
- c. Ensure that, where appropriate, thorough accident and dangerous occurrence investigations are conducted and that subsequent investigation reports include conclusions and make recommendations to avoid a reoccurrence.
- d. Give advice on matters contained within prohibition and improvement notices.
- e. Develop means by which safe and healthy working practices within the business are adopted as a way of life.
- f. Provide advice, assistance and support to appointed Site Safety Supervisors to help them to fulfil their duties effectively.
- g. Attend the Group Health and Safety meetings on behalf of the Company.
- h. Ensure arrangements are in place to undertake in-company health and safety audits in accordance with Group requirements.

- i. Participate in Company Safety Committee meetings.
- j. Keep abreast of developments in legal, technical and medical aspects of health and safety management.

Health & Safety Advisor

Accountable to the Health & Safety Manager and Director responsible for Health & Safety, will provide a professional Health and Safety Advisory Service throughout the Company. In particular he/she is required to-

- a. Assist in the review the Company EHS Policy to ensure compliance with Group and Statutory requirements.
- b. Establish effective working relationships with appointed Safety Representatives.
- c. Ensure that, where appropriate, thorough accident and dangerous occurrence investigations are conducted and that subsequent investigation reports include conclusions and make recommendations to avoid a reoccurrence.
- d. Give advice on matters contained within prohibition and improvement notices.
- e. Develop means by which safe and healthy working practices within the business are adopted as a way of life.
- f. Provide advice, assistance and support to appointed Site Safety Supervisors to help them to fulfil their duties effectively.
- g. Undertake in-company health and safety audits in accordance with Group requirements.
- i. Participate in Company Safety Committee meetings.
- j. Undertake programme of site inspections with written reports circulated to Health & Safety Manager, Director responsible for Health & Safety and Operations Director.
- j. Keep abreast of developments in legal, technical and medical aspects of health and safety management.

Contracts Manager

Accountable to the Operations Director and Director responsible for Health & Safety will be responsible for ensuring that all site operations meet legislative and Group requirements.

- a. Ensure Health & Safety Plans are in place for all projects prior to commencement.
- b. Ensure task specific method statements and risk assessments have been undertaken either by the Company or by the subcontract companies engaged.
- c. Ensure all labour on site is competent and trained to undertake the duties required of them.

- d. Monitor works to ensure they are undertaken in a safe manner.
- e. Ensure all plant and equipment used on site has relevant inspection certificates and regular inspections are completed and recorded as required by legislation and company procedures.
- f. Co-operate with Client, main contractor / principal contractor, CDM Co-ordinator, group and company health & safety advisors and enforcing authority representatives
- g. Promote environmental, health & safety initiatives on site and lead by example.
- h. Provide CDM Co-ordinator with information required for Health & safety File where required.

Project Manager

Accountable to the Contracts Manager and responsible for ensuring that all site operations meet legislative and Group requirements.

- a. Ensure Project Health & Safety Plans have been produced and are in place for project prior to commencement of the works.
- b. Ensure task method statements and risk assessments have been undertaken either by the company or by the subcontract companies engaged.
- c. Ensure all labour on site is competent and trained to undertake the duties required of them, obtaining copies of competency certificates / cards to be maintained on site file.
- d. Ensure site labour is briefed with contents of task specific method statements and risk assessments prior to works commencing with signed briefing sheets maintained on file.
- e. Ensure works are monitored with regards to Environmental, Health & Safety practices on an ongoing basis.
- f. Promote environmental, health & safety initiatives on site and lead by example
- g. Co-operate with Client, main contractor / principal contractor, CDM Co-ordinator, group and company health & safety advisors and enforcing authority representatives.
- h. Maintain regular communications with both site operatives and Contracts Manager to ensure works are undertaken in a safe manner.

Site Manager

Accountable to the Project Manager and Contracts Manager and responsible for ensuring works are undertaken on site in a safe manner without risk of injury or harm to those undertaking the work and to those who may be affected by the works.

- a. Undertake briefings with the operatives to ensure they are fully conversant with the requirements of the task specific method statements and risk assessments obtaining signed briefing register for file.
- b. Undertake induction training and / or arrange main contractor induction training for operatives prior to starting work on site.
- c. Maintain site training register, obtaining copies of competency certificates from operatives before they commence work on site.
- d. Maintain plant inspection register, with copies of statutory inspection certificates maintained on file for all plant and equipment on site.
- e. Ensure weekly plant returns are completed and returned to Head Office.
- f. Ensure weekly health & safety inspections are undertaken and written records maintained.
- g. Maintain supply of Personal Protective Equipment on site with PPE register being completed on issue to operatives.
- h. Ensure all mobile towers are inspected by competent PASMA trained operatives and scafags are in place.
- i. Ensure all fixed scaffolds are inspected by competent personnel from appointed scaffolding company and scaftagged accordingly.
- j. Promote environmental, health & safety initiatives on site and lead by example.
- k. Co-operate with Client, main contractor / principal contractor, CDM Co-ordinator, group and company health & safety advisors and enforcing authority representatives.
- l. Maintain regular communications with both site operatives, Project Manager and Contracts Manager to ensure works are undertaken in a safe manner.
- m. Ensure all accidents are recorded in the accident book and reported in line with Health & Safety sub-procedure 2.1.0

Chief Executive

The Chief Executive has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature:  Date: 30/5/13

Managing Director

The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Reviewing the objectives of the health and safety policy on an annual basis.

Signature:  Date: 30/5/13

Health & Safety Officer

The Operations Director is responsible for, in addition to any duties set out in this document or elsewhere, the day to day management of health and safety and ensuring that the objectives of the health and safety policy are implemented, and in particular:

1. Ensuring that health and safety is considered prior to the implementation of new processes.
2. Ensuring that suitable policies and procedures are provided and implemented to meet the objectives of the health and safety policy.
3. Ensuring that there is a training policy in place so that employees are competent for their respective roles and their health and safety responsibilities.
4. Ensuring that arrangements are in place for the elimination or control of risks in relation to health and safety.
5. Ensuring suitable emergency arrangements are in place in relation to fire, accidents and first aid.
6. Ensuring suitable controls are in place for the effective management of contractors.
7. Ensure that reports and recommendations provided by enforcement bodies, external consultants and other such bodies are evaluated and actioned without delay.
8. Monitoring performance in relation to health and safety and reporting to the Managing Director and the Board of progress against the objectives of the health and safety policy.
9. Reviewing accidents and other incidents in relation to health and safety and reporting to the Managing Director and the Board on the outcome of these investigations.
10. Informing the Managing Director of any situation which may affect or incur adverse publicity for the Company.

Signature:  Date: 30/5/13

Operations Director

The Operations Director is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Monitoring and reviewing the implementation of the health and safety policy.
2. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
3. Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
5. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented.
6. Ensuring that the health and safety management system is implemented.
7. Ensuring that relevant policies, procedures, and safe working practices are provided.
8. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
9. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
10. Ensuring personal protective equipment is provided, worn and maintained.
11. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
12. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
13. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures.
14. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
15. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
16. Promptly informing the Board and senior managers of any significant health and safety failure.
17. Providing the Board with regular reports on health and safety performance, including recommendations for improvements.
18. Ensuring that health and safety records and documentation are complete and are systematically stored.

Signature:  Date: 30/5/13

Employees

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor/manager.
7. Conduct themselves in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

Fire Wardens

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and report their observations.
4. Ensuring that escape routes and doors are kept clear and are available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.
7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
8. Ensuring fire alarms and emergency lighting is checked and serviced.

If a fire is discovered, the fire wardens should:

9. Ensure that the alarm has been raised.
10. Check that manufacturing processes have been made safe.
11. Collect roll call registers.
12. Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
13. Ensure the fire service has been called.
14. Go to the designated assembly point.
15. Conduct a roll call.
16. Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
17. Report to the senior manager to confirm all persons are accounted for and report any persons missing.

FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE

Signature:  Date: 30/5/13

First Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

Signature:  Date: 30/5/13

**COMPANY HEALTH & SAFETY PROCEDURES
UP DATE REGISTER**

The following modifications, additions and/or revisions have been made to the original document.
These are included in the relevant sections.

DATE OF ISSUE	DESCRIPTION OF UPDATE	ISSUED BY
30/5/13	New Document	DMP