

# 1. Health & Safety Policy Statement

- 1 The Objective: The objective of the Company's Policy as a fundamental part of its Health & Safety Management System is to prevent, insofar as it is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may directly or indirectly result in:
  - 1.1 Injury or occupational ill-health to any person;
  - 1.2 Damage to or loss of any plant, equipment, property, materials or products;
  - 1.3 Delays in any processes or operation;
  - 1.4 Events which may otherwise be detrimental to efficiency and / or prestige;
  - 1.5 Adverse impact upon the environment.
  
- 2 Scope: The Policy is applicable to all Mitre Construction Co. Limited employees.
  - 2.1 This Policy will also apply to all persons having responsibilities which relate to and necessitate their presence and the execution of their duties within the areas of Mitre Construction Co. Limited works / premises. These persons include the employees of Sub-Contractors, Self-Employed, Consulting Practices and the Client.
  
- 3 Responsibility: The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management to ensure that the Company complies with all relevant statutory Health & Safety legislation, common law and Approved Codes of Practice.
  
- 4 Personnel Obligations: All Company employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable. We also expect the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.
  
- 5 Workforce Involvement: Individuals can make vital contributions to the development and implementation of policies. There will be opportunities for participation in this process via the involvement of employees. It is recognised that accident prevention is a joint responsibility of all those mentioned in the Scope section of this Policy and that to understand their joint responsibilities, joint consultation will be necessary.
  
- 6 Application: The principles of this Policy will be applied to all operations undertaken by the Company and will be the basis of any specific instructions, methods or systems which may be necessary in order to achieve the Company's Health & Safety objective. To ensure that this Policy can be successfully implemented, the Company will provide such reasonable funds as may be necessary.
  
- 7 Precautionary Measures: Suitable and adequate measures will be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The Company will continuously take into account factors which help to eliminate injury, damage and waste.
  
- 8 Information, Training and Instruction: Information from risk assessments, performance monitoring activities, the employee consultation process and advice from our Safety, Health & Environmental Advisors, will be used to identify the Health & Safety training needs of employees. An effective system for the communication of health, safety and welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them. Where necessary employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner.
  - 8.1 The Company has an annual Safety Training Programme and arrangements in place for the Health & Safety Training necessary to be carried out by the Company's Safety, Health & Environmental Advisors and other Training Agencies. Company Safety Induction for employees and sub-contractors etc., will be carried out by Company Line Management and where required, assisted by the Company's Safety, Health & Environmental Advisor or Training Agency.
  - 8.2 Employees will be trained in the safe use of plant / equipment which they will be using for their work by the appropriate CITB Plant Operators course where applicable. Where CITB certification is not required, employees will be instructed on how to use plant / equipment safely by other competent organisations or persons, i.e., directly by the manufacturer / supplier / hirer, specialist Training Agencies, or by the Company's Safety, Health & Environmental Advisors. To ensure all the Company's employees are kept up-to-date with safety matters the Company has formulated a library of safety information, Codes of Practices and Health & Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law, etc., by Senior Management and the Company Safety, Health & Environmental Advisor.
  - 8.3 The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises in which they are undertaken will be observed.

- 9 **Planning and Control:** All activities will be planned, conducted and controlled in a manner to minimise the possibility of unplanned events occurring. During planning, hazards will be identified by Risk Assessment and appropriate controls and procedures determined. When determining controls the following hierarchy will be considered: -
- 9.1 Elimination;
  - 9.2 Substitution;
  - 9.3 Engineering controls;
  - 9.4 Signage, warnings and / or administrative controls;
  - 9.5 Personal protection equipment.
  - 9.6 The Company will document and keep the results of identification of hazards, Risk Assessments and established controls up-to-date.
- 10 **Health, Safety and Welfare:** Adequate provision will be made for the Welfare needs of employees and any hazard to health will be the subject of strict precautionary measures to eliminate or minimise health problems.
- 11 **Measuring, Monitoring, Reviewing and Auditing:** All Company places of work and activities, including the use and condition of related plant, equipment and materials etc., will be inspected in accordance with Legal requirements. Reports will be made and distributed to the Director, Managers and others concerned as necessary. Safety Inspections, Audits, Occupational Health checks, Accident Statistics and other safety disciplines will be performed to measure, monitor and review Health & Safety performances and the effectiveness of the Health & Safety Management System, with an aim to constantly make improvements wherever possible. These duties will be the responsibility of our experienced Managers, assisted by competent Safety, Health & Environmental Advisors where required.
- 11.1 This Policy will be reviewed and kept up-to-date by the Director in charge of Health & Safety, to take into account changes in legislation, reflect changes in the nature and range of activities carried out by the Company and take advantage of operational experience, negative and positive, as often as may be necessary.

For and on behalf of  
Mitre Construction Co. Limited



Mr. Alan Ranscombe  
Director in charge of Health and Safety

Date: 20<sup>th</sup> February 2018