

TITLE	HEALTH AND SAFETY MANAGEMENT SYSTEM
COMPANY	MasterMac Surfacing Limited
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HEALTH AND SAFETY POLICY



MasterMac Surfacing Limited
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15 December 2020 (Revision A)

Approved by: Roger James

Signed:

A handwritten signature in black ink, appearing to read "R James", written over a faint, light-colored background.

Date: 11/01/2021

The Issue Status

The issue status is indicated by the version number of this document. It identifies the issue status of this document.

The H&S Policy can be fully revised and re-issued at the discretion of MasterMac Surfacing Limited.

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COMPANY OVERVIEW

MasterMac Surfacing Limited is a contracting company which is involved in the application on site of coated bitumen road stone. The work is undertaken by competent asphalt crews where MasterMac Surfacing Limited either supply mechanical plant or where other contractors supply their own mechanical plant.

The company undertakes projects for multi national companies, local authorities and private developers. The type of work varies from project to project. The work will usually be under the instruction of the client and in the majority of cases any traffic management will be undertaken by the Client or the Client's Representative, unless otherwise previously agreed.

Coated road stone is delivered to site by licensed subcontracted Hauliers usually agreed by our clients. MasterMac Surfacing Limited regularly reviews the performance of the hauliers when directly employed or contracted by MasterMac Surfacing Limited.

All the asphalt crews have several years experience. The safety performance of all the asphalt crews is regularly monitored by MasterMac Surfacing Limited, Health and Safety Manager, Supervisors and Foremen.

MasterMac Surfacing Limited owned mechanical plant is regularly maintained by our team of fitters. All MasterMac Surfacing Limited fitters carry out works to the manufacturers specifications at all times.

The Directors take and encourage personal ownership of safety at all levels. Our supervisors also undertake to maintain the highest safety standards.

The company recognizes the importance of employing competent employees and has contributed to increasing the performance of our company by undertaking an extensive training programmed including Safe Pass, First Aid and plant operator training, and any other relevant training as the needs arise.

Construction (Design and Management) Regulations 2015 (CDM 2015)

Definition:

“A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health”.

Mastermac Surfacing Limited employees and any sub-contractors under their control are most at risk of injury and ill health from the type of construction work which they undertake daily. The Directors and Managers therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

Employees and Sub-contractors on all projects must:

- Make sure our clients are aware of the client duties under CDM 2015 before any work starts.
- Mastermac Surfacing Limited are to, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
- Mastermac Surfacing Limited are to check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them.
- Mastermac Surfacing Limited are to make sure that all workers under their control have a suitable, site-specific induction, this is to be in addition to any Induction that has already been provided by the principal contractor.
- Mastermac Surfacing Limited are to provide appropriate supervision, information and instructions to workers under their control.
- Mastermac Surfacing Limited are to ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorized access.
- Mastermac Surfacing Limited are to ensure that suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work.

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- Coordinate their work with the work of others in the project team.
- Comply with directions given by the principal designer or by the principal contractor.
- Comply with parts of the construction phase plan relevant to their work, where a contractor is the only contractor working on a project, they must ensure a construction phase plan is drawn up before setting up the site.
- When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as ‘client’. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as ‘client’ under CDM 2015.

**MasterMac Surfacing Limited
Health and Safety Statement
of Company Health and Safety Intent**

Our goal is to achieve leadership in sustainable health, safety and environmental best practice and to promote a safe and healthy working environment for all our stakeholders, clients, employees, subcontractors and visitors. Our policy is to integrate this goal and our corporate values, programme and practices into each of our regions and businesses. Our performance targets are set annually, based on continuous improvement and meeting our legal duties under Health and Safety legislation, as defined under the Health and Safety at Work Act 1975 and the Construction, Design and Management Regulations 2015. The Company's Health and Safety Policy is drawn up by the Directors and the responsibility for implementing this policy rest with our management.

The Company is fully committed to promoting a safe and healthy working environment where workplace bullying is an unacceptable practice that will not be tolerated within this organization and which recognizes that our employees, and temporary workers are an important asset to the success of the business. The Company shall provide the necessary supervision, training information, guidance, technical assistance and resources to encourage personal ownership of the Policy. It is based upon developing a healthy, safe and environmentally responsible culture, skill enhancement, consultation with our workforce and providing the best advice available.

To achieve our goal the Directors shall monitor and review the success of the Policy based on the best working practices and meet our obligations to comply with current health, safety and environmental legislation. We believe that our company's safety, health and environmental strategy makes good business sense.

We believe that all damaging occurrences are preventable and that no process, in any of our operations, is so urgent or so important that we cannot find an environmentally sound, healthy and safe way of carrying it out.

We personally commit MasterMac Surfacing Limited to this Policy and I task all employees with the personal responsibility to achieve our goal.

Managing Director : Roger James

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Date: 15/12/2020

RESPONSIBILITIES.

The duties and responsibilities are detailed in the Health and Safety Manual. The Director in charge of the workplace shall appoint persons for specific duties including actions that have been identified in the Fire and Emergency Plan. Any person who has been appointed with duties shall be assessed for their level of competence and, where required, the Health and Safety Manager shall agree a training programme with the relevant Director or workplace manager to improve the individual's level of competence.

(A)

DIRECTORS

- Annually review the effectiveness of the Safety Management System.
- Identify the Director solely responsible for Health and Safety within the company.
- Agree the safety goals for the year ahead.
- Annually review the accident statistics for the year and make recommendations for improvement.
- Agree the training budget (where applicable) for the year to improve competency.
- Attend, where required, the appropriate safety training.
- Assess, with the assistance of the Health and Safety Manager, the safety competency of senior management and agree, where appropriate, a training programme with the Health and Safety Manager.
- Support the implementation of the Safety Management System.
- Encourage the development of the Safety Management System.
- Provide sufficient resources to implement the Safety Management System.
- Support the aims of the Safety Management System and encourage improvement.
- Delegate the responsibility to senior competent members of staff to undertake periodic visual inspections of the workplace with the senior manager.
- Comply with all relevant Health and Safety legislation.
- Where construction works are undertaken, ensure that a senior member of staff is appointed to pre-qualify the subcontractors and assess their competency.
- Attend safety meetings with the Health and Safety Manager and senior managers.

(B)

HUMAN RESOURCES MANAGER.

- Management of the key HR processes including starters, leavers, transfers. Recruitment (Internal and External) – sourcing, interviewing & short listing candidates, agency and candidate management, recruitment administration.
- Close communication and liaison with the Payroll team. Ensuring changes to terms and conditions are communicated and the necessary authorised paperwork is obtained.
- Issuing of offer letters, contracts and variations to contracts.
- Coordinating the completion of the Security checking process and obtaining of work references for all new employees.
- Involvement with Disciplinary, Grievance and Performance Management issues. Providing Managers with sound and consistent advice. Includes reminding managers of probation reviews and solutions, note taking at meetings where required and confirmation letters.
- Provision of family-friendly policy advice and administration (inc. Maternity, Paternity, Parental leave, Flexible working and management of Part time hour's change and communication).
- HR Induction Training. To ensure new employees are introduced to the key HR process and procedures.
- Maintaining HR information on the in house system / databases.
- Answering general HR queries from Managers and members of staff regarding policies and procedures.

(C)

OFFICE MANAGER.

- ***Maintaining Office records***
An office manager has to lay down the procedure for maintaining day-to-day records of the company. Designing filing systems and ensures that these systems are up to date. Maintaining the office budget and records of all the expenses is also one of the office manager duties.
- ***Secretarial and Clerical Duties***
The office manager duties also include overseeing clerical and secretarial functions of the company. They ensure that no staff member is overloaded with work by delegating equal and appropriate responsibilities among the staff. Overseeing that all the staff are working and performing the given tasks properly. Clerical duties involves answering phones, filing and typing of important documents which may be simple tasks that need to be performed on a daily basis.
- ***Accounting Duties***
Office manager duty includes accounting and performing payroll duties. Office manager is also required to keep track of the hours for which each employee works, in addition to the set pay for employees.
- ***Meetings and Presentations***
An office manager needs to actively participate in meetings with the senior management for reviewing performance of the company and the employees. Sometimes, he is required to deliver reports and presentations regarding the working of the office and finances to the senior management. He also participates in management meetings that are aimed at introducing new policies and for planning constructively, for the overall development of the firm.
- ***Other Duties***
Office manager duties involve ordering office supplies when needed. He is also required to handle customer complaints and inquiries. Sometimes, they also shall resolve disputes in the office or resolve issues that the employees have against the management or the business.

(D)

TRANSPORT MANAGER.

- The transport manager is responsible for planning the routes and schedules of drivers involved in road haulage, distribution and logistics or passenger transport.
- They must ensure that all operations are carried out in accordance with UK and EU laws and regulations governing vehicle safety, environmental controls on fuel emissions and traffic congestion, driver hours, customs requirements.
- The most economical method of completing the journey must be calculated as there will be budgetary restrictions.
- Safe transportation of plant and equipment, owned or hired or otherwise.
- Maintenance of transport plant and equipment, transport issues.
- Legality of transportation (road tax, PSV, MOT Insurance, road worthiness etc).
- Monitoring of drivers training records and evaluating competency within the transport dept.
- Attending meetings with regard to transportation issues.

(E)

HEALTH AND SAFETY MANAGER.

- Develop the Safety Management System.
- Up-date and maintain the Safety Management System.
- Ensure all sites are provided with an up-dated copy of the Safety Management System and Safety File.
- Prepare site-specific risk assessments for each workplace.

- Amend risk assessments when the task or operation changes.
- Assess the competence of Safety Consultants/Outside Firms.
- Arrange, as required, Health and Safety occupational monitoring.
- Identify individual training needs.
- Prepare and agree, with the Directors/ Managers, individual training plans.
- Arrange appropriate safety training to comply with Health and Safety legislation.
- Develop personal safety development.
- Undertake internal safety training.
- Obtain the most competitive quotes for external safety training and safety equipment.
- Provide Health and Safety advice.
- Undertake and prepare random monthly safety inspections reports and agree a remedial action plan with the Directors/manager/supervisor.
- Follow up safety reports.
- Issue non-compliances for breaches in the safety system.
- Where an operation is deemed to endanger the life of a person or persons, or there is a foreseeable risk of serious injury, instruct the manager or take personal action to stop work immediately.
- Monitor compliance with the Safety Management System and Health and Safety legislation.
- Monitor and update the Safety File.
- Undertake accident, near miss and dangerous occurrence investigations.
- Ensure the HSE and relevant authorities are notified of any notifiable accident or dangerous occurrence.
- Advise management on preventative measures.

(F)

COMPANY SUPERVISORS AND FOREMEN.

- Comply with the Safety Management System and Health and Safety legislation.
- Check the workplace to provide, so far as is reasonably practicable, a safe working environment, safe means of access and egress, adequate welfare, and plant and equipment that is maintained.
- Ensure that a safe system of work is implemented.
- Monitor compliance with the Safety Management System and Health and Safety legislation.
- Ensure safety statements, method statements, risk assessments, occupational health risk assessments, noise assessments and manual handling assessments are collated from subcontractors before work commences.
- Ensure personal protection equipment is provided, in accordance with the risk assessments or Material Safety Data Sheets.
- Identify potential hazards around the workplace and communicate the hazards to those who may be affected by the hazards, including public and visitors.
- Plan Health and Safety activities.
- Undertake periodic formal inspections of the workplace.
- Close out safety reports issued by the Health and Safety Manager or Site Manager.
- Rectify safety non-compliances issued from the S.M.S.Inspection/audit.
- Stop any dangerous operations and initiate measures to prevent re-occurrences.
- Prepare initial accident investigations.
- Issue personal protective equipment and maintain records, in accordance with the Safety Management System.
- Maintain the relevant section of the Safety File.
- Identify training needs, including temporary workers.
- Provide relevant Health and Safety information on site.

(G)

FIRST AIDER.

- Ensure First Aid training is up-to-date.
- Ensure appropriate First Aid equipment is maintained.
- Ensure medical waste is disposed of in biological waste containers and by a licensed waste carrier.
- Ensure the First Aid box and kits are maintained and well stocked.
- Keep spare medication in the office.
- Periodically assist in up-dating the First Aid risk assessment.
- Provide First Aid treatment.
- Maintain the Accident Book.
- Complete the initial accident, near miss or dangerous occurrence investigation forms.
- Obtain witness statements.
- Advise/Report to the Health and Safety Manager of any incidents or dangerous occurrences.
- Maintain a register of accidents, near misses and dangerous occurrences.
- Prepare a report for the monthly safety management meeting.
- Propose preventative measures to the management team

(H)

PLANT OPERATORS.

- Only competent plant operators must use plant.
- Inspect the plant daily and complete the daily inspection report.
- Report any defects to the supervisor.
- Operate the plant in accordance with the manufacturer's requirements.
- Wear personal protective equipment as identified in the risk assessments and M.S.D.S.
- Comply with the site traffic systems.
- Keep the plant and equipment maintained.
- Park the plant in a safe location, with brakes applied.
- Do not allow unauthorised, untrained personnel to use the equipment.
- Do not use faulty equipment identified by the visual inspection, where the plant is a danger or has the potential to cause harm.
- Do not use the equipment for work it is not designed to do.
- Do not alter the equipment without permission.
- Do not operate machinery while under medication without notifying your Health and Safety Manager.
- Attend any training identified by the Contracts Manager/Supervisor or Health and Safety Manager

(I)

EMPLOYEES.

- Attend inductions.
- Wear any personal protective equipment identified in the risk assessments and M.S.D.S.
- Keep personal protective equipment stored in lockers provided.
- Comply with all relevant safety instructions.
- Comply with the safety guidance notes and safe systems of work. Comply with Health and Safety legislation.
- Use the designated access and egress routes.
- Keep the workplace tidy.
- Ensure edge protection or other fall arrest equipment is used at all times.

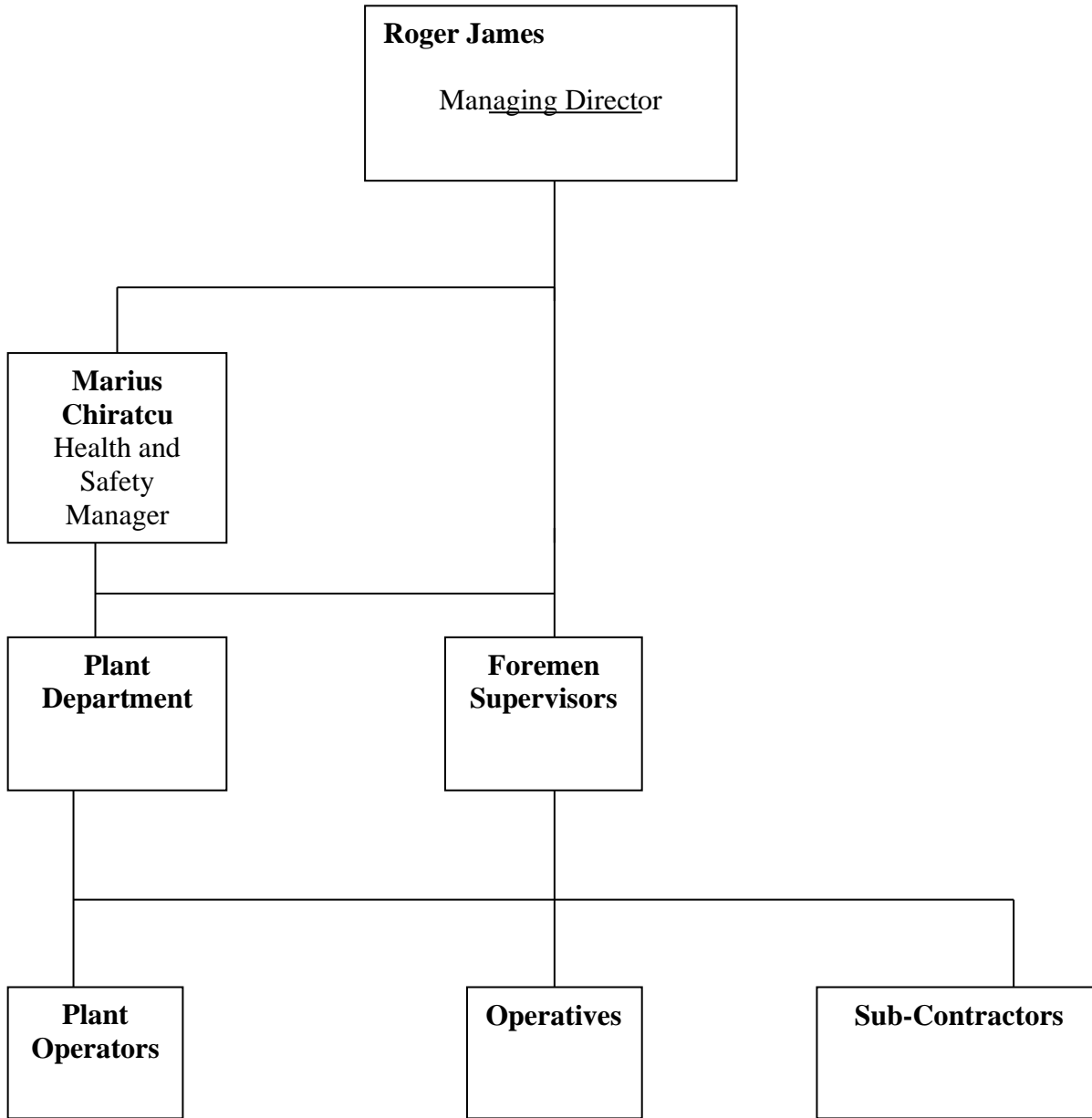
- Ensure safety equipment provided is used and left safe for use by others.
- Attend any safety training identified by management to improve competency.
- Keep hazardous substances secured in lockable cabinets, units, etc.
- Keep fire escape routes clear.
- Report any defective equipment or personal protective equipment to the Supervisor/Foreman or Health and Safety Manager.
- Do not misuse any equipment provided for safety.
- Only use equipment in accordance with the manufacturer recommendations.
- Do not smoke in designated ‘no smoking’ areas.
- Do not mix chemicals without permission.
- Do not operate plant unless trained.

REF DOC:	COMPANY INDUCTION MMS CI- DEC 2020	LOCATION:	FILE NO:4
REF DOC:	DRIVERS PROCEDURES, SAFETY HANDBOOK MMS DPSH- DEC 2020	LOCATION:	FILE NO: 4

(J)
SUBCONTRACTORS.

- Provide details of insurance, tax, haulage license, training certificates, etc., as requested. Provide a copy of the company’s Safety Statement.
- Prepare and provide a safe system of work before work commences.
- Prepare risk assessments for the work to be undertaken.
- Provide employees with relevant Health and Safety information, such as method statement, safe system of work and risk assessments before work commences.
- Ensure plant and vehicles are maintained in good order, in accordance with the manufacturer.
- Inspect plant and vehicles daily and record the findings.
- Record statutory inspections in accordance with the relevant Statutory Instruments.
- Provide employees with personal protective equipment in accordance with the risk assessments and M.S.D.S.
- Monitor the wearing of personal protective equipment.
- Monitor compliance with MasterMac Surfacing Limited, Safety Management System, Health and Safety and environmental legislation.
- Comply with any relevant safety guidance notes or reasonable instructions given by management.
- Provide a copy of the “C E” certificate of conformity.
- Comply with the site traffic management plan.
- Ensure vehicle drivers are aware of the weight limitations.

ORGANISATIONAL CHART



ARRANGEMENTS.

The general arrangements are detailed in this section.

This document will be reviewed prior to the execution of any project and be updated accordingly. Any changes shall be update in the section "Revision" and the date of the Revision confirmed.

The responsibility of amending this Safety Management System and Policy rest with the Directors with the assistance of the Health and Safety Manager.

This Safety Management System and Policy will be available to all site personnel and a copy will be issued to all employees and subcontractors.

The contents of the Safety Management System and Policy will be communicated at the induction, which every person employed on the contract must attend.

4.1) INFORMATION AND INSTRUCTION.

Every person working on the site should be in possession of a CSCS card.

In addition, all personnel will be required to attend MasterMac Surfacing Limited Safety Induction Course, which includes:

- Overview of the Safety Management System
- Mechanical plant
- First Aid
- Fire
- Employee's duties and responsibilities.
- Traffic management systems
- Hazardous substances
- Safe systems of work
- Risk assessments
- Overhead power lines
- Personal protective equipment
- Accident reporting
- Co-operation with the Client

4.2) TRAINING.

All site personnel and supervisors shall be in possession of a CSCS card.

Plant operators should be trained in operating pavers and rollers and be in possession of relevant training documentation/cards (CPCS . NPORS). Where required, a trained First Aider shall be provided to the asphalt crew.

The contracts manager/supervisor shall with assistance from the Health and Safety Manager assess any other training needs. The Health and Safety Manager shall arrange training as required.

MANAGING THE HEALTH AND SAFETY MANAGEMENT SYSTEM.

Overall responsibility of Health and Safety rests with the Managing Director of MasterMac Surfacing Limited identified in this document. The Director is responsible for appointing a competent Contracts Manager. The Managing Director is to appoint a suitable Health and Safety Professional who will possess the necessary qualifications and attributes to perform his/her task.

The day-to-day running of the company is the responsibility of the Contracts Managers or their deputies, however some Health and Safety matters can be delegated to other members of the workforce, provided they are trained and competent to undertake the task.

The Managing Director responsible for Health and Safety shall appoint a Health and Safety Manager to undertake regular inspections of the site areas both on site and in the workshop. The Health and Safety Manager shall complete the inspection report, bringing any safety concerns to the Managing Directors/ Contracts Manager's attention in writing. The Contracts Manager shall be responsible for addressing any safety issues arising.

4.4)

COSHH.

All hazardous substances shall be transported, stored, handled and disposed of in accordance with the manufacturer's requirements. Where a hazardous substance is being used, the contractor will be advised to use a safer process or substitute the agent if required.

MasterMAc Surfacing Limited shall make available a copy of the Material Safety Data Sheets for the chemical agent used and forward any safety information to their employees and, where necessary, make available any relevant information to other contractors.

Where flammable substances are contained, they shall be stored in suitable safety containers, as detailed in the manufacturer's safety guidance or Material Safety Data sheets.

A COSHH Risk Assessment will be prepared by a competent person.

The COSHH Risk Assessment shall identify:

- The hazardous properties.
- Who is exposed, the level, type and duration of exposure.
- Determine the occupational exposure level standards.
- Determine the effect of any preventative measures.
- The conclusions from any health surveillance.
- The type, level and duration of exposure of accidental release.

The route of exposure will be identified in the Material Safety Data sheets. Routes of entry are likely to be from contact with bitumen and possible ingestion. All asphalt crews will be issued with a "Safety Pack" which contains COSHH risk assessments. Personal protective equipment will be provided, as identified by the risk assessments.

REF DOC:	COSHH RISK ASSESSMENTS MMS CRA 001 REV DEC 2020	LOCATION:	FILE NO:3
REF DOC:	CHEMICAL AGENT RISK ASSESSMENTS MMS CARA REV DEC 2020	LOCATION:	FILE NO:3

4.5)

SAFETY INSPECTIONS.

The Health and Safety Manager shall be responsible for undertaking regular formal inspections of the workplace. Any Safety Non Compliances shall be dealt with in order of priority, dealing with imminent dangers first. Where an unsafe work condition exists, the Health and Safety Manager shall improve the situation immediately or implement short-term solutions to rectify the unsafe condition. A copy of the inspection report should be forwarded regularly to the Director responsible for Health and Safety where trends shall be identified and analysed.

The Health and Safety Manager shall undertake regular inspections of the workplace. Any safety concerns, unsafe conditions or unsafe practices are recorded for the Director responsible for health and safety to address. A Copy is issued for follow up.

The report will identify action levels as:

Unacceptable, requires IMMEDIATE ACTION to rectify	Any issue raised with a RED will require IMMEDIATE action to rectify the point within the working day in which the report was received..
Unacceptable, this issue is to be reacted too within 2 days and rectified.	Any issue raised with a YELLOW will require action to rectify the point within two working days.
Acceptable, but may be commented upon.	No actions required. Monitor and maintain
Excellent, above the accepted practice.	To be considered as a company wide improvement.

A scoring matrix is applied to monitor whether safety standards are improving or deteriorating. Where standards are identified as deteriorating, an action plan shall be agreed with the Directors.

Any items that require urgent management action are verbally brought to the attention of the Contracts Managers and a follow-up call is made to determine if the unsafe condition or practice has been rectified. Failure to take corrective action shall require any outstanding issues to be brought to the attention of the Directors.

4.6)

AUDITS. (INTERNAL/EXTERNAL)

Periodic Health and Safety audits shall be undertaken by the Health and Safety Manager. The scope of the audit is to review the management of Health and Safety. Safety Non-Compliances will be issued against any items found failing to meet the required standard. Copies of the Safety Non Compliances shall be forwarded to the Directors to follow up.

4.7)

SAFETY NON-COMPLIANCE.

A Safety Non-Compliance will be issued against any individual or company that fails to meet the required standards. A Disciplinary procedure where there is foreseeable risk of the individual or company failing to comply with the MasterMac Surfacing Limited Safety Rules.

If the individual or company continues to breach the required safety standard, the company shall be issued with a formal warning and confirm in writing what action they propose to take to ensure there are no re-occurrences. If further breaches are identified, the company will require additional safety controls to be implemented including, where required, the appointment of a site safety officer/representative.

4.8)

SUB-CONTRACTORS.

Where subcontractors are employed, a competency questionnaire shall be completed by the tendering company. The tendering company shall then submit the form, together with all supporting documentation to MasterMAC Surfacing Limited, where it will be assessed. Preference shall be given to appointing contractors that have successfully completed projects for MasterMac Surfacing Limited and have a good safety history. Where contractors have not been used previously, the contractor shall be appointed following an assessment of the contractor's qualification.

The qualification selection shall be based upon the information provided by the contractor, supporting documentation and reference checks.

4.9)

ALLOCATION OF RESOURCES.

The Managing Director in charge of the company shall determine the resources required to ensure that the project is run with due regard for the health, safety and welfare of the persons employed.

Resources shall be available to:

- Plan the project safely taking account of the site-specific risks.
- Maintain mechanical plant and equipment.
- Check the competency of contractors and where required, assist and advice the contractor how to raise the safety standards.
- Allow staff to attend safety, planning and progress meetings.
- Monitor Health and Safety standards and the performance of subcontractors employed on the contract.
- Monitor accident statistics and make recommendations to prevent reoccurrences.
- Allow staff the time to undertake safety training.
- Include, where required, the cost of safety consultants to provide additional safety assistance.
- Provide suitable and sufficient personal protective equipment.

4.10)

CO-OPERATION (CLIENT AND OTHER CONTRACTORS).

The Managers shall co-ordinate the activities of the contractors with regard to meeting the requirements of Health and Safety at Work ACT 1974 .

All our works shall be co-ordinated to minimize disruption to the programme of works of the client and interface safely with other contractors or members of the public that may be affected by our operations. The company shall, where required, provide additional information and warning signage to advise other contractors and general public and road users of any possible hazards.

The Main Contractor/Client, however, should also plan and co-ordinate the works to eliminate or reduce exposure to other contractors when hazardous activities are being undertaken. Where practicable, any hazardous interfaces should be kept to the minimum. Both parties shall:-

Organize the programme of work so it is undertaken safely and without risk of injury or ill health;

Plan the project to establish pedestrian routes, lay down areas and prevent personnel working in hazardous locations;

Agree, implement and monitoring safe systems of work.

Ensure safe systems of work are employed for all activities and, where required, that permits-to-work are issued and ensure the required control measures are implemented;

Transport, handle, store and disposal of hazardous substances safely so that they are without risk of injury or ill health; as per COSHH Regulations.

Where required, organize the site to avoid overhead and buried services so far as is reasonably practicable;

Where overhead and buried services cannot be avoided, to co-ordinate safety control measures to reduce exposure to the risk of Injury;

Attend safety co-ordination meetings to plan the works safely.

4.11)

RISK MANAGEMENT.

MasterMac Surfacing Limited Contracts Managers/Directors/Health and Safety Manager and employees shall identify any and all foreseeable risks and implement control measures to eliminate and reduce exposure to such risks.

Initially, the Health and Safety Manager shall incorporate the foreseeable risks in the Safety Statement, but further risk assessments shall be added to the Safety Statement, where required.

Each contractor shall be responsible for undertaking their own risk assessments and for preparing their own safe systems off work.

Any risks identified in the design stage plan, and those foreseeable risks identified in the Safety Statement, shall be issued to the contractor to address. The hierarchy of control measures shall be implemented.

Within MasterMac Surfacing Limited Safety Dept there shall be an extensive range of Operational Risk Assessments covering all aspects of work carried out on file. These Operational Risk Assessments will be available on each and every site and communicated to each employee.

Where possible the risk will be:

- Eliminated by designing out the risk.
- Substituted by changing the process or replacing a hazardous substance with a safer substance.
- Removing the person from exposure to the risk.
- Reduced by using engineering control measures.
- Reduced by implementing safety control measures
- Reduced, as a final resort, the provision and use of personal protective equipment.

Where control measures are employed, the site foreman and MasterMac Surfacing Limited Health and Safety Manager shall monitor the effectiveness of the control measures, and where appropriate, implement additional control measures to further reduce the risk of exposure injury or ill health.

The assessment of the risk shall take account of the probability, likelihood and exposure to the risk and the injury or ill health sustained.

Where chemical agents are used the Material Safety Data Sheets shall be available, and, where required, a COSHH risk assessment undertaken for the use of the chemical and taking account of the processes for which the chemical is transported, handled, stored and disposed of. This will be contained within the risk assessment register.

4.12)

FIRST AID.

A First Aid box and eye wash station will be issued to every crew. The maintenance of the First Aid box shall be the responsibility of the first aider. The First Aider shall check that supplies are maintained in accordance with the guidance card contained in the First Aid box. Refills should be ordered through the Health and Safety Manager.

ACCIDENT RESPONSE AND ACCIDENT/NEAR MISS REPORTING.

In the event of an accident the First Aider shall make an initial assessment of the injuries and, where required, administer the required First Aid treatment. Should the emergency services be required, the foreman on site shall request an ambulance as soon as possible. If the accident has occurred where there is a likelihood of further injury, a barrier such as a vehicle should be placed in front of the casualty and hazard warning lights displayed.

All subcontractors shall be advised that at least one person employed by the contractor must be in possession of a mobile phone that is available in case of an emergency. The contractor must advise all their employees that the phone is available and who is in charge of the phone. Where there has been a serious accident, the person who witnesses the accident must contact the emergency services direct then inform the MasterMac Surfacing Limited site supervisor the client and the MasterMac Surfacing Limited Health and Safety Manager without delay.

All accidents must be recorded in the accident book and a copy completed and returned to the Health and Safety Manager. MasterMac Surfacing Contracts Managers should also be informed.

All employees shall report all incidents, accidents and near misses without delay to the MasterMac Surfacing Limited Health and Safety Manager. These details will then be logged and an investigation process initiated to ensure that there is no re-occurrence of the event and to aid in putting where necessary further controls/elimination in place.

REF DOC:	ACCIDENT/INCIDENT REPORT FORM: MMS REV DEC 2020	LOCATION:	FILE NO:4
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4.14)

FIRE AND EMERGENCY.

Operatives shall be instructed how to operate a fire extinguisher. Every crew working for MasterMac Surfacing Limited shall have a trained Fire Marshall within the crew. If a fire starts on mechanical equipment the appointed person should use the fire extinguisher located on the mechanical plant or in the works vehicle, to stop the fire. At the earliest possible opportunity, the person in control of the site or premises should be notified. If the fire is not extinguished after using the fire extinguisher or the extinguisher is going out of control call the fire brigade immediately. If it is safe to do so, disconnect any L.P.G cylinders and remove to a safe place away from any heat sources. Do not smoke and remove all sources of fuel, turning off fuel lines.

Mechanical plant is required to be provided with a dry powder fire extinguisher. It is the responsibility of the plant operator to ensure that the fire extinguisher is fully charged and, where necessary, arrange any refills with the Contracts Manager/ Health and Safety Manager.

Within MasterMac Surfacing Limited office there shall be a fire risk assessment done on the premises which will be reviewed and updated yearly or if required sooner.

REF DOC:	EMEGENCY PROCEDURES: MMS REV DEC 2020	LOCATION:	FILE NO:2
REF DOC:	MasterMac Surfacing FIRE RISK ASSESSMENT: MMS REV DEC 2020	LOCATION:	FILE NO:4

4.15)

SAFE SYSTEM OF WORK.

Where the method statement does not cover the programmed work adequately, a site specific method statement will be prepared by the MasterMac Surfacing Limited Health and Safety Manager before commencing work. The MasterMac Surfacing Limited Site Supervisor shall review the contents of the method statement and assess whether the risks identified in the Safety and Health Plan have been adequately controlled. If required the subcontractor must provide their employees, direct and subcontract, with any relevant safety information contained in the method statement or risk assessments. MasterMac Surfacing Limited shall not commence work until the method statement has been approved.

MasterMac Surfacing Limited shall provide copies of all relevant risk assessments and COSHH risk assessments.

Method statements will be provided in all “Safety Packs”. All members of the asphalt crew shall be instructed on the contents of the safe system of work by the supervisor of works.

4.16)

CONSULTATION.

- All employees will have representation at safety meetings. Representation will be made from the appointed safety representatives or the site foreman. All personnel working for the MasterMac Surfacing Limited can, at any time, forward a safety complaint to the Health and Safety Manager. The HR Dept/H&S Dept shall be responsible for investigating any complaints and, where required, make recommendations to management to improve safety standards.

Site safety meetings/toolbox talks will be held at each site regularly, to allow employees the opportunity to have their safety concerns to the attention of Health and Safety Manager/HR Manager. The Health and Safety Manager and HR Manager shall investigate the complaint and, if an unsafe condition is identified, the Health and Safety Manager and HR Manager shall agree remedial action with the Contracts Managers/Client to rectify the situation.

4.17)

MANAGEMENT REVIEW.

To ensure that the Safety Statement is maintained up to date. The Health and Safety Manager shall undertake a periodic review of the safety management system not exceeding 6 months. The review shall consider the effectiveness of the existing arrangements and control measures employed.

The review meeting shall include representatives of:

- (a) The Safety Department;
- (b) Contracts Managers
- (c) Employee representatives

The following subjects shall be discussed at the Management Review meeting:

- Accidents, investigation, preventative measures.
- HSE recommendation/inspections and actions.
- Review of procedures, foreseeable risks and adequacy of control measures.
- Review of flow of information.
- Review of training and instruction required.
- Review of all safety reports.
- Review of performance.
- Review of Health and Safety objectives and targets.
- Review of outstanding actions from previous meeting.
- Review and co-ordination of forthcoming works.
- Review of method statements.
- Review of hazardous substances transportation, handling, storage and disposal.
- Changes in Health, Safety and Environmental legislation.

4.18)

STRESS MANAGEMENT.

All Directors and managers shall ensure that stress is managed within the workplace. Directors and managers should undertake periodic reviews of the workforce and identify visual signs of stress. Stress related illness can cause physical ill-health; increase the risk of stroke, heart attack, heat disease and mental health problems.

Some signs of stress:

Poor concentration	Dizziness
Lack of energy	Lack of sleep
Irritability	Raised heart rate
Erratic behaviour	Blurred vision
Lack of motivation	Inability to deal with everyday situations
Depression	

Other factors to be considered include:

Pressures outside work	High blood pressure
Marital problems	Ulcers
Financial concerns	Thyroid disorder
Alcohol and drug abuse	Depression
Changes to work practices	Heart disease
Age	

Other indicators may also include a high turnover of staff, low morale within the company.

CONTROL OF STRESS.

Where the Director or manager identifies that stress may be a problem within the company, they should seek advice from the H.R. Manager. This allows the H.R. Manager to assess whether medical assistance is required, such as counselling. The H.R. Manager may also request a review of operational procedures to ensure that excessive work loads or pressure are not being imposed on permanent or temporary staff or subcontractors.

Stress can be reduced by good management techniques. Directors and managers should set realistic targets and goals and provide resources to meet the targets and goals.

Programmes and scheduling should take account of the resources available and the Working Time Directive. Employees, temporary staff should not be forced to working excessive hours to meet deadlines. Over a period of time, where a person is found to be working excessive hours, their performance is likely to drop significantly, therefore Directors and managers should ensure that accurate records are maintained so that all personnel are comply with the Working Time Directive.

Good planning and communications is essential. Planning well in advance prevents crisis management. Good communication ensures that everybody is aware of their own responsibilities and tasks. Individuals should be provided with sufficient training and support to fulfil their role.

Select the most suitable person for the task. A person, who has little knowledge of technology, may find it difficult to accept change, but these individuals have a vast pool of knowledge and experience.

Additional one-to-one and task specific training may be required. The director or manager should establish the person's individual strengths and capabilities by requesting the assistance of the H.R. Department.

REF DOC:	MasterMac Surfacing STRESS AT WORK POLICY: MMS REV DEC 2020	LOCATION:	FILE NO:4
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4.19)

ANTI-BULLYING.

The Managing Director is committed to eliminating bullying at all levels within MasterMac Surfacing Limited. Workplace bullying is unacceptable and any grievances will be fully investigated.

Any person making a claim of alleged bullying can request the assistance of a member of staff, manager, trade union or safety representative, or Health and Safety Manager/HR Manager to advise them of the course of action that should be taken.

Directors and managers should also be aware of any signs that may be shown, physical, verbal and mental, bullying and take appropriate action.

DEFINITION

Workplace Bullying is defined as: "repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once-off incident is not considered to be bullying".

INITIAL RESPONSE AND INFORMAL STAGE

The complainant can approach the alleged harasser, making it clear that the behaviour in question is offensive, is not welcome and should stop. The individual may request a work colleague or H.R. co-ordinator to undertake this informally for them. The complainant should keep a note of dates, incidents, witnesses etc. Where the complainant seeks support of a member of staff, manager or supervisor, they must be advised that this is an informal complaint.

A written record should be maintained of what actions were agreed and a copy issued to the H.R. Manager. The complainant should advise the alleged perpetrator that if bullying continues the formal stage will be followed.

FORMAL STAGE

If bullying continues, or if the complainant feels that the incident(s) was/were of such a sufficient, serious or offensive nature, they may wish to pursue the formal approach.

The complainant should be directed through the H.R. Manager or a manager within the Company. The Company will endeavour for the complaint to be investigated by someone from the individuals own religion, gender or race.

The H.R. Manager shall endeavour to acknowledge receipt of the complaint and arrange to meet with the complainant within 3 working days.

The manager undertaking the investigation should not be connected in any way with the allegations and is purely there to obtain factual evidence collate information from the complainant and any witnesses before preparing a report based on the information provided. The investigation shall be conducted in a non-confrontational, sympathetic manner. The alleged perpetrator must be provided with a written copy of the complaint to give them the opportunity to defend their case. The H.R. Manager shall advise the complainant that they have the right to be accompanied at the investigatory meeting by a fellow work colleague or other appointed representative. The issue of avoiding direct contact with the alleged perpetrator must be considered.

Both parties will be advised that no formal or indirect contact should be made during the investigation in relation to the complaint. Once the investigation has been completed, the investigator shall prepare an initial report which shall be circulated to the complainant, alleged perpetrator and the H.R. Manager to comment upon. Any relevant comments shall be included in the investigator’s report and final decision. Disciplinary action will be taken where there is evidence to substantiate that bullying has occurred.

REF DOC:	MasterMac Surfacing Limited WORKPLACE BULLYING POLICY:MMS REV DEC 2020	LOCATION:	FILE NO: 4
REF DOC:	MasterMac Surfacing Limited GRIEVANCE PROCEDURES POLICY:MMS REV DEC 2020	LOCATION:	FILE NO: 4
REF DOC:	MasterMac Surfacing Limited DISCIPLINARY POLICY AND PROCEDURES :MMS REC DEC 2020	LOCATION:	FILE NO: 4

4.20)

WORKING FROM HOME.

In certain circumstances, it may be necessary for an individual manager or supervisor to undertake work at home. This usually requires the use of lap top computers. Anyone undertaking work at home should seek, where required, the permission of their foreman/supervisor/manager. The person working from home should work within the Company’s Rules and Procedures and refrain from working excessive hours. Electrical equipment provided and used on behalf of the company’s business should be maintained in good order. The office should be kept tidy and trip hazards removed. Liquids should not be allowed anywhere near electrical equipment and a fire extinguisher suitable for putting out organic and electrical hazards should be available, in case of fire.

It may be necessary to contact the companies insurance company to determine whether they have any specific requirements. It is advisable to have a smoke alarm located in close proximity to where work is being undertaken.

Where computers are used, a 5 minute break should be taken at least every 55minutes and, where possible, rotate the task to avoid too much work on the computer. Key board wrist pads should be provided and used. The screen should be positioned to prevent glare from the screen and the workstation kept tidy and allow sufficient space to work. Seating should be adjustable and provided with backrests.

REF DOC:	DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT FORM: MMS REV DEC 2020	LOCATION:	FILE NO: 4
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DRUGS AND ALCOHOL POLICY.

Drugs, intoxicants or alcohol problems will be considered to be those which incorporate a variety of behaviours caused by the misuse of such substances and which may be deemed problematic to the employee, or to his organisation or those associated with it.

DEFINITION

“Drugs, Intoxicants or Alcohol” is any substance, legal or otherwise, that may affect the behaviour or ability to carry out your everyday activities.

There are many warning signs that may be apparent where there is a problem. These include the following (the list is not to be taken as exhaustive);

- Can't think clearly
- Being un-cooperative
- Feeling hung over
- Craving for substances during the day
- Poor co-ordination
- Nervousness or shakes
- Missing or poor time keeping
- Worry or dread
- Problems with vision
- Taking more alcohol than the recommended standard number of drinks per day.
- Aggressiveness
- Attendance at work under the influence of drugs, intoxicants or alcohol
- Tiredness
- Disinterest
- Use of substances each night or late into the night
- Taking risks.

RESPONSIBILITIES

Each Site Foreman/Supervisor on site has the duty and responsibility to monitor the performance of employees under the direct or indirect control. Where the Foreman/ Supervisor believe that an individual has taken or may be under the influence of drugs or alcohol as defined, he must comply with this policy.

The Foreman/ Supervisor have a duty to report any incidents to the Managing Director and/or the Health and Safety Manager without delay.

The Foreman/ Supervisor should be supportive to any member of staff who makes them aware of a problem or where they identify a potential problem.

Every employee has a responsibility to be fit to undertake their work safely and without risk of injury to themselves or other persons affected by their work. Every individual

employed by the organisation has a duty to report to their line manager any person they suspect may be under the influence of drugs or alcohol. Alternatively, they can report this to the Human Resources Manager or the Health and Safety Manager.

If reasonably required by their employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.

PROCEDURE.

This policy applies to all employees across the organisation and at all levels. The policy is designed to assist employees where there may be abuse of drugs, intoxicants or alcohol. This covers all types of drugs, intoxicants or alcohol, including the use of medically prescribed or pharmaceutical medication.

This procedure will not be followed in the circumstances where an employee is under the influence of, using or supplying, drugs or alcohol in the workplace, which will be dealt with under the normal disciplinary procedure.

Where the employee is prescribed medication this should be brought to the attention of the HR Manager/Health and Safety Manager, especially where the medication may have side effects which have an effect on the ability to carry out the normal job function.

Where an employee recognises that they have a problem they may wish to seek advice or help themselves. They should refer to one of the many counselling agencies, specialist clinics, or their own GP.

Supervisors may intervene where they feel that there are at least some of the symptoms noted above. In this instance the matter will be referred to the HR Manager/Health and Safety Manager. A meeting will be held to consider the information available and to consider a course of action.

Where a period of treatment is recommended this may involve a period of absence from the workplace. This will be accommodated as best as the company can manage.

Following treatment a return to work will be facilitated with a meeting with the Directors or a member of the Human Resources Department. This will be followed by meetings at regular intervals to ensure that the employee is assimilating well into the Company, and to assist should there be difficulties.

All information and meetings will be treated as confidential.

REFUSAL OF HELP

Employees who refuse to accept help or assistance, or refuse to attend occupational health assessments, or recommended treatment, and where they continue to fail to meet the required standards of conduct, will be subject to the normal disciplinary procedures, and may be subject to suspension of pay.

TESTING

The company is committed to the safety of all employees and therefore it may be necessary that employees are asked to undergo testing for any drugs, intoxicants or alcohol related substances. Test may occur as follows:

- Pre-Employment.
- Random testing-this may be announced or unannounced.

- For “cause” testing after an accident or incident, or where there are observations or suspicions that there has been use of substances which may effect work performance.
- During other clinical assessments, or on medical assessment follow up.

The company may test for alcohol use by means of basic tests however testing will be carried out by a competent and trained person.

Any person testing positive for such substances at that stage will be asked to undergo a further medical assessment, which will give further details related to the nature of the work that you carry out.

An employee may challenge the results of the test, and may have this analysed, independently.

Should an employee be suspected of being under the influence of drugs, intoxicants or alcohol they may be suspended until appropriate tests can be arranged.

REVIEW

MasterMac Surfacing Limited will monitor all incidents and use of this policy and will review the effectiveness of this policy and procedures annually.

REF DOC:	ALCOHOL AND DRUGS POLICY: MCM AAD-1 REV A 2009	LOCATION:	FILE NO:4
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4.22)

PLANT AND EQUIPMENT.

- All plant operators are to be “competent”, this means trained, over the age of 18 and in possession of a CSCS/ CPCS card.
- Plant operators are required to check their plant over daily (**PRIOR TO USE**) and complete an Inspection Sheet.
- Unsafe or defective equipment must not be used.
- Defects must be reported to the supervisor.
- Mechanically-operated plant is not allowed near excavations, unless stop blocks are used and a banks-man co-ordinates the activity.
- All mechanically-operated plant shall display hazard warning or flashing beacons.
- Excavators lifting in excess of 1-tonne must have a current thorough examination certificate.
- The plant operator must ensure that there is only one person in the cab, unless the vehicle is designed to seat a passenger.
- Mirrors are to be positioned to allow the driver the best view.
- All mechanical plant must operate on firm level ground, unless specifically designed to work in rough terrain, in which case they should operate within the guidelines of the manufacturer.
- All plant and equipment shall be maintained in good order and serviced as required by the manufacturer.
- All mechanically operated plant should be fitted with audible alarms.
- Articulated dumpers working on site should be fitted with C.C.T.V. cameras.
- Mechanically-operated plant should be parked in a safe location.
- Plant must not pass below overhead power lines unless goal posts are provided.
- Mechanical plant should only be used for its intended use.
- All equipment should be “CE” marked.

4.22.1)

TIPPER LORRY SHEETING.

For manual SHEETING, the following practice is recommended:

The sheet should already be suitably folded in a position to the front of the vehicle body, on a sheet rack or purpose-built shelf, or on carrier hooks. Sheets will need to be large enough to cover the load with at least 150 mm (6") overlap of the tail-gate and sides. Ropes and straps will need to be long enough to be tied to the base of the vehicle body and be of sufficient weight to resist being blown in the wind.

The driver should walk down the centre of the load, rolling out the folded top sheet, while facing the rear of the vehicle body. When half-way along the load or, in any event, no closer than two metres from the rear of the vehicle, the driver should turn round and pull the sheet tight. It is important that the sheet is not pulled at any other time.

The driver should turn round and, while facing the rear of the vehicle, throw the remainder of the sheet and ties over the tail-gate. While standing in the centre of the load, the driver should open out the sheet, throwing the sheet and ties over the sides of the body. The driver should then return to the front of the body, walking forwards along the centre of the load and return to the ground using the ladder and handles provided. The driver should never jump from the body or use wheels as makeshift steps.

The sheet should be pulled tight from ground level and the straps secured to the body hooks.

4.22.2)

TIPPER LORRY UN-SHEETING

For manual UN-SHEETING, the following practice is recommended:

After untying ropes/straps first, the driver should climb up using a safe means of access and, standing facing the centre of the load and facing the edge of the body, fold in the sides of the sheet. Then, facing the tail-gate and standing at least one metre from the edge of the body, the driver should pull in the rear of the sheet.

Facing the cab, the driver should then roll up the sheet and secure it on to the sheet-rack or carrier hook. This leaves the sheet in a condition for safe sheeting as outlined above.

Ropes/straps and sheets can break or rip, so the driver should avoid leaning backwards when pulling the sheet tight and should never do so at the end of the vehicle body. When pulling sheeting, the driver should always have one foot behind the other to avoid overbalancing.

4.22.3)

PAVERS.

Health and Safety legislation requires a contractor in circumstances where the operator's visibility is restricted, have auxiliary devices *installed* to improve visibility, unless a risk assessment shows that the auxiliary devices are not required. For pavers these devices include; **convex mirrors, reversing alarm and flashing beacon.**

Access to the paver starts at the site entrance. Always use the identified designated pedestrian routes. The paver operator should mount and dismount the paver as identified in the operations manual, using handrails and walkway provided, unless otherwise directed by the operating manual. The paver should be parked in an area that is free from the risk of collision with moving vehicles. Always check the paver each day before use, including:

- Remove all loose items from the paver, such as clothing, lunch boxes, drinking water, etc. from the operating deck.
- Hand and foot controls, steps and hand-holds should be free from grease, oil and excess dirt.

- Know the functions of the controls, especially the **emergency stop button**. The control should be clearly labeled to avoid confusion.
 - Know the limitations of the machine and familiarise yourself with the machine, particularly warning alarms, gauges, gears, guards, etc. before starting, always referring back to the operating manual.
 - Inspect the machine, looking for evidence of physical damage, which may indicate failure of, or separation of, welds.
 - Look for loose or flaking paintwork, which may indicate excessive strain or a dangerous crack that may be appearing.
 - Learn the proper starting procedure from the manual and the pre-start checks. Check the level of oil leaks, such as hydraulics, by checking the fluid levels and signs of dripping.
 - Check tyres for cuts, bulges and signs of abnormal wear.
 - After starting the engine, check that all gauges are operating correctly and the proper readings given.
 - Operate all the controls and get the feel of the machine. Test hopper sides, screed lift and hydraulic extensions, if any, and listen for any unusual sounds or vibrations.
 - Check brakes in forward and reverse operation (on level ground). Check the parking brakes, as outlined for your machine.
 - Check that all shields and guards are fitted and set to the manufacturer's recommendations.
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- Do not permit anyone to climb or stand on the paver/finisher, except on the steps and walkways provided.
 - Only the required personnel at their workstations are to be on the paver/finisher.
 - The operator should be seated at the controls whenever the machine is in operation.
 - Where seat belt restraints are used, these must be worn.
 - The screw man should stand only on the designated platform area of the screed.
 - Be certain and check that the transmission shift lever and direction-speed control are in neutral positions before starting the engine.
 - Keep all persons clear of augers, hopper wings, conveyors side arms, power widening screed ends and truck hitch, when operating a paver finisher.
-
- Make sure everyone is clear of the paver finisher before starting, so that no-one will be struck or caught by moving parts.
 - Check all functions of the paver/finisher for proper operation. Do not attempt to use a malfunctioning machine.
 - Shift to pave or intermediate range before entering grades in excess of 6%, uphill or downhill.
 - Stop the paver and apply the handbrake/parking brake before shifting the transmission on a grade.
 - Use the directional speed control lever to reduce travel speed before applying brakes. Apply foot brakes evenly to avoid drawing paver to one side.
 - Do not permit anyone to remove paving material from the hopper or auger while the paver finisher is running.
 - Before leaving the operator's seat, be sure that all control switches are in the **OFF** or **NEUTRAL** position, handbrake/parking brake is applied, hopper sides are lowered, screed is lowered (or secured in the raised position) and engine turned **OFF**.
 - Only refuel the paver/finisher when the engine is off. Do not permit sparks, open flames or smoking within 16 metres of the paver during refueling. Do not refuel the paver when screed heaters are operating.
 - The operator's platform must remain clean and tidy. Do not carry any loose articles, tools, etc.
 - Do not attempt to attach or remove any part of the assembly from the paver while it is running.
 - **Do not attempt to clean, lubricate or service the paver/finisher whilst it is running.**

- Always stand in full view of the operator, but never on or in front of the machine when the machine is operating. Stay clear of the hopper, side arms and screed when the machine is operating. Do not walk in front of the hopper or extended screed, or stand at the end of the screed if it is equipped with hydraulic-widening option.
- If necessary to remove spillages from the roadway, have the operator stop the machine first. Working close to a moving machine is dangerous.
- Do not remove paving material from the hopper or auger trough while the paver/finisher is operating.
- Do not attempt to adjust augers, conveyors or drive chains while machine is operating. Operator should be advised when adjustments are made.
- Do not attempt service or repairs you don't understand or cannot perform competently.
- Never adjust steering guide while the paver/finisher is moving, or when a truck is near the hopper.

4.22.4)

ROLLERS.

Health and safety legislation requires a contractor in circumstances where the operator's visibility is restricted, have auxiliary devices *installed* to improve visibility, unless a risk assessment shows that the auxiliary devices are not required. For rollers these devices include; **convex mirrors, reversing alarm and flashing beacon.**

PRE-INSPECTION

Always obtain a copy of the manufacturer's operating safety manual and procedures. A copy of the safety manual should be available at all times for the plant operator. The purpose of this guidance is to highlight a number of factors to be considered. The operations will vary from roller to roller. **Therefore, check the specific details with the manufacturer.**

Before operating the roller, check for any damaged bodywork. Loose or corroded bodywork should be replaced or repaired as soon as possible. The operator should also undertake the daily inspection checks, as detailed in the manufacturer's operating instructions. **ALL DEFECTS SHALL BE REPORTED TO YOUR SUPERVISOR/SITE FOREMAN.**

COMPETENCY

Any person operating rollers must be trained and approved within his position.

MAINTENANCE

Only competent trained persons, who have the necessary training and the required knowledge and experience, should undertake maintenance work.

PARKING OF ROLLERS

The roller should always be parked in a well-lit area and, where possible, off the main carriageway, preferably in a parking bay.

The following checks should be made before leaving the roller:

- The roller should be parked on firm level ground and parked in a safe location away from any trip hazards, obstacles, etc.
- Additional lighting may be required.
- The handbrake lever should be applied.
- The high/low speed lever should be in neutral.
- The forward/reverse lever should be in neutral.
- The engine speed control should be in the idle position.
- The differential lock lever should be in the unlocked position.
- The isolating switch should be off and the key removed from the panel to prevent unauthorised use of the machine.
- All keys should be removed from the machine.
- Suitable protective covers should be provided to all of the windows and access points of the machine. The covers should be secured at the end of the shift.

ACCESSING THE ROLLER

The machine should be accessed from the point identified in the manufacturer's operating manual. This is usually from the side or, on earlier models, this may be from the rear of the machine.

Always use the handles provided. A three point contact should always be maintained. The operator should ensure that any machine guarding is securely fastened and inspected.

Before operating any machine, the plant operator should ensure that the roller is in good working order. **The daily inspection sheet** should be completed daily. **Any defects should be reported in writing, by completing the reverse side of the form and the report issued to the site supervisor.** If defects have been identified, the site supervisor shall arrange for a competent person to inspect the machine and, where required, arrange for any repair works to be undertaken as deemed necessary.

Where there is a foreseeable risk of any person - either the general public or another member of the asphalt crew - coming into contact with the roller's manoeuvres, a competent banks man shall co-ordinate all reversing movements. All members of the asphalt crew shall be suitably positioned to remain in full view of the roller operator and a suitable means of communication should be planned and implemented.

General pre-start daily safety checks will include:

- Check all warning devices are functioning properly.
- Check that the battery is topped up.
- Check that all oil levels are at the correct level.
- Check that the cab is kept clean and tidy.
- Check that all instruments are working correctly and are clearly signed.
- Check the braking system. Operate the machine at a slow speed when testing the brakes.
- Check that the handbrakes are working correctly.
- Check that the windscreens are free from defects.
- Check that mirrors are fitted and positioned correctly.
- Check that the seat belt mountings are secured.
- Check that the roll-over protection structure is free from visual defects (ride-on rollers only).
- Where required, adjust the seat.
- Visually check the bodywork for loose body panels, signs of corrosion or rust.
- Check with your supervisor for the location of any buried services or energy sources that may be present.
- Check that the forward and reverse and the high and low speed controls are working correctly. When checking these, ensure they are tested only when it is safe to do so and where there is no personnel in the vicinity of the roller when it is being operated.

- Check the condition of the seat belt mountings and adjustment, where fitted.

ROLL-OVER PROTECTION AND SEATBELTS.

All ride-on rollers shall be fitted with roll-over protection structures. The structure should be suitably fixed to the roller, usually welded to the main part.

All mobile ride-on work equipment will be provided with a restraining system, where there is a risk of the operator being crushed between the work equipment and the ground.

HIRED ROLLERS

When hiring rollers, it is important to obtain a copy of the manufacturer's operating manual. The operating manual should be given to the plant operator.

This will provide essential Health and Safety information for the operator, particularly the inspection regime to be implemented.

Request a copy of the maintenance schedule for the roller, as this will determine what condition the roller is in and how the roller has been maintained. If there is no maintenance schedule available for the roller, a more vigorous inspection may be required. All hired ride-on rollers should be fitted with roll-over protection structures.

4.22.5)

SKID STEER.

OPERATING THE SKID STEER LOADER

- Adjust the seat, fasten the seat belt, set the brake, and place transmission in park or neutral before starting the engine.
 - Passengers must never be permitted on a skid steer loader –it is a one-person machine.
 - Visually check for the presence of others in the area and warn them away.
 - Operate with caution on uneven surfaces.
-
- Avoid steep slopes completely. If it is essential to drive over a bumpy surface, travel slowly and raise the bucket just high enough to clear the ground. Always travel up and down slopes never across.
 - Try to go around obstacles, rather than over or through them. Typical hazards include ditches and curbs. If these have to be crossed, reduce speed to maintain control, raise the bucket just high enough to clear the obstacle and cross at an angle.
 - Always keep skid arms down when traveling or turning. Stability of the machine decreases as the loader arms are raised. Keep the arms down to be able to see the front and sides of the machine.
 - Keep the back of the machine pointed uphill. **BACK UP AND DRIVE DOWN!**
 - Keep your feet on the pedals when operating the loader.
 - Use only approved attachments and buckets. Do not over fill buckets.
 - Most skid steer loaders feature a quick attach system. Always make sure that locking devices are in place, even if you are switching attachments for only a few minutes. Otherwise, the attachment could break free and roll back down the loader arms, or fall onto a bystander.
 - Load, unload, and turn on level ground. With a full bucket go up and down slopes with the heavy end of the loader pointed uphill. With a full load the front carries the most weight.
 - With an empty bucket go up and down slopes with the heavy end pointed up. With no load the front of the loader is the heaviest Before starting maintenance work , you should lower the loader arms, engage the parking brake, shut down the engine, remove the key and tag the loader as “out of service”

- If it is necessary to carry out repairs with the loader arms raised, be sure to lock the arms in place. Never leave the machine without first lowering the bucket, stopping the engine, setting the parking brake, and placing the transmission in park or neutral.
- If stopping for any length of time lock the ignition and remove the key.
- Never ram the attachment in to a pile of material. The greatest amount of power is transferred to the wheels with minimal steering lever movement. Drive slowly into the material then raise the front of the attachment. Back away from the load in the tilted-up bucket or fork.
- Drive to the unloading site with the arms down. Stop, raise the lift arms and drive forward slowly until the bucket is just over the spreader or pile. Be ready to lower the load quickly if the skid steer becomes unstable. Use the hydraulics to keep the bucket level while raising the loader arms. This will prevent the material from falling over the back of the bucket. A loader must never be used as work platform or personnel carrier.
- Never lift, swing, or otherwise move a load over anyone. Material could fall from the bucket and strike a person. There is also a risk of hydraulic system failure.
- Take care when handling loose materials. Lifting the load too high and rolling the bucket back too far could cause the material to fall into the cab. Keep the attachment level while the arms are being raised.

CHECK THE FOLLOWING BEFORE STARTING THE ENGINE:

- Fuel and oil, hydraulic fluid, cooling system fluid, operator cab, seat belt and seat bar, reversing alarm, flashing beacon and convex mirrors
 - Lift arm and cylinder pivot points, and tires.
 - Be familiar with the location and function of all the controls.
 - Start the engine and check all controls to see that they are functioning properly.
 - Depending upon the job, you should wear the appropriate Personal Protective Equipment.
 - The skid steer loader should be equipped with seatbelt, rollover protective structure (ROPS), side screens, starter interlock switches, convex mirrors, reversing alarm system and flashing beacon.
 - Fill the engine with fuel when engine is shut off and still cool. Do not smoke. Wipe up any spills immediately.
 - Check the machine daily for broken, loose, or damaged parts.
 - Check to see that counterweights as recommended by the manufacturer are in place. **NOTE:** This is very important as improperly balanced skid-steer loaders are easily upset.
-
- Clean steps, pedals, and floor of any slippery substances.
 - Clear the driving compartment of loose items that might interfere with the controls.
 - Check the work area for hazards such as holes, soft spots, and obstructions.
 - Check overhead for power lines or other obstructions.
 - Mount the machine using the grab bars, handrails and steps provided.

TRAINING

Any person operating a skid steer loader must be trained or assessed and authorized .

Always obtain a copy of the manufacturers operating safety manual and procedures. A copy of the safety manual should be available at all times for the plant operator. The purpose of this guidance is to highlight a number of factors to be considered. The operations will vary from loader to loader. **Therefore check the specific details with the manufacturer.**

4.22.6)

WHEEL LOADERS

Any person operating a loader must be trained and authorized .

Always obtain a copy of the manufacturers operating safety manual and procedures. A copy of the safety manual should be available at all times for the plant operator. The purpose of this guidance is to highlight a number of factors to be considered. The operations will vary from loader to loader. **Therefore check the specific details with the manufacturer.**

- Fill the fuel tank while engine is off and cool. Never fill inside a building. Do not smoke. Wipe up any spills immediately.
- Check the machine daily for broken, missing, or damaged parts. Make the necessary repairs or replacements.
- Keep the machine clean, especially steps, hand rails, pedals, grab irons, and the floor of the cab.
- Remove or secure loose items in the cab that could interfere with operating the controls.
- Check overhead for power lines and other obstacles.
- Always use the hand rails, ladders, and steps provided when mounting the machine; never grab controls or the steering wheel.
- Unless the cab is specifically designed to do so, allow no riders.
- Adjust the seat, fasten the seat belt, set the brake, and place transmission in park or neutral before starting the engine.
- Start the engine and check all controls for proper function. Check horn, reversing alarm, flashing beacon and convex mirrors. Do not use if anything is faulty.
- If the backhoe is still attached, be sure to use chains and locks to prevent it from swinging. Never use a front end loader as a man lift.
- Ensure the loader is equipped with roll over protective structure (ROPS), seat belts and falling object protection (FOPS) where required. Seat belts will prevent the operator from being thrown out and crushed in a rollover.
- Always shut off the engine, lower the bucket and apply the parking brake before dismounting the machine. Work the hydraulic controls to relieve pressure.
- Remove the key.
- Wait until all motion has stopped and then dismount carefully using steps and safety holds. Do not jump from the machine.

Before operating any plant, the plant operator should ensure that the loader is in good working order. **Plant Inspection sheets** should be completed daily. **Any defects should be reported in writing, by completing the form and the reported to the site supervisor.** If defects have been identified, the site supervisor shall arrange for a competent person to inspect the machine and, where required, arrange for any repair works to be undertaken as deemed necessary.

Where there is a foreseeable risk of any person - either the general public or another member of the asphalt crew - coming into contact with the PLANTS manoeuvres, a competent banks man shall co- ordinate all reversing movements. All members of the asphalt crew shall be suitably positioned to remain in full view of the roller operator and a suitable means of communication should be planned and implemented.

4.22.7)

TRACTOR/TRACK-AIR.

Any person operating a tractor must be trained and authorized .

Always obtain a copy of the manufacturers operating safety manual and procedures. A copy of the safety manual should be available at all times for the plant operator. The purpose of this guidance is to highlight a

number of factors to be considered. The operations will vary from tractor to tractor. **Therefore check the specific details with the manufacturer.**

- Be sure the tractor is properly serviced. Check lubrication, Fuel, oil, water hydraulic fluid, cooling system fluid, operator cab, seat belt, lights, flashing beacons, mirrors, lift arms and tires.
- Check the radiator level when the tractor is cold.
- Never refuel the tractor while the engine is running. Static electricity, a spark from the ignition system, or a hot exhaust can cause the fuel to ignite.
- Fill the engine with fuel when engine is shut off and still cool. Do not smoke. Wipe up any spills immediately.
- Keep tractor wheels spread wide whenever possible. A tractor will overturn sideways much more easily if the wheels are close together.
- Always use access steps and handholds.
- Use the nearside cab door whenever possible.
- Keep floors, doors, pedals and your boots clean and mud-free.
- Do not keep tools, drawbar pins or other equipment on the cab floor. Before leaving the seat ensure the handbrake is fully applied. Make sure all controls and equipment are left safe. Stop the engine. Remove the key.
- Get out facing inwards so that you have a good grip.
- Never get in or off a moving machine.
- Check the seat position - can all controls be operated comfortably.
- Adjust the seat suspension as required.
- Make sure all mirrors are properly adjusted. Make sure mirrors and windows are clean and give full visibility.
- Before moving off, always check whether independent brakes are locked together. They should always be locked together for road and transport use.
- Make sure no one else is near before start the engine.
- Check that no one is in danger before moving off.
- Check that the brakes and steering are operating correctly.

- Seat belts are a legal requirement on all tractors where there is a risk of overturning and injury to the operator.

- A seat belt will prevent the operator being thrown out of the cab in an overturn or road accident, where they are most likely to be killed or injured.
- Wear a seat belt when driving on slopes and when on public roads.

- Check the operator's manual to find out where to stand when using external controls.
- Only use external controls in accordance with the operator's manual.
- DO NOT place any part of your body in between the tractor and any mounted implement when operating these controls.

- Make sure the correct hitch system is employed.
- Only use controls from the operating position inside the cab.
- Take extra care when using external controls.
- Never stand between the tractor and other machines or behind them unless the tractor is stationary and the driver is aware of your presence.
- Never stand with your feet under, on or near drawbars.
- Ensure that jacks, skids and other supports are used and maintained.
- Communicate clearly if help with hitching is required.
- Ensure P.T.O. guards are in place – check they are properly chained, lubricated and free from defects.

- Report any faults immediately.
- Do not use a machine with a damaged PTO shaft guard.
- Properly maintain and adjust braking systems for tractor-trailer combinations. Testing on the move may be necessary after maintenance.
- Keep hydraulic brake couplings clean and avoid contamination.
- Ensure linkages are properly lubricated and operate freely and keep them maintained.
- After use clean mud and contamination from brakes (including parking brakes). Make sure the cleaning method does not lead to deterioration of the brakes (e.g. rusting caused by pressure washing).
- Tractors which are not fitted with a self-balancing braking system require more frequent checks to ensure the brakes are evenly balanced.
- Follow the manufacturer's recommendations for frequency and detail of inspection.
- Some brake linings may contain asbestos so take appropriate precautions. For example, do not blow dust out of brake drums with an air line but DO use wet rags to clean out drums and place in a plastic waste bag while still wet. Special drum cleaning equipment is available which prevents dust escaping.
- Before dismounting, stop the tractor engine and apply the parking brake fully.
- Do not park with a heavy load on a steep slope.
- Remember parking brakes may have a lower capability than service brakes, and some transmission systems provide no engine braking when the engine is stopped.

4.23)

OVERHEAD POWERLINES.

Goal posts will be generally provided by the Main Contractor/Client.

In some cases some works will be undertaken under or near overhead power lines. Where overhead power lines are located it will generally be un-practicable to de-energise the service. Delivery vehicles will be advised that overhead power lines will be present from the asphalt plant. At arrival on site, the driver will be directed by a banks-man. To avoid contact with overhead power lines, the paver hopper shall be purged with the coated road stone at a suitable distance away from the energized services. During unloading, when the tipper body will be in the upright position, a banks-man will be present and shall be positioned in full view of the driver.

4.24)

TRAFFIC MANAGEMENT SYSTEM.

On entering the site, drivers are required to comply with the sign at the entrance and safety signage around the plant. Rotating beacons or hazard warning lights must be displayed. Drivers are required to park in the designated parking areas until otherwise directed to load/unload by the Site Supervisor/Manager/Foreman. Only one vehicle is allowed in the loading area, unless otherwise directed by the Supervisor/ Manager/Foreman. All drivers are required to comply with all site signage and traffic control systems and markings.

The traffic management system may be the responsibility of the Main Contractor or the company. If the traffic management system is under the control of a local authority or Main Contractor, the company's Contracts Manager should agree what controls should be introduced to protect both members of the crew and members of the public.

In either case, the traffic management system must be maintained and should include:

Ensuring warning signage is correctly positioned and, where required, suitably weighed down. Sand bags should be used to weigh down traffic signs and signals where there is a foreseeable risk of wind. This should be

generally considered during late autumn, winter and early spring, or where the work is undertaken in exposed locations.

It should be established at tendering stage, who is responsible for maintaining signs, traffic cones, lighting, etc. If the responsibility is with the company, a person must be appointed to check the equipment daily, before work commences. This appointed person will be qualified and competent to meet the requirements being asked.

PLANNING THE TRAFFIC MANAGEMENT SYSTEM.

When assessing the work and the risks, it is important to observe any features which may increase the risk of injury at the location during the street works. This may include:

- Is the work to be undertaken during school holidays?
- What is the road width?
- Can the minimum road width of 6.5 metres be maintained whilst providing a safety zone? (Two-way traffic).
- **Shuttle working with traffic control should be an absolute minimum 3.0 metres where traffic control system is employed.**
- Are traffic lights or “Stop” and “Go” boards required?
- Can an effective safety zone be provided and maintained?
- Who is responsible for providing traffic cones, signage lighting, etc?
- Are there any overhead power lines or buried services?
- If overhead power lines are present, what control measures are to be introduced to prevent contact with them? This may include the provision of a banks-man or may require a **wire watcher** fitted to drivers cabs.
- Is the traffic management system likely to be required overnight?
- Is there sufficient localised street lighting?
- Is the speed limit on the road likely to increase the risk of injury from passing vehicles?
- Is access required to members of the public, or to persons wishing to gain access to their place of work?

Note, where there is a risk of injury from speeding traffic, additional controls must be introduced, such as temporary speed ramps or, where this is impractical, a convoy system should be introduced. Safety zones should be provided to protect motorists and workers.

4.24.1)

SAFETY ZONES.

The size of the safety zone is dependent upon the size of the lead-in taper, the long ways clearance and the speed of the traffic.

Where the speed limit is below **40 M.P.H. on dual or single carriageways, a safety zone of 0.5 metres should be provided and maintained. Where the speed of the traffic exceeds 40 M.P.H., a safety zone of 1.2 metres should be provided.**

These are guides, where possible these zones should be increased to give employees a safer working zone and peace of mind.

4.24.2)

PROTECTION OF THE PUBLIC.

Barriers should be provided to direct pedestrians or other workers away from the hazard or to prevent access to restricted areas, such as waste material storage areas. **It is essential to keep the workplace tidy.** Any waste materials, plant or equipment must be stored well out of the way and clearly signed, "No unauthorized access". In built up or residential areas, additional lighting may be required if work continues past the hours of darkness. Plastic reflectorised pedestrian barriers should be provided and maintained in good order. A low level "tapping" barrier should also be provided to assist persons with poor visibility.

In certain situations, ramps may be required, which should be at least 1.0 metre in width, constructed from a material which is suitable to carry the expected load/traffic and provided with edging to prevent wheelchairs or prams from tipping over.

All routes should be clearly signed, directing pedestrians away from the hazard. Free-standing signage may need to be secured by sand bags to prevent it from being blown over in windy conditions.

4.24.3)

SETTING OUT SIGNAGE.

Vehicles should be parked safely when preparing to unload the traffic management signage, cones, etc. If possible, park off the road, but do not obstruct footways and cycle tracks. Turn the vehicles roof-mounted flashing beacon or hazard warning lights on. Make sure other drivers can see you.

When placing the signs, do not obstruct any vehicles, cyclists, pedestrians or other road users. Where there is no street lighting, place Road Danger Lamps alongside signs which are on or partly on a footway to warn pedestrians.

A competent, responsible person should be designated for setting out the signs and cones, etc. The competent person should be aware of the safety control measures, how to set the cones out, be familiar with or know where to find the information to set the cones out. All personnel who are involved in placing the traffic management system should be provided, with and wear, reflective high visibility clothing. Where the vehicle is parked, a keep right sign should be displayed. The first sign a driver should see when approaching the road works is the **Advance Warning** sign, at the distance identified in the tables contained in the above mentioned publications.

The person setting out the cones for the lead-in taper should always face the traffic. Start with the edge of the kerb or road edge. Complete the coning around the work area, allowing sufficient room for working spaces and safety zones. Only place the signs which are relevant. Too many signs can cause confusion, however, where there is a change in direction of the road or where the road is winding, and then additional signage may be required.

Once the signage, placement of traffic cones and, where required, traffic control systems are complete, the site supervisor should drive through the traffic system to ensure it is suitable from a motorist's point of view. As the work progresses, the traffic system, cones, signage, etc. should be repositioned as required. Any permanent traffic signage redundant during the road works should be covered up when removing the signage, cones, etc. This should be done in reverse order.

4.25)

PERSONAL PROTECTIVE EQUIPMENT.

MasterMac Surfacing shall assess the level of personal protective equipment required from information gathered from the risk assessments and Material Safety Data Sheets.

MasterMac Surfacing are responsible for issuing their employees with the required personal protective equipment and monitor that their employees are wearing the personal protective equipment (P.P.E.). Basic P.P.E. that must be worn by all contractors includes safety helmet, safety footwear, gloves, glasses and high visibility clothing (class 3 high visibility clothing recommended on roads with a speed limit of 50 mph and above).

MasterMac Surfacing will train the operative on the safe use and maintenance of the equipment.

REF DOC:	PPE POLICY:	MMS REV DEC 2020	LOCATION:	FILE NO:2
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4.26)

VIBRATION.

Mechanical vibration means vibration occurring in a piece of machinery or equipment, or in a vehicle as a result of its operation.

The daily action value for Hand Arm vibration is 2.5 m/s²

The daily action value for Whole Body vibration is 0.5 m/s²

Where employees are exposed to mechanical vibration MasterMac Surfacing shall make a suitable and appropriate assessment of the risks arising from such exposure.

MasterMac Surfacing shall provide their employees with information relating to the source of the vibration and what measures MasterMac Surfacing are taking to reduce the vibration levels at the workplace.

CONTROLS.

Vibration control measures that will need to be considered are:

- Seats that reduce whole body vibration
- Handles which reduce the vibration transmitted to the hand and arm
- Work methods which reduce exposure to mechanical vibration
- Appropriate maintenance programmes for work equipment
- Provision of adequate information and training
- Limitation of the duration and intensity of exposure
- Appropriate work schedules with adequate rest periods
- Provision of suitable clothing to protect employees exposed to cold and damp

4.27)

NOISE.

MasterMac Surfacing Limited may undertake noise assessments, which shall be assessed by a competent person on particular plant and processes where the risk of injury is deemed to be high. Where noise levels exceed 80 dB (A), MasterMac Surfacing Limited shall make individual hearing protection available to their employees with suitable hearing protection. Where noise levels exceed 80 dB (A), MasterMac Surfacing Limited shall take suitable control measures to reduce the source of the noise, display mandatory warning signs and enforce the wearing of hearing protection.

MasterMac Surfacing Limited shall provide their employees information relating to the source of the noise and what measures the employer is taking to reduce the noise levels at the workplace.

The control measures that will need to be considered are:

- Hiring equipment that has noise reducing features incorporated.
- The provision of silencers or baffles.
- Maintaining the equipment in good order.
- Removing personnel from the noise source.
- The provision of acoustic barriers.
- The provision of hearing protection zones.
- The provision of hearing protection.
- The erection of safety signage.

REF DOC:	MasterMac Surfacing NOISE AT WORK POLICY: MMS REV DEC 2020	LOCATION:	FILE NO:4
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4.28)

WORKING AT HEIGHT.

Work at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level.

This policy does not a minimum height requirement for work at height. The regulations apply to all work activities where there is a need to control a risk of falling a distance liable to cause personal injury. This is regardless of the work equipment being used, the duration the person is at a height, or the height at which the work is performed. It includes access to and egress from a place of work.

Examples include:

- Working on the back of a lorry, sheeting/un-sheeting a load
- Access and egress to and from pavers, rollers, tractors, Lorries etc.
- The working platform of a road paver

Work at height training and instruction shall include how:

- To avoid falling
- Use plant and equipment safely
- Carry out necessary checks
- What to do if plant and equipment is found to be inadequate or defective

Suppliers of work equipment must ensure that the equipment meets the requirements of the regulations.

The regulations require the provision of an intermediate guardrail where guardrails are required (Working platforms).

MasterMac Surfacing Limited shall take account of weather conditions, slippery surfaces, non-slip footwear, ground conditions and good housekeeping to prevent falls on site.

The MasterMac Surfacing Limited Foreman/Competent Employee shall visually check the working platform, access and egress points, toe-boards, guardrails etc, prior to use and at appropriate intervals thereafter. The place of work at height shall be provided with suitable and sufficient edge protection, possess a surface that has no gap through which an employee could fall, through which any material or object could fall and injure an employee or other person.

4.29)

MANUAL HANDLING.

Manual handling of loads means any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

MasterMac Surfacing Limited shall, under Manual Handling Regulations 1992

- Take appropriate organisational measures, or use the appropriate means, in particular mechanical equipment, to avoid the need for the manual handling of loads by employees.
- Where the need for the manual handling of loads by employees cannot be avoided, take appropriate organisational measures, use appropriate means or provide employees with such means in order to reduce the risk involved in the manual handling of such loads.
- Wherever the need for manual handling of loads by employees cannot be avoided, organise work in such a way as to make such handling as safe and healthy as possible.

MasterMac Surfacing Limited Health and Safety Manager shall identify the manual handling hazards associated with the work, assess the risks presented by those hazards and be in possession of a written assessment

MasterMac Surfacing Limited shall provide the necessary manual handling training and information to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of employees. Training shall be provided by a trained, competent and Manual Handling instructor.

4.30)

YOUNG PERSONS AT WORK.

Where Young Persons are employed for temporary or seasonal employment, the company will carry out an Induction presentation outlining the measures in place to protect the safety, health and welfare of any Young Person employed.

Young Persons shall carry out minimal duties and shall be under the direct supervision of the Contract Manager and/or Contract Supervisor in that area.

A risk assessment shall be completed for the work activities being undertaken.

4.31)

NIGHT WORK.

Where possible short-term works on high volume roads should be carried out at off-peak times including night time working.

For work within the hours of darkness additional factors over and above daytime criteria need to be considered, such as:

- (a) Traffic volumes will be less but traffic speeds may increase as the congestion has eased and drivers do not expect to encounter roadworks.
- (b) Visibility and awareness is reduced both for road users and site personnel due to tiredness and reduced visibility and lighting. The correct retro reflective materials must be used and kept clean to ensure proper visibility of signs, cones, etc. at night and during poor visibility.
- (c) If active traffic management or tidal flow operations are in place during the day they may be different or the layout may be changed at night, hence causing confusion to regular road users. Advance notification of a changed layout should be provided in addition to signs positioned for daytime operations.
- (d) Additional temporary lighting, over and above the existing public lighting, may be required for pedestrian and cycle detours, the works area, safety zones or manual traffic controllers. The Designer of the temporary traffic measures should determine the requirement for additional lighting.
- (e) This temporary lighting should be positioned so as to not interfere with or dazzle road users. Light sources that produce glare should not be used at roadworks.

Flashing beacons, rotating reflectors or reflective strips should be installed on barriers during the hours of darkness or poor visibility. All signs shall be retro reflective. Flashing beacons should be maintained and reflective strips and signs kept clean.

4.32)

PORTABLE APPLIANCE TESTING.

The inspection of portable electrical appliances used in MasterMac Surfacing Limited operations will be carried out at three separate levels. These will be user checks prior to each use, formal visual checks by in house competent persons and finally testing by an external body.

Visual Checks By Users

A visual check should be carried out by all persons about to use an item of electrical equipment. The check should look for:

- damage to plug
- damage to cable
- taped joints are poor wire connections
- insecure cable at entry to plug

- exposed internal insulation showing below cable sheath
- evidence of dampness or water contamination
- evidence of physical damage to equipment
- missing guarding to equipment
- evidence of appliance or plug overheating.

Any item of equipment, lead, plug or extension cable found to be faulty by the user must be immediately removed from service and should be reported to the Health and Safety Manager.

Visual Checks In House

Visual examination of all low risk equipment will be carried out on an annual basis by an in house competent person. This task will be assigned to a nominated authorised manager who is competent and experienced in electrical safety. Low risk equipment is defined as all appliances which are earthed and which have a fully insulated casing to protect the user. For example computer screens, computer drives, facsimile units and answer telephones would be included but kettles, free standing lights and battery charging equipment would not be. The check will include, in addition to the issues looked at in the user examination, the following:

- correctly rated fuse
- secure cable wire holding
- provision and security of earth fitting
- effective cord grip
- signs of internal plug damage
- signs of ingress of water
- signs of overheating.

The inspection will be recorded in writing and records will be held for a minimum of 5 years.

Equipment which is suitable for in house examination is:

Battery operated equipment, computers, photocopiers, fax machines, fans, lamps.

Equipment which is not suitable for in house examination and which requires external inspection is:

Floor cleaners, electric kettles, extension leads, metal lamps, electric hand tools.

External Testing

All portable appliances will be subject to an external test on an annual basis including low risk appliances. The test will be carried out by an approved contractor. The test shall include the following:

- visual inspection
- insulation test
- flash test (if appropriate)
- earth leakage test
- load test.

All tested appliances will be labelled as follows:

1. Test - passed/failed
2. Date of test
3. Next due test date
4. Initials of tester
5. Reference number

Defective and faulty equipment will be removed from service at once and will be quarantined subject to repair or disposal.

Defective and faulty equipment must be reported at once.

4.33)

OFFICE WORK.

Although generally considered low risk comparatively to site works MasterMac Surfacing Limited must consider all risks associated with conducting day to day activities within the office environment. MasterMac Surfacing Limited will ensure that:

- All entrances and exits well marked and clear of obstruction.
- All passageways, stairs and landings kept clear of obstructions at all times.
- All fire fighting equipment is regularly checked.
- All fire drills are held at least once a year.
- A fire risk assessment is carried out and reviewed as and when necessary.
- All emergency exits will be unlocked whilst employees are on the premises.
- All fire doors always kept shut.
- Are fire notices and fire extinguisher notices are displayed.
- All fire alarm devices are checked regularly.
- That there is an evacuation alarm available in all areas of
- The building.
- All fire/emergency evacuation procedures known by employees within
- All flammable materials kept clear of heaters and heating systems.
- All new staff instructed and made aware of any and all emergency procedures.
- Are combustible materials kept to a minimum?

OFFICE FIRST AID

MasterMac Surfacing Limited will ensure:

- That there is an appointed First-Aider in the office environment.
- That there will be a notice displayed detailing who the First-
- Aider/s and/or Appointed Person/s are and where they are located and where the first aid station is.
- The First Aid box will be fully stocked and meeting the required standards.
- The First aid box/station will be clearly identifiable.

HOUSEKEEPING

- The office areas will be maintained and clean and tidy and monitored by staff.
- There will be a sufficient number of waste containers for the disposal of waste material available and that these containers are clearly marked and emptied on a regular basis so as not to allow the accumulation of waste.

STORAGE

- There will be sufficient storage space available to all office employees.
- That the storage of materials/equipment on top of cabinets will be discouraged.
- That all free standing bookshelves/cupboards are secured to ensure stability and reduce the risk of collapse/injury.
- That any and all flammable liquid are stored safely and identified.
- That only appropriate shelving can be used.

PHOTOCOPIERS/FAX MACHINES

- They will be suitably placed and easily accessible for all staff that is required to use them.
- That there is adequate ventilation provided around electrical devices.

That toners and inks are carefully handled (as per Material Safety Data Sheet which will be on file and be readily available).

COMPUTERS AND SERVER

- Only MasterMac Surfacing Limited staff will have access to company desk tops and laptops.
- All information contained within company server is confidential and must only be used for company business purposes.
- All office staff must comply with current policies on internet usage and computer usage.
- Only e-mails with current disclaimers must be sent and clearly identifiable.

TEMPERATURE

- MasterMac Surfacing Limited will ensure that the temperature at least 16°C.
- That all reasonable steps taken to prevent uncomfortably high/low temperatures, e.g. during winter and summer months.

ROOM SIZE AND SPACE

- That there is sufficient space for the number of employees and the amount of equipment in the office especially during training events and meetings.
- That there is no risk of injuries from overcrowding.

DISPLAY SCREEN EQUIPMENT (DSE)

- A workstation assessment must be carried out and all recommendations/actions etc are kept on file.

LIGHTING

- All lights will be functional and suitable for the tasks that are being carried out and all complaints are recorded.
- All fluorescent tubes free from flicker and buzzing and removed/replaced as necessary.
- All corridors and stairs will be adequately lit.
- All windows letting in natural light will be maintained and regularly cleaned.
- All outside areas will be adequately lit after dark, e.g. car parks, pathways etc.

FLOORS

- All floors shall be covered with a suitable surface in appropriate places, e.g. non-slip etc to avoid any injuries from slips, trips and falls.

- All floors will be regularly cleaned and mats for wiping wet feet/bad weather will be in place at all times.

KITCHEN

All facilities available for meals etc in the kitchen will be cleaned and maintained at all times. There will always be the provision of hot and cold running water.

ELECTRICITY

Where appropriate, all electrical appliances will be switched off overnight to reduce the risk of overloading/short out and fire hazard.

All plugs and sockets will be visually inspected by the user regularly to ensure that they are in good condition. There will be no overloading of sockets (by the use of adaptors) and any and all shortages of sockets must be noted and reported.

All portable and transportable electrical will be inspected and tested regularly and confirmed by the Portable Appliance Test.

There will be no trailing cables allowed in offices.

The use of extension leads is disallowed in MasterMac Surfacing Limited office.

Employees must not bring to work their own electrical equipment e.g. heaters, toasters, electric kettles etc. This is due to insurance issues as well as the need to have only recognizable tested equipment in the office.

In circumstances where employees are allowed to bring into work their own electrical equipment, are there procedures in place to ensure that the equipment is checked to ensure its serviceable condition and does not cause an 'overload situation' to the existing system.

In the event of the above there will be a system in place for reporting Defects and for allowing private equipment into the office environment.

4.34)

TRANSPORT POLICY.

MasterMac Surfacing Limited Managing Director / Plant Manger will carry out the day to day needs of delivering Plant and Equipment and clients materials to site ensuring the safety and welfare of:

- Employees.
- Members of the public.
- Other road users.
- Pedestrians.
- Client's employees.
- Sub Contractors.
- Visitors to site/office.

All MasterMac Surfacing Limited drivers shall attend company induction and training as required by company policy.

Only drivers that fulfil the following criteria will be allowed to drive any vehicles owned or in the control of MasterMac Surfacing Limited .

- Full valid driving licence.
- Competent operator.
- Completion of relevant training as MasterMac Surfacing Limited require.
- Fully experienced in the duties and tasks required.

MasterMac Surfacing Limited will:

- Give assistance and training to employees to ensure they comply with Road Traffic Law enforced by police, courts and traffic commissioners, particularly in respect of transportation of goods. This shall be achieved through the Company Induction and also through other related training (Driver CPC Training, Toolbox Talks, etc.)
- Provide a Health and Safety Management System and Risk Assessment for at-work road Safety.
- Establish standards of best practice from both a worker and client perspective by developing solutions to improve changing transportation demands and requirements. Consider future development and any improvement that can be made to transport operations that will complement the Company's developing vision.
- Conduct regular monitoring to ensure full compliance of Transport Policy and Procedure and that guidance for the safety of employees, drivers, and visitors is read and understood.
- Encourage the involvement of employees in recognising and developing vehicle environmental standards to achieve the Company's set targets.

SERVICE AND MAINTENANCE.

- MasterMac Surfacing Limited Plant and equipment is maintained to the highest standard using our own mechanical fitters and electrical staff.
- All workshop staff must adhere to the following:
- Only pre-organized and approved maintenance will be carried out.
- All parts and services will be documented on job cards.
- Only original parts must be used in any service, repair or replacement on any vehicle, plant or equipment or tool.
- Parts must be ordered via management and logged with order number.
- Only reputable suppliers can be used for the supply of parts.
- Any work carried out must conform to the highest standards and will be checked on completion by the workshop foreman/manager.
- Any and all neglect/poor practices or malicious damage must be reported at once to management.

WORKSHOP POLICY.

WORKSHOP SAFETY

Safety in MasterMac Surfacing Limited workshops is subject to a number of various risks and safe codes of working practices which have to be observed and adhered to by all workshop users and enforced by the person in charge of these areas. Due to high risk activities taking place in the workshops access to these areas is restricted to authorised personnel only. No other person may enter the workshops without permission.

Workshop Equipment and Tools

- No machine may be used or work undertaken unless the technician-in-charge is satisfied that the person is capable of doing so safely. If equipment is fitted with guards these must be used. Equipment must never be used if the safety guards have been removed.
- Any person working in the mechanical and electronic workshop must have read and signed the appropriate risk assessment if the work or equipment they are using has been risk assessed. Risk assessments are kept in a filing cabinet within the mechanical workshop.
- No person shall mount any abrasive wheel unless he has been trained in accordance with company policy. Grinding machines shall only be operated by technical staff and eye protection must be worn at all times.
- Service records of all machine tools, plant and equipment must be kept. They must list the date of any service/repair and name of the person responsible for carrying out that service/repair. Faults which

cannot be repaired immediately should be reported to the technician-in-charge and a note should be attached to the machine where it is clearly visible indicating that the equipment is out of order.

- All Portable Electrical Equipment must be regularly inspected and tested for electrical safety.
- All air receivers must subject to a thorough examination at the statutorily required intervals.
- Ladders/stepladders should be individually identified and formal inspections carried out.
- No welding/hot works may be undertaken unless the technician-in-charge is satisfied that the person is capable of doing so safely. During any welding/hot works operation there must be a fire watcher present and check the area periodically after work finishes.
- When using woodworking machines the dust extractor and face masks must be used.
- Equipment must be cleaned after use. Any materials, tools or equipment used must be tidied away.
- Precision measuring equipment, drills, etc. must be replaced in their appropriate cabinets after each working day.
- Tools and equipment must not be removed from the workshop without permission from the technician-in-charge.

Workshop Practices and Personal Protective Equipment

- Eating and drinking in the workshop areas are strictly prohibited.
- When working with machine tools or other equipment with rotating spindles, jewellery, loose clothing etc. are prohibited and long hair must be completely covered.
- Personal Protective Equipment (PPE) is supplied and must be used where necessary. Barrier cream, lab overalls, eye and hearing protection, dust masks and safety shoes must be used as the work/task dictates.
- Overalls and safety boots must be worn by technicians operating the machines.
- The gangway and fire escape route through the workshop must be kept clear. Any oil spillage, grease etc. must be cleaned up immediately.
- Do not carry loads such that the weight may be dangerous or vision obscured. No hazardous substance to health can be used before a COSHH risk assessment is undertaken and a safe system of work issued to the users.

Lone and Out of Hours Working

No lone working with hazardous equipment and/or materials is permitted. Such work can only be undertaken when there is at least two staff present in the workshop.

Work cannot be carried out outside normal working hours if there is only one person in the workshop. Any exception from this rule will depend on the outcome of the risk assessment and the nature of work to be undertaken.

END OF DOCUMENT