

# HEALTH & SAFETY POLICY



**Electrical, Control, Instrumentation & Functional Safety  
Engineering**

## 1 REVISION HISTORY

Revision	Date	Description	By
1	18.08.11	For Review	Martin Hold
2	02.09.11	Initial Issue	Martin Hold
3	15.04.13	Roles & Responsibilities added	Vicky Sayle
4	06.01.14	Organisation & Responsibility amendments	Vicky Sayle
5	30.01.14	Addition of 4.12, 4.13, 4.14 & 4.15	Vicky Sayle
6	23.07.2014	Organisation & Responsibility amendments	Vicky Sayle
7	07.01.2015	Roles & Responsibilities amended	Vicky Sayle
8	25.01.2016	Roles & Responsibilities amended	Peter Riley
9	22.03.2016	Amended for to include Drugs/Alcohol ; Mobile phones ; Lone Working ; CDM regulations ; Accident/Incident Reporting ; Noise ; Vibration	Peter Riley

Policy Next Review Date: 22/03/2017

## 2 INTRODUCTION

### 2.1 About HTS Engineering Group

HTS ENGINEERING GROUP Ltd Specialise in delivering Electrical, Control and Instrumentation (EC&I) systems. Our services are focused on Instrumented Control and Instrumented Safety systems.

### 2.2 H&S Policy Statement

- HTS Engineering Group Limited is committed to ensuring the health, safety and welfare of its employees. We also fully accept our responsibility for other persons who may be affected by the company's activities. We will ensure, so far as is reasonably practicable, that statutory duties are met at all times.
- The safety of individuals will be paramount and the Safety Policy will clearly reflect this requirement. No Manager or Supervisor should allow, condone or connive in any unsafe practices, nor should any employee intentionally commit or connive with others in any unsafe act.
- The company will discuss and exchange ideas relating to Health & Safety at work with their employees. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of Health & Safety with the company.
- Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires the whole-hearted support of all levels of management and employees and the acceptance by each individual of the responsibilities placed upon them.
- The policy will be reviewed annually and if necessary revised to take into account any changes in the organisational structure or in the light of legislative changes.
- The overall and final responsibility for Health & Safety in the company is that of Mr. Martin Hold.



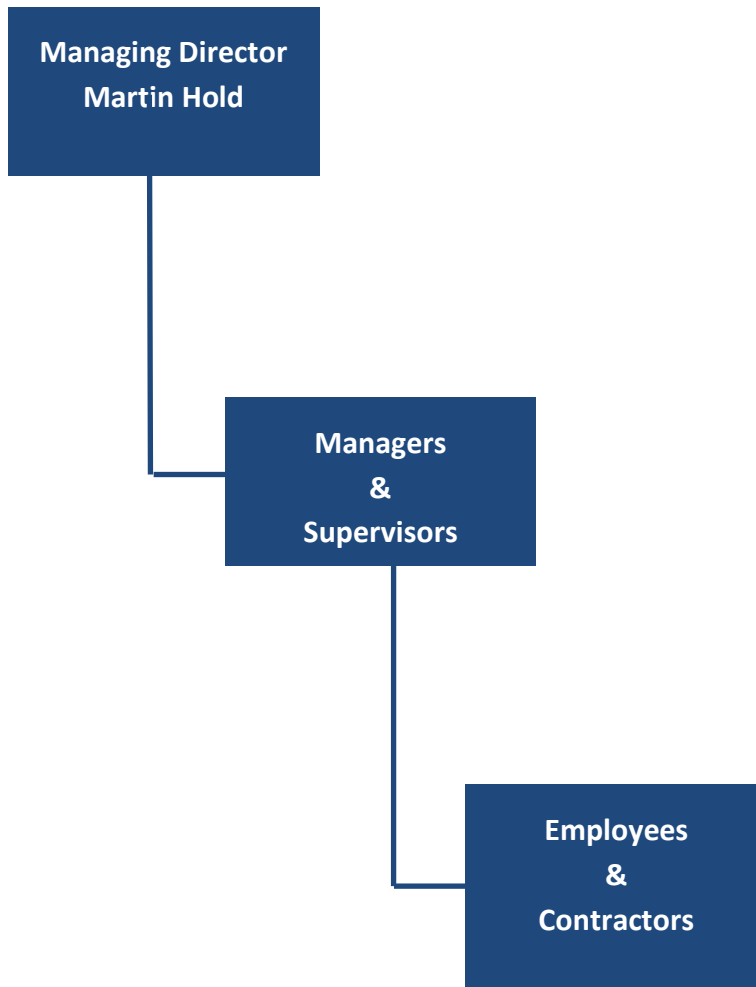
**Martin Hold**

Managing Director

Date: 30<sup>th</sup> March 2016

### 3 H&S ORGANISATION AND DUTIES

#### 3.1 H&S Organisation Structure



### 3.1 Managing Director

Will be responsible for:

- The overall implementation of the company's Health and Safety policy.
- Ensuring that adequate funds and resources are available to meet health and safety requirements.
- Ensuring that Managers and Supervisors are fully aware of their safety duties and are acquainted with the types of hazards which may be encountered in their own and their employees working environment.
- Maintaining enthusiasm and continuing to stimulate interest in safety matters with Managers and supervisors.
- Reviewing the effectiveness of personnel under his control to whom responsibility for various aspects of health and safety have been assigned.
- Ensuring adequate insurance requirements are in place.
- Ensuring that Managers and Supervisors are fully aware of their safety duties and are acquainted with the types of hazards which may be encountered in their own and their employees working environment.
- Ensuring adequate supervision and resource is available to maintain the effectiveness of this policy.
- Ensuring that appropriate training and information is available regarding H&S procedures.
- Implementing adequate and suitable safe systems of work.
- Ensuring that safe plant machinery and equipment is made available to employees.
- Ensuring that training records are kept up to date.
- Setting a personal example of health, safety and welfare.

### 3.2 Managers & Supervisors

Will be responsible for:

- Implementing company policy on health and safety.
- Ensuring compliance with company policy regarding health and safety and other relevant legislation that applies to the areas of their responsibility.
- Ensuring that all employees are fully aware of any specific safety rules and regulations which apply to their areas of work.
- Ensuring that all employees are responsible for receiving adequate training to enable them to perform the tasks assigned to them.
- Ensuring that all accidents and near misses are reported, recorded and investigated to determine the cause and take such measures to prevent a recurrence.
- Ensuring that any machine, tool or equipment is in a safe, workable condition.
- Ensuring that any machine, tool or equipment which is unsafe, is withdrawn from service until it is repaired or maintained according to the correct procedure.
- Identifying risks and developing risk assessments to mitigate or remove that risk.
- Developing method statements to ensure safe methods of work.
- Identifying hazards and wherever possible implementing actions to eliminate them.
- Ensuring that health & safety factors are taken into account when new methods, processes or changes in existing work methods are being planned or implemented.
- Ensuring that the area for which they are responsible is kept clean and tidy, passageways remain clear and fire exits and fire extinguishers remain unobstructed at all times.
- Ensuring that appropriate personal protective equipment (PPE) is provided and being correctly worn by employees. ( note : Failure to use PPE as directed may be construed as gross misconduct and could lead to dismissal ).
- Providing suitable dry storage for PPE.
- Ensuring that site safety audits are carried out as required.
- In accordance with CDM Regulations (2015), ensuring that all relevant project health and safety documentation is prepared and made available to all persons affected by the project.
- Setting personal examples of health, safety & welfare.

### 3.3 Employees & Contractors

Will be responsible for:

- Taking reasonable care for the health and safety of themselves, their fellow workers, clients, visitors and any other third parties.
- Co-operating with the company and clients in its execution of safety rules, regulations and any duty imposed under current and any future safety legislation.
- Ensuring correct usage and storage of personal protective equipment made available to them as required.
- Ensuring correct usage of all types of guarding fitted to or associated with the equipment they are working on.
- Ensuring that equipment used is kept in a clean, tidy and safe condition.
- Ensuring that any equipment which is in an unsafe condition is withdrawn from use .
- Ensuring that work areas are always kept in a clean, tidy and safe condition.
- Ensuring that adequate fire precautions are always in place, including suitable fire extinguishers, unobstructed fire escape routes / exits and location of fire alarm points.
- Co-operating in the investigation of accidents/near misses and never indulging in 'horse play'.
- Lifting, moving or storing materials and substances in a safe manner.
- Promptly reporting any accident, work-related illness, hazard, near miss, unsafe act, unsafe equipment to their supervisor.
- Adhering to HTS Group health and safety policy, rules and methods.

## 4 SAFETY ARRANGEMENTS

### 4.1 Site Working

- When working away from the main facilities, comply with any and all local health and safety rules and regulations as directed by the client.
- Do not endanger yourselves or any other person by your actions or deeds.
- Wear the correct safety and personal protective equipment as necessary at all times.
- Always use the correct tool for the job. Do not use makeshift tools or equipment. Ensure that all tooling and equipment is correctly maintained and serviceable.
- If there are no health and safety rules or regulations in force, abide by the rules and regulations currently in force at HTS Engineering Group Ltd.
- If the presence of asbestos is suspected or discovered, stop work immediately and inform the client and the main office. Do not recommence work again until given clearance by the main office.
- Set a personal example.

### 4.2 Risk Assessments

- Carrying out a 'suitable and sufficient' risk assessment is a requirement of the Management of Health and Safety at Work Regulations 1999.
- Risk assessments will give a clear picture of what could go wrong and how serious an accident could be. They will enable the company to:
  - Identify workplace Hazards. ( A hazard is anything that has the potential to cause harm )
  - Assess the Risk. ( the likelihood of the hazard occurring and the severity of the harm caused ).
  - Take appropriate steps to eliminate or reduce the risk of accidents or injury (i.e. control measures).
- For risk assessments to be effective it is important that all employees and contractors are involved.
- Managers and Supervisors will ensure that risk assessments are carried out covering all significant hazards within their control.
- All risk assessments will be categorised into three levels:
  - High : Operations, tooling or equipment that has a high degree of danger in its use, operation, maintenance or in its components or materials employed in its use.



- Medium : Operation, tooling or equipment having some danger when carried out, operated, maintained or in the materials employed in its use.
- Low : Operations, tooling or equipment that has little or no danger in its use, operation, maintenance or materials.
- Method statements and safe working procedures for site work will be generated from the appropriate risk assessments.
- The 'Hazard Identification/Near Miss Report' is to be used to report any hazards not identified in the risk assessments or any dangerous or hazardous equipment, operations or occurrences.
- All risk assessments will be reviewed at least once a year or if a serious accident or occurrence takes place.

### **4.3 Manual Lifting**

- The company will ensure so far as is reasonably practicable that the need to carry out manual handling operations are avoided wherever possible.
- Mechanical means such as sack trucks, trolley etc. will be provided whenever possible.
- Any manual handling operations identified will require an assessment to ascertain whether the operation can be avoided or mechanised, if this is not possible, the overall risk of injury will need to be assessed.
- If after carrying out the assessment, the manual handling operation cannot be avoided then the following points should be considered before lifting, this is call the Kinetic method of lifting and is to be used at all times.
  - Wherever possible use a mechanical aid to assist you
  - Get additional help if necessary (don't risk it)
  - Plan the lift
  - Check the weight of the load
  - Is the route you are planning to travel free of obstructions
  - Is the place you are planning to put the load free of obstructions
  - Stand close to the load
  - Place feet apart so as to establish a wider stability base
  - Bend at the knees
  - Pull the load close to your body
  - Get a firm grip
  - Lift smoothly
  - Keep your back straight

- Let your legs provide the force for lifting
- Look where you are going
- Do not twist your upper body when turning, move your feet
- When depositing the load, once again bend at the knees and keep you back straight.

#### 4.4 First Aid

- Home office premises (7 Beeston Court, Stuart Road) – First aid is provided and administered from HTS Group appointed first aiders.
- Site Working – Arrangements will be made whereby first aid is given quickly to people injured on sites and other premises. These arrangements will be included in the Construction Phase Plan, and agreed with the client.
- The company will endeavour to provide adequate first aid cover at all times. This will include the provision of first aid kits for both office and site activities.

#### 4.5 Fire Procedures

- Any person discovering a fire should immediately raise the alarm and vacate the premises by the nearest safe exit.
- The alarm should be raised with the relevant Emergency Service by telephone.
- Attack the fire with an extinguisher or fire blanket **BUT ONLY** if you are trained and it is safe to do so. **DO NOT** expose yourself or others to any undue risks.
- **NEVER USE WATER ON ELECTRICAL APPARATUS OR FLAMMABLE LIQUIDS.**
- When the alarm is sounded leave the premises immediately by the nearest exit. Whenever possible switch off machinery, etc., prior to leaving **ONLY** if there is sufficient time to do so.
- Assemble at the designated Fire Assembly Point and report to your Supervisor.
- **DO NOT PANIC, RUN OR STOP TO COLLECT BELONGINGS**
- **DO NOT RE-ENTER THE PREMISES UNTIL GIVEN PERMISSION BY EITHER THE FIRE BRIGADE OR A SENIOR MANAGER.**
- When on a client's site, ensure you know the escape routes, their fire procedures and the assembly points.
- When working on site ensure you know the location of the Fire Alarm and the Fire Fighting Equipment.
- **Note : All hot-work onsite must be carried out under a Permit-to-work system**

#### 4.6 Dangerous Substances ( C.O.S.H.H )

- Such substances may include chemicals used for domestic and industrial cleaning, industrial lubricants, chemical waste, solvents, acids
- The regulations cover any substance which may be hazardous to a person's health. The substance may typically be toxic; flammable; explosive; carcinogenic or general bio-hazard.
- Prior to use, storage or disposal of any substance, the relevant COSHH / Material Safety Data Sheets or assessments should be read and understood.
- COSHH information and Material Data Safety Sheets shall be requested from a client prior to starting a project. This information will be included in the Construction Phase Plan
- The company will endeavour to put control measures into place to protect employees and others from the hazards associated with the substance being used. They will consist of the following or a combination of the following:
  - Substitution
  - Dilution
  - Isolation and enclosure
  - Local or general ventilation
  - Good housekeeping
  - Exposure reduction
  - Training
  - Personal protective equipment
  - Welfare facilities
- If you are going to use a potentially hazardous substance you must ensure :
  - Awareness:** All chemicals or substances in use are known to the HTS management.
  - Usage :** Chemicals or substances are only used as directed by the HTS management.
  - Storage :** Chemicals or substances are stored only in locations approved and identified by the HTS management.
- No chemicals or substances are to be used by any employee without a suitable Safety Data Sheet being obtained and an assessment having been made.
- When on site treat all liquids, gases, dusts etc. as hazardous until proved otherwise.
- **DO NOT DISPOSE OF ANY DANGEROUS SUBSTANCES DOWN THE DRAIN OR SINK, IF IN DOUBT – ASK!**

## 4.7 Electrical Safety

- The company will ensure that all electrical equipment is inspected, maintained and suitable for the job in accordance with the Electricity at Work Regulations 1989 and the Health and Safety at Work etc. Act 1974.
- All portable electrical equipment with the exception of battery operated (less than 20v) equipment must be visually inspected prior to use.
- All portable electrical equipment will be inspected and tested by a competent person and records produced.
- All fixed wiring and electrical equipment will be inspected and tested at least once every five years and records produced.
- The EHS Manager will be responsible for ensuring the suitability and correct frequency of inspections are carried out on all appropriate electrical equipment.
- Formal Visual Inspections. According to the HSE, about 95% of faults or damage can be found visual inspection alone. The following is a checklist of items to look for:
  - Damage to power cable sheath
  - Damage to mains plug, for example cracking to the casing, or bent pins
  - Any taped joints to the cable
  - Inadequate strain relief. This is where the outer sheath of the cable is not effectively secured where it enters the plug or equipment. Obvious evidence of this would be if the coloured insulation of the internal cable were showing.
  - Signs that the equipment has been subject to conditions for which it is not suitable, e.g. wet or excessively rusty
  - Damage to external casing of the equipment, or loose parts or screws
  - Evidence of overheating
- In addition, formal inspection by competent persons should include removal of the plug cover and checking:
  - That the correct value fuse is being used
  - That the cord grip is holding the outer part of the cable tightly
  - The live, neutral and earth wires are attached to the correct terminals
  - That no bare wires are visible, other than at the terminals
  - The terminal screws are tight
  - That there are no sign of internal damage, overheating or entry of liquid, dust or dirt.
- These checks apply to the plugs and sockets of extension leads as well.

## **4.8 Work Equipment**

- The Provision and Use of Work Equipment Regulations 1998, place a duty on the company as employers to provide and maintain suitable and safe working equipment and its safe use.
- Work equipment includes:
  - Machines – photocopier, welding sets etc.
  - Plant – access equipment and machinery
  - Tools – screwdrivers, hammers etc.
- The company will ensure that;
  - Any work equipment provided is suitable for the purpose intended.
  - Work equipment is maintained and kept in good working order.
  - Employees receive adequate training and information necessary for its safe use.
  - Specific measures are taken to guard dangerous parts of machinery.
  - Risks associated with using work equipment are adequately controlled.
- Any work equipment that is borrowed or hired, the company will ensure that it is fit for purpose and persons receive suitable and sufficient training in its use. If necessary, specialist training courses will be arranged.

## **4.9 Display Screen Equipment ( DSE )**

- The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 requires that employers take certain measures to protect the health and safety of employees using display screens who are classified as a 'user'.
- Any person who normally uses a display screen for continuous or near-continuous spells of an hour or more at a time, or for a significant part of their working day will be classed as a user and an assessment of their work station will be carried out.
- The Health and Safety officer will be responsible for carrying out work station assessments and taking any corrective measures as necessary.
- Where an existing user requests an eyesight test because they feel that their eyesight is being affected by the equipment, the company will arrange for a test to be carried out by a qualified optician as soon as is reasonably practicable.

#### **4.10 Working at Height**

- Legislation requires that where it is necessary for work to be done in a place where a person may fall a distance that could cause them injury, all means that are reasonable and practicable must be employed to prevent that fall happening.
- The company will take great care to ensure that all persons – employees and contractors alike, are only asked to do work that falls within their level of competence.
- All materials used in work carried out at height must be removed after completion of that work.
- Where possible all materials used must be held in an area on the elevated structure that will allow persons working on it a clear passage and clean work area.
- The position selected for the storage of material shall be so sited that there will be no hazard to persons working at a lower level through material falling.
- All equipment used in working at height shall be maintained in good condition and have regular inspections.
- The prevailing weather conditions must be taken into consideration.
- Any possibility of hazardous environmental conditions must also be given serious consideration. Loss of consciousness due to heat, gas or other courses could have serious consequences.
- Always assume that all roofs are fragile unless specifically told otherwise. Extra care is to be taken when working close to skylights.
- Always use the correct access equipment. Do not climb on make-shift arrangements.
- Drivers of hoists must be trained, authorised and over 18 years of age.
- Never throw materials from a roof, use an appropriate hoist or rubbish chute.
- Where you need to approach the roof edge or openings: ensure there are guard rails and toe boards, or the opening is covered up and clearly marked.
- Ensure that barriers or guard rails are erected to prevent falls. Where appropriate, use safety belts/harnesses attached to suitably positioned anchorage points.
- Only fully trained and authorised persons will be allowed to erect and dismantle general access and tower scaffolds.
- Only fully trained and authorised persons will be allowed to operate MEWPs ( mobile elevated working platforms ). This includes both scissor-lift and cherry-picker units.

#### 4.11 Confined Spaces

- A confined space means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space which, by virtue of its enclosed nature poses a reasonably foreseeable specified risk.
- Only persons who have undergone a recognised 'confined space' space training course are allowed to enter and work in any confined space as defined above.
- **Confined Space working should never be carried out alone. It must only be carried out under a Permit-to-Work system.**
- Before working in a confined space, ensure you are trained in rescue procedures and in the use of emergency breathing apparatus.
- Be careful on entering confined spaces, check for the following: inadequate source of ventilation, deficiencies in oxygen levels and the presence of flammable gases.
- Keep the monitoring equipment with you at all times when inside a confined space.
- Avoid the use of hazardous substances and ensure good ventilation.
- Do not enter without an attendant. If you see someone in trouble, do not enter yourself unless you are wearing emergency breathing apparatus – summon assistance.

#### 4.12 Asbestos

- Asbestos containing materials have been banned in this country and it is estimated that there are still hundreds and thousands of tonnes still present in all types of buildings. Whilst the likelihood of HTS employees coming into contact with asbestos containing materials, as a result of their specific works, is low, care should be taken at all times whether asbestos containing materials are known to be present or not.
- It is unlikely to be present in newer type buildings however, caution and vigilance should always be a high priority
- Under the Managing Asbestos in the Workplace Regulations, all property owners/controllers of non-domestic premises must ensure that an Asbestos Register is available identifying whether asbestos containing materials are present or not. HTS where possible, and where known, will inform its employees and contract personnel of information on the presence of asbestos containing materials, known to be in buildings or on site where work is likely to be undertaken.
- All materials identified or suspected of containing asbestos products **MUST** be treated as if asbestos is present until further investigation can confirm otherwise. If there is **ANY DOUBT**,

HTS works **MUST NOT** start unless and until further investigations have taken place to ensure that it is safe to do so.

- In the event that suspect materials are identified or disturbed during HTS works, all work activities, in the suspected areas **MUST** cease immediately and the area should be cordoned off.
- The Control of Asbestos at Work Regulations 2006 require training to be given to all persons who may have cause to come into contact with, or may be exposed to, Asbestos Containing Materials. HTS will provide asbestos awareness training to their operatives.
- The HTS Risk Assessment for the works shall identify control measures if the presence of asbestos is known.

#### **4.13 Noise**

- Loud noise can permanently damage your hearing and lead to risks in safety. Hearing loss may be caused by prolonged exposure to noise over time, and also by damage caused by sudden, extremely loud noises.
- Wherever possible, noise levels should be kept below 80dB. If the noise level cannot be eliminated or reduced, it is required that hearing protection shall be worn.
- For low-level background noise, soft-foam earplugs will normally be sufficient. These are to be inserted in the ears as per manufacturer's instructions.
- For higher-levels of background noise or sudden extremely loud noise ( eg impact ), it will be required to wear head-mounted ear defenders ( ie ear-muffs ). These may also be an attachment to a safety helmet.
- Provision of hearing protection is the responsibility of the employer. The wearing of hearing protection is the responsibility of the employee.

#### **4.14 Vibration**

- Hand-arm vibration is vibration transmitted from work processes into worker's hands and arms. It can be caused by operating hand-held power tools such as grinders, hammer drills or reciprocating saws.



- Regular exposure to hand-arm vibration can lead to permanent health effects, such as numbness in hands and carpal tunnel syndrome. Occasional exposure is unlikely to cause ill-health.
  
- In order to reduce risk from vibration :-
  1. Select the correct equipment for the task. Ensure the equipment is well-maintained and is in good working condition.
  2. Minimise the length of continuous time that the equipment is used. Take rest-breaks as appropriate.
  3. Wear suitable PPE. Anti-vibration gloves may be suitable in some cases.

#### **4.15 Training**

- Induction training will be provided for all employees at the start of their employment with HTS.
- Job specific training will be provided when identified.
- Training records shall be maintained within the companies' records system.
- Training will be identified, arranged and monitored on a regular basis.

#### **4.16 Personal Protective Equipment (PPE)**

- The Personal Protective Equipment Regulations 1992 defines PPE as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects him against one or more risks to his health or safety. (e.g. safety helmets, gloves, eye protections and high visibility clothing).
- The standard PPE issued to site personnel at the commencement of employment is as follows: hard hat, hi visibility jacket / waistcoat, hand protection and light eye protection. The 'PPE Issue Form' will be completed with a sign off required by the user.
- The HTS Risk Assessment will identify any additional specific PPE required for your works and the environment you are working in. This will include respiratory protection, which must be suitable for the specific risk. That risk will be identified by the client's MSDS / COSHH information. The information will then be included in the HTS risk assessment.

- If unclear, you should speak with your line manager to ascertain that the PPE is the most suitable for the work activities being undertaken and to clarify if there is specific training required.
- You should contact your Line Manager if you have PPE that has been contaminated by hazardous substance/products.

#### 4.17 Drugs & Alcohol

- **Alcohol** : HTS Group carries out work on site in high-risk process and chemical industries. The work is tightly-regulated and requires a high degree of skill and concentration. This type of work and alcohol are not compatible.
- Alcohol is a depressant drug which depresses part of the brain function. When working on site you require all of your brain functions to be fully operational to save you from injury.
- If you are found to be intoxicated or suffering from the effects of alcohol, you will not be allowed on site. You may end up losing your job.
- Do not drink alcohol heavily on the night before going to work. Your brain function will be still be impaired in the morning, and you will not be able to work safely. The effects of alcohol take time to work out of your system ( typically 1 pint of beer requires 2 hours ).
- If you drink don't drive. Over 50% of all drivers killed on the road are over the legal limit for alcohol.
  
- **Drugs** : You are far more likely to have an accident on site if you are suffering from the effects of drugs. Either medication prescribed by your doctor, or illegal drugs may make you unfit for work.
- If you have been prescribed drugs by your doctor, please inform your supervisor, who will assess the risk of your safety. If required, it may be possible to find you alternative work.
- If you have a problem with illegal drugs, or you believe you have a work colleague who has a problem, inform your supervisor. It is essential that all employees are kept safe and healthy.
- Drugs and work don't mix. Dont let it become a problem !

#### 4.18 Mobile phones

- The use of mobile phones in a work area is not allowed. It is not acceptable to take your phone into a live process area.
- Mobile phones can be a distraction, and it is imperative for your safety that you remain alert and fully focussed on the job at hand.

- Most chemical and manufacturing plants forbid the use of mobile phones in process areas , and have designated areas outside the process area where phones may be used. Ensure that you are aware of these areas.
- At some sites you may be requested to surrender your mobile phone at the security lodge. Please comply with the client’s site rules at all times.

#### **4.17 Lone Working**

- Lone working is not against the law, and it will normally be safe to do so. However, the law requires employers to consider the health and safety risks for persons working alone.
- Unless there are unavoidable reasons, lone working should be avoided, particularly on site.
- If the situation requires that a person, in the course of their duties, is required to work alone, or is physically isolated from colleagues and without access to immediate assistance, then it is required to produce a Lone Working risk assessment.
- The Lone Working risk assessment shall include suitable control measures, including a regular communication arrangement between lone worker and supervisor.
- Note : Lone working is not allowed under any circumstances if it involves working at height or in confined spaces.
- Reference : HTS Group ‘Lone Working Policy’.

#### **4.18 CDM Regulations**

- The Construction Design & Management Regulations ( 2015 ) came fully into force in October 2015. They have superseded the CDM (2007) Regulations.
- The new regulations identify the roles of Client, Principal Designer, and Principal Contractor and their responsibilities. All these parties have a responsibility for effective planning of a project to ensure that health and safety is well managed.
- In most cases, HTS Group will have the roles of Principal Designer and Principal Contractor. As such, HTS Group will create a Construction Phase Plan for each project.
- The Construction Phase Plan will be prepared prior to the start of a project and will include relevant site information such as site welfare and security arrangements ; major onsite risks ; key contacts ; and project scope.
- All parties included on site personnel and contractors are to be advised of the contents of the Construction Phase Plan, and will be required to sign-off their understanding of its contents.
- The Construction Phase Plan will become part of the project Health & Safety File which will be maintained throughout the whole of the project.

#### 4.19 Accident / Incident Reporting

- All accidents, incidents and near misses should be reported as soon as possible to your supervisor / manager.
- Your supervisor may be required to carry out further investigation or report to another authority ( eg Riddor report to HSE ). All reporting will be in accordance with HTS Group – Accident and Incident Reporting Procedure.

## 5 ROLES & RESPONSIBILITIES

<b>Subject</b>	<b>Person</b>	<b>Job Role</b>
Overall responsibility for H & S	Martin Hold	Managing Director
Monitoring of onsite H & S	Peter Riley Jon Reddin	Engineering Projects Manager Site Services Manager
Reviewing H & S systems, procedures, RAMS	Peter Riley Jon Reddin	Engineering Projects Manager Site Services Manager
Accident investigation and reporting (RIDDOR)	Peter Riley	Engineering Projects Manager
Health & Safety advice from	Margaret Barnes	MB Safety Services
Communication of H & S matters to workforce	Peter Riley	Engineering Projects Manager
Supervisor of young/vulnerable workers	Peter Riley	Engineering Projects Manager
Maintenance of tools and equipment (PUWER)	Jon Reddin	Site Services Manager
Management of hazardous substances (COSHH)	Peter Riley	Engineering Projects Manager
Identifying and arranging training	Peter Riley Jon Reddin	Engineering Projects Manager Site Services Manager
Health surveillance	Peter Riley	Engineering Projects Manager
First aid provision and maintenance	Peter Riley	Engineering Projects Manager
Monitoring and compliance audits	Peter Riley	Engineering Projects Manager
Fire RA and audits	Peter Riley	Engineering Projects Manager
DSE Assessments & Audits	Peter Riley	Engineering Projects Manager
PAT Testing	Jon Reddin	Site Services Manager
Transport – Vehicles – Driving	Jon Reddin	Site Services Manager
Construction (Design and Management) Regulations (CDM)	Peter Riley	Engineering Projects Manager

