

# Health and Safety Policy

**Brookfield Yard  
Tedburn Road  
Whitestone  
Exeter  
EX4 2HF**

**REVISION HISTORY**

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## **Section 1 - Health and Safety Policy Statement**

The company recognises its statutory duties under the Health and Safety at Work Act etc. 1974 and the accompanying legislation to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions and to ensure that any work undertaken by the Company does not adversely affect the Health and Safety of those employees or other persons that may be affected by their Acts or Omissions.

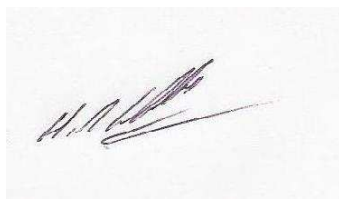
All employees shall be provided with such equipment, information and training as may be necessary to implement this policy. Hi-Line Contractors (SW) Ltd will ensure that a written copy of this statement along with other relevant documentation is given to all employees and contractors.

The company recognises and accepts its duty and responsibility for the safety and health of others who may be affected by their activities, such as visitors to the Company, principal contractors, sub-contractors, as well as members of the public. To this end Regular Health and Safety meetings will be held and the recommendations implemented.

The allocation of duties for safety matters and the arrangements that are made to implement this policy are set out in this Health and Safety Policy Document. The Managing Director has overall responsibility for health and safety within the Company. In this he shall ensure that all reasonable steps are taken to provide adequate resources to meet the Company's obligations set out in this policy.

Employees are under a legal obligation to co-operate fully with the company. This includes maintaining a safe and healthy workplace for them, and others, following Company safety rules and procedures, reporting any hazardous condition to their immediate supervisor and using protective equipment provided.

This policy and operating systems will be periodically subject to review annually.



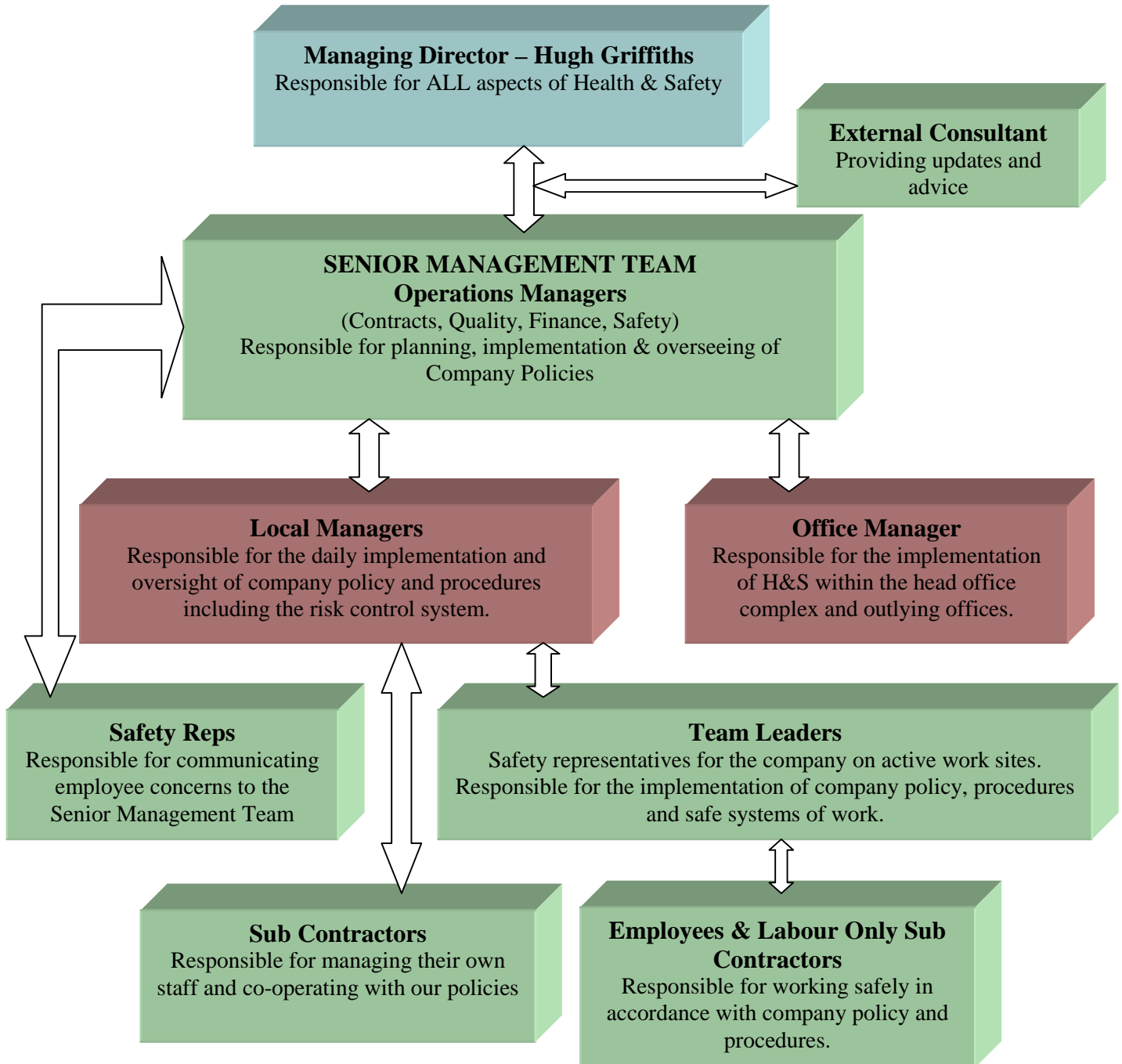
Hugh Griffiths  
**Managing Director**  
August 2011

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**Section 2 - Health and Safety Organisation**

**Organisation and Delegated Responsibilities.**

The following chart shows the arrangements and responsibilities in place for both private and utility sectors of the organisation.



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## **Job Specific Responsibilities**

### **2.1 Managing Director**

The Managing Director is ultimately responsible for health, safety and welfare within the Company and is specifically responsible for: -

- Ensuring adequate resources are provided for the implementation and maintenance of the Company Health and Safety Policy.
- Adequate funds, insurance, materials, equipment and human resources are provided to meet all legal and contract requirements.
- Making arrangements for the effective planning, organisation, control, monitoring and review of health, safety and welfare matters within the Company, and ensuring these arrangements are effectively integrated with other management activities.
- Promoting interest and enthusiasm for health and safety matters throughout the Company.
- Ensuring health and safety is among the first items on the agenda at Board and senior management meetings.
  - Observing all relevant health and safety standards and to lead on health and safety matters by setting a good example.

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### **2.2 Operations Manager**

The Operations Manager is responsible for overseeing, implementing and monitoring the Health & Safety systems along-side the Safety Manager within the Company and is specifically responsible for: -

- The objectives outlined in the Company Health and Safety Policy are fully understood and observed by all employees.
- To lead by example thereby fostering a positive culture within the Company towards health and safety.
- To observe all relevant health and safety requirements and updates, including wearing appropriate personal protective equipment.
- Ensure safety is treated with equal importance as quality, productivity and other business objectives.
- Ensure failure of employees to comply with the Health and Safety Policy and procedures is treated as a disciplinary matter.
- Ensure health and safety responsibilities are clearly defined and allocated at all levels within the Company.
- Ensure effective communication channels exist within the Company to enable health, safety and welfare matters to be effectively communicated and for employee concerns to be investigated and where necessary effective action taken.

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- Ensure effective communication channels exist between the Company and Clients to enable health, safety and welfare requirements are understood and effectively implemented by both parties.
- Ensure an effective training programme is developed and maintained to instruct employees on the requirements of the Health and Safety Policy and the safe systems of work relevant to their job responsibilities and place of work.
- Ensure all employees are adequately trained and competent to carry out their health and safety responsibilities.
- Ensure health and safety monitoring activities including inspection and audits are undertaken on a regular basis to ensure the required standards of health; safety and welfare are maintained.
- Make sure effective arrangements are in place to control potentially serious hazards or situations of imminent danger, and a suitable number of competent people are given responsibility for implementing these arrangements.
- Ensure lost time accidents are investigated and effective measures taken to prevent recurrence.
- Provide regular health monitoring and surveillance where required.
- To ensure suitable and sufficient first aid and welfare facilities are provided and that staff are fully informed of the arrangements.
- Ensure adequate information both written and verbal is passed to employees on health and safety matters.

### **2.3 Health and Safety Manager**

- Revise and amend the Company Health and Safety Policy as required and associated documents.
- To ensure all accidents, dangerous occurrences and diseases are reported to the Health and Safety Executive as required by RIDDOR.
- To review and update as necessary the Health and Safety Policy to ensure it remains effective and up to date.
- Provide information to the Operations Manager, Safety Consultant and where applicable to the Directors, to enable effective monitoring of the Company's health and safety performance.
- The development, implementation and maintenance of an effective Company Health and Safety Policy that meets legal requirements and protects employees and others from injury and ill health.

- When requested undertake periodic audits and inspections of the workplace and procedures and identify wherever possible improvement opportunities.

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- Advise and assist in developing and promoting safe systems of work.
- Liaise with inspectors of the Health and Safety Executive, Other Enforcement and external bodies as required.
- Assist in creating at all levels in the Company a positive approach to accident prevention.
- Assist in developing and keeping up to date risk assessment, method statements, health and safety plans, safe systems of work and other appropriate health and safety documentation and standards.
- Set a personal example by wearing the appropriate personal protective equipment and following recognised safe working practices as appropriate.

#### **2.4 Health and Safety Consultant**

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- To advise the Directors on the requirements of the Health and Safety at Work Act 1974 and related health and safety regulations, including keeping up to date on changed or new requirements.
- To report on the policy as necessary as required by the Board of Directors.
- To seek generally to improve the record of the company in respect of health safety and welfare matters.
- Assist the Safety Manager to identify, develop and deliver suitable health and safety training to all levels of staff as appropriate.
- As required by the Directors, investigate and report on all lost time accidents and dangerous occurrences and make recommendations to prevent recurrence.

#### **2.5 Local Managers**

Have the following responsibilities for all activities, locations and persons under their control:

- Understand and keep up to date with the requirements of the Company Health and Safety Policy and other relevant health and safety standards.
- Ensure employees understand and follow the requirements of the Company Health and safety Policy and other relevant health and safety standards
- Ensure employees and others are provided with sufficient information, instruction and training on health, safety and welfare matters.
- Ensure all employees and others are capable and competent of carrying out their work in a safe and healthy manner and that adequate levels of supervision are provided.

- To organise work so that it is carried out with the minimum risk to employees, contractors and others, and to ensure that the relevant Risk and COSHH assessments are implemented and adhered to.

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- Ensure employees are provided with appropriate personal protective equipment and ensure it is maintained cleaned and replaced as necessary.
- To set high personal standards in relation to health, safety and welfare, including wearing appropriate personal protective equipment and following relevant health and safety standards when visiting work areas, to foster a positive health and safety culture.
- Ensure suitable actions are implemented to correct any unsafe working practices or unsafe conditions observed, including any improvements required in the general management of health, safety and welfare.
- Ensure employees who fail to comply with relevant health; safety and welfare requirements are suitably disciplined/reprimanded.
- Ensure regular consultation on all aspects of health and Safety welfare takes place with both Employees and Senior Management where applicable.
- Arrangements are in place to undertake risk assessments and ensure the assessments are recorded, reviewed and updated as necessary.
- Liaise with the Company Health, Safety & Environmental Manager as required to ensure the required safe working practices and procedures are developed, implemented and maintained as appropriate.
- Provision is made for the inspection, examination, maintenance, servicing, repair and replacements as necessary of plant, tools and equipment.
- Accidents are reported and recorded as necessary, including the production of reports identifying the cause of the accident and recommended actions to prevent recurrence.
- Report any shortcoming in the Company's management of health, safety and welfare, including recommendations for improvement to the Operations Manager.
- Articles and substances purchased by the Company are safe for use and safety data sheets and other relevant health and safety information is obtained from suppliers and manufacturers.
- Ensure suitable provision is made in all tenders with regards to resources for managing health, safety and welfare.
- Obtain from suppliers health and safety information, including safe working practices and health and safety data sheets on items of equipment, plant, tools, materials and substances supplied or hired.
- Ensure all places of work are maintained in a safe, clean and tidy condition at all times, including safe delivery, collection, loading, unloading, storage of plant, equipment and materials. Ensure that materials are safely stacked and protected from damage.

**2.6 Safety Reps***Return to contents page*

- To canvass the opinion of employees on Health & Safety issues and record concerns raised regarding Health & Safety issues brought to their attendance in confidence.
- To attend Health & Safety Committee meetings and report any concerns raised by employees regarding health and safety to the Health & Safety Committee at the quarterly meeting.

**2.7 Supervisors and Team Leaders**

- To observe all relevant health and safety requirements including wearing appropriate personal protective equipment in accordance with legislation and Company policy.
- Ensure all tools, equipment and plant are maintained in a safe working condition and any reported defects promptly rectified. Any defective kit should not be used.
- Ensure all persons fully understand the correct procedures for the use, storage and maintenance of tools, equipment and plant.
- Ensure all persons under their control are given adequate information and instruction regarding risks to health and safety and the measures to be implemented to eliminate or reduce those risks to acceptable levels.
- Provide adequate levels of supervision to ensure safe working practices are observed at all times.
- Monitor health and safety standards and take appropriate actions to rectify any unsafe working practices or conditions.
- Ensure all persons on site are fully aware of the first aid and welfare arrangements for each location including the names of qualified or appointed first aiders.
- Ensure all persons working on a project receive suitable and sufficient health and safety induction training and suitable records of those in attendance kept.
- Where appropriate ensure all persons under their control attend clients' induction and other training sessions as required.
- Provide and maintain safe delivery, unloading, staking and positioning of materials.
- Ensure only trained and competent persons operate plant and equipment and where appropriate certificates of competence are made available for inspection.
- Ensure the work location remains in a safe and secure condition and as far as reasonably practicable unauthorised persons are prevented from entering the work location.
- Ensure all substances are handled and stored in a safe manner in accordance with Company and manufacturers instructions.
- Discourage horseplay and warn persons against taking unnecessary risks.

## 2.8 Surveyors

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- To understand the requirements of the Company Health and Safety Policy and other relevant health, safety and welfare standards.
- Ensure that tender prices include adequate allowance for the provision of the required resources in terms of health, safety and welfare.
- Ensure all relevant health and safety documentation is communicated and provided to relevant persons in control of projects or work locations.
- Report to the Operations Manager or Area Manager or Safety Officer, any unsafe practices or conditions observed or any other shortcomings in the management of health and safety when visiting site.

## 2.9 Employees and Sub Contractors

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The responsibilities detailed below apply to all employees including those working within Company offices: -

- To be familiar with the contents of the Company Health and Safety Policy and relevant health, safety and welfare standards, following the safe working practices and procedures detailed herein.
- To work within the safe systems of work specified by the supervisor, manager or team leader.
- To use and keep in good condition the correct tools, plant, equipment, materials, machinery, substances, transport equipment, safety devices and safety equipment in accordance with the training, instruction and information received, reporting any defects to your supervisor.
- To use the correct personal protective equipment (PPE) provided keeping it in good condition reporting any defects or loss to your supervisor. Return PPE and other safety equipment to its correct storage facility when not in use.
- Develop a personal concern for your own and others health and safety, and not cause injury or ill health to yourself or others by your acts or omissions.
- Not to take unnecessary risks, report any unsafe working practices, unsafe conditions, dangerous occurrences and near misses to your supervisor.
- Co-operate with your employer on health and safety matters to ensure both the Company and yourself comply with legal requirements.
- Not to intentionally or recklessly interfere with or misuse anything provided for health and safety reasons.
- Report to Management any shortcoming in the manner in which health and safety is being managed by the Company.
- To familiarise yourself with the notices, signs, documents and safe working practices relating specifically to your place of work.

- Present yourself fit for work and not under the influence of alcohol or illegal drugs.

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- Only operate plant and equipment that you are trained, competent and authorised to operate.
- Attend training or briefing sessions provided by the Company or clients in relation to health and safety in the workplace.
- Co-operate with others at the workplace to ensure our work activities and the work activities of others do not adversely affect the health and safety of all persons at the workplace.
- Maintain a safe and tidy place of work at all times.
- Participate in developing a positive health and safety culture within the Company by adopting a responsible attitude towards health and safety at all times.
- Refrain from acts of horseplay at all times.
- Set a personal example in applying safe working practices.

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## **2.10 Additional Duties of Bone fide Sub Contractors**

- All contractors must take a positive attitude to the health, safety and welfare at work of their employees and sub contractors.
  - All contractors will be made aware of and instructed to follow the guidelines contained within this document.
- All operatives must be appropriately qualified for the work to be undertaken.
- All contractors are to make relevant certificates of competence, training records and other documentation available for the inspection by the company at reasonable times.
- All contractors will make machinery, equipment and PPE available for inspection by the company at reasonable times.
- All contractors will inform the company of any accidents or incidents relating to their operations on any Hi-Line work site.

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## **Section 3. Scope of Operations**

### **Company Overview**

The company is regionally based in the south west with two main operating centres, one near Exeter and one in Bristol. In addition to managing an in house workforce supplemented with labour only and bona fide sub contractors the company operates a nationwide contract using outsourced bona fide contractors.

The nature of the company's operational activities means that work sites are temporary and as such present specific and unique hazards in relation to emergency planning, risk assessment and safe systems of work. The company policy, procedures and arrangements reflect that complexity.

### **3.1 Private & Commercial Arboriculture and Vegetation Management**

#### **3.1.1 Tree Surgery**

All forms of tree pruning, felling in section, straight felling and stump removal on private, commercial and local authority property. These works include highway working and emergency call out works.

#### **3.1.2 Planting**

All forms of tree, shrub and hedge planting in accordance with a client's specification.

#### **3.1.3 Vegetation Management & Clearance**

The control of woody vegetation such as gorse and laurel using motor manual cutting methods, machine mulching and flail cutting as well as chemical control. Clearance of sites prior to development to include tree felling, stump removals and woody vegetation clearance by hand, motor manual and machine.

#### **3.1.4 Woodland Management**

The management of commercial and non commercial woodland. The selective removal of standing trees using motor manual felling and the extraction of timber for sale or offsite utilisation. Invasive woody vegetation control as per 3.1.3.

#### **3.1.5 Arboricultural, Woodland & Ecological Consultancy**

The survey and inspection of individual or populations of trees for private, commercial, public and highway clients. Production of reports and management plans relating to these surveys and inspections. This service includes the ecological assessment of sites and the impact on protected species.

### **3.2 Utility Arboriculture (Electricity)**

The management of trees and vegetation in the proximity of overhead and ground level electricity infrastructure. This includes Surveying, Liaising with landowners to establish access and permissions to carrying out the vegetation management and associated tree works.

These operations may, at times, also include limited amounts of tree planting, protection, and fencing.

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### **3.3 Administration**

The clerical and financial administration of the principle operational activities are conducted at the Head Office at Brookfield Yard near Exeter and an outlying office in Bristol.

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## **Section 4. Health and Safety: Arrangements and Procedures**

### **General Arrangements for Implementing the Policy**

This section of the Health and Safety Policy details the systems and procedures in place to ensure the Policy is effectively implemented throughout the Company

#### **4.1 Consultation**

The Company recognises the importance of effective consultation between management and employees on health and safety matters.

A clear process of consultation with all members of the workforce is identified in the job related health and safety responsibilities. Regular meetings between Team leaders and Managers will communicate concerns of the work force to the senior management team. The Senior Management Team will consult the workforce through the chain of responsibility and by direct consultation with individuals as specific issues arise. Employees should never hesitate to draw attention to any aspect of health and safety or welfare that concerns them.

The Company will comply with the requirements of the Health and Safety (Consultation with Employees) Regulations, and, in particular the Company will: -

- 1 Consult with employees directly and through safety representatives who are appointed on health and safety matters. Quarterly Health & safety Committee meetings will be held and minutes taken.
- 2 Employees will be consulted on new or changed legislation including the impact this may have on working practices.
- 3 Information will be provided to employees on health and safety matters via the company memos, monthly newsletter, notice-boards and toolbox talks.
- 4 The Company will ensure safety representatives are competent to undertake their role effectively and that sufficient time and other resources will be made available for them to fulfil their role.

#### **4.2 Communication and Induction Training**

The Senior Management Team is to ensure that every employee is made aware of the Health and Safety Policy and Procedures through a company Induction (section 5.4). Each employee is to be made aware of and assisted in fulfilling their responsibilities by their immediate line manager.

The Senior Management Team will communicate changes to the Health and Safety Policy and Procedures to all employees through the chain of responsibility outlined above.

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### **4.3 Contractors and Sub Contractors**

All contractors, sub contractors, agency staff and consultants will be issued with this policy and will be subject to it even where they submit their own policy prior to working.

Where contractors or other persons are present on company premises or worksites controlled by Hi-Line they will be informed of any known hazard and made aware of any emergency contingencies.

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### **4.4 Co-operation and Care**

To build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

In order to achieve this all employees are expected to support and co-operate with Managers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

The Senior Management Team has a duty to take all reasonable steps to preserve and protect the health and safety of themselves, their employees and all other people affected by the operations of the company.

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### **4.5 Health and Safety Review Procedures and Monitoring**

Hi-Line recognises the importance of health and safety inspection and auditing as a means of assessing the effective performance of the health & safety management system.

The Health & Safety Policy, Procedures and Arrangements will be amended in response to changes to legislation, best practice or following an accident or incident investigation.

The Health and Safety Manager will carry out a full review of the health & safety management system and health & safety policy **annually**.

Periodic **Worksite and Work Place Safety** inspections will be coordinated by the Health & Safety Manager and the findings recorded. Findings will be communicated to all management levels and action points completed within a time frame specified on the audit report.

The Health and Safety Manager will ensure periodic inspections of the company offices and workshops are undertaken and recorded.

**Sub contractors** will be subject in an annual regime of Health & Safety Auditing co-ordinated by the Health & Safety Manager & Quality Manager.

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## **Section 5. Health and Safety Management**

### **5.1 General**

Hi-Line recognises the importance of managing health and safety with the same degree of expertise and to the same high standards as other core business activities.

Effective management of health and safety is considered essential to the control of risks and prevention of harm to employees and other persons. Hi-Line are committed to ensuring that Health and Safety issues within the company are adequately planned and managed in accordance with the Management of Health and Safety Regulations.

The key elements of effectively managing health and safety within Hi-Line are: -

- 1 The development and maintenance of a health and safety policy, which sets a clear direction for the Company to follow, contributes to business performance and demonstrates a commitment to continuous improvement.
- 2 An effective management structure, which through the active leadership of senior management fosters a positive health and safety culture throughout the Company.
- 3 Health and safety responsibilities are assigned at all levels within the Company, which aims to motivate and empower employees to work safely, preserving physical and human resources which reduce financial losses and liabilities.
- 4 Arrangements in place including the provision of adequate physical and competent human resources for delivering the policy, including the development and maintenance and ongoing review of an effective health and safety management system.
- 5 A risk assessment based approach is adopted to prioritise and set objectives to eliminate or control to acceptable levels risks to health and safety.
- 6 Health and safety performance is measured against agreed standards through regular inspection and auditing activities to identify improvement opportunities.
- 7 Regular reviews of the health and safety management system by senior management to ensure it remains effective and up to date. Reviews include comparisons with the performance of competitors and best practice.
- 8 The workplace will be kept clean and tidy and all waste materials disposed of accordingly.
- 9 A no smoking policy operates within all buildings, vehicles and offices operated by the company.

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## **5.2 Workplace Inspections**

The Senior Management Team will ensure regular inspections of the workplace are conducted. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature or scale of operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of this policy and the Quality Management System may be necessary.

*See Workstation assessment form*

*See Workplace audit forms*

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## **5.3 Access and Exit**

A safe means of access to and from all workplaces must be maintained at all times. This will include pedestrian access to and from employee or visitor parking.

In all offices, workshops and restricted work sites all doorways, walkways and access routes must be kept clear of obstructions at all times.

The safest access to and from a worksite must be determined prior to commencing work as part of the onsite risk assessment, and be reviewed as site conditions change.

Worksites must be managed to minimise trip hazards for workers and the public. Public paths open spaces and highways must be left clear of debris. Work arisings, stockpiles and stores must not endanger the public at any time.

## **5.4 Planning and Management**

The company is committed to ensuring Health & Safety issues within the company are adequately planned and managed in accordance with the Management of Health and Safety Regulations.

### **Construction (Design & Management) Regulations (CDM)**

The HSE have advised that tree planting and general horticultural work includes top soiling, grading, amelioration, planting, grassing, agricultural fencing, tree work, soft landscape maintenance and associated preparation (including excavation and site clearance but excluding site clearance of "construction work"). These works are therefore not "construction work" and the CDM Regulations 2007 do not apply to them, even if they are part of a larger project which includes "construction work". The HSE have advised that where such works are carried out as part of a larger project including "construction work" the tree planting and general horticultural work can be addressed separately.

Where 'construction work' to include construction design is undertaken by the company the Board of Directors / Senior Management Team will ensure pre tender documents, designs, construction plans, bills of quantities and method statements meet the CDM requirements for the site and that information requested by the 'client', 'CDM Coordinator' and/or the 'Principal Contractor' is provided. Furthermore all employees working on the construction site will be fully briefed about site safety issues and cooperating with the Site Health & Safety Plan by their line manager and/or team leader.

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**Construction Sites**

Where the company is working on a construction site or as part of a construction design project, it will comply fully with the requirements of the Construction (Design & Management) Regulations (CDM) as required. Reference will be made where applicable to the 'Managing Health & Safety In Construction ACOP' (L144). In addition to the company health and safety procedures, full cooperation will be given to the 'Client', 'Designer', or 'CDM Coordinator' in the pre tender / design stages and/or the 'Principal Contractor' during construction phases in providing accurate health and safety information.

Where the company has the role of 'Contractor' it will fulfil its obligations in accordance with the CDM Regulations.

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**Forestry Site Management**

Where the company fulfils the role of Contractor or Subcontractor it will comply with the health & safety responsibilities as laid down in INDG294(rev1) Managing Health & Safety in Forestry and the requirements of landowner or Forestry Work Manager. Where the company assumes the role of Landowner or Forestry Work Manager it will apply the guidance contained within INDG294(rev1) Managing Health & Safety in Forestry and monitor compliance of contractors and sub-contractors.

Timber Hauliers will be expected to abide by the Road Haulage of Round Timber 'Code Of practice' 2003 available via the web at [www.ukfpa.co.uk](http://www.ukfpa.co.uk) or from the Health & Safety Manager

**Project Management**

Where the company undertakes the role of project manager on behalf of a client then the same principals as outlined for Forestry Management Sites will be applied in accordance with INDG294 (rev1). The company in this instance will adopt the role of Forest Works Manager having first ensured the relevant competencies to undertake the project are in place.

Prior to commencing the project the company must establish a memorandum of understanding with the client outlining the company's specific roles and responsibilities for the duration of the project.

**5.5 Employee Induction**

Where new members of staff are employed or existing members change their roles they will be provided with training and information to ensure that they undertake their roles safely.

Each new employee will receive an individually issued Health and Safety pack as part of their induction. This information must be available to them whenever they are at work.

The induction training will cover all aspects of safety management and a record is to be kept of their induction. The H&S induction will be undertaken by a designated member of the Senior Management Team. Key aspects of the H&S Induction and Company Induction will be carried out prior to any work being undertaken. Any outstanding elements of the induction programme will be completed within 14 days of starting work.

*See Company Induction Form*

*See Job Specific Induction Form*

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**5.6 Safety Training and Information**

Employees in the organisation must be adequately trained and informed to perform their job effectively, safely and efficiently. Hi-Line are committed to providing the highest quality service to their clients and this is best delivered through a trained, informed and motivated work force, adequate method statements and safe systems of work.

To achieve this Hi-Line will ensure that employees are trained in current and safe working practices, safe systems of work in line with their job requirements. Individual training requirements will be reviewed annually and after allocation of a new job or role. Employee training records will be updated and maintained at the company's head office.

Refresher training and job specific training will be scheduled according to individual training schemes and changes in working activities.

Training will be at the company's expense (in accordance with Hi-Line's Bonding Agreements Scheme) and where practicable undertaken in normal working hours.

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### **Supervision and Workplace Training**

Work place training in the use of chainsaws and other hazardous machines may take place only after an employee has attended a nationally recognised training course. Close supervision of work place training must be made by an experienced and competent member of staff authorised by the Senior Management Team.

New employees and those below 18 years of age will be assigned a direct supervisor prior to starting work. They will be supervised on a one to one basis until their line manager and supervisor are satisfied with their competence.

Additional rules apply for young persons (see section 5.33).

### **Certification and Competence**

Where legislation or specific industry guidance requires, employees will be trained and assessed to a national competence standard. For chainsaw, forestry and arboricultural related training and competency refer to AFAG 805.

### **Basic Chainsaw Competency**

The Provision and Use of Work Regulations 1998 (PUWER) states that chainsaw operators working in or around trees are expected to hold a recognised certificate of competence or national competence award. It is expected that all chainsaw operators will hold the relevant NPTC and/or LANTRA certification in accord with AFAG 805.

## **5.7 Risk Assessment and Safe Systems of Work**

The Company will comply fully with the requirements of the Management of Health and Safety at Work Regulations, in particular: -

No work will be undertaken unless a safe system of work has been supported by a suitable site, task and machine specific risk assessment and that this has been completed with control measures identified and implemented. Generic Risk Assessments (GRA) are contained within the employee Health and Safety Pack to cover common tasks and machines. These must inform the site specific Risk Assessment.

In complex high risk operations such as Crane work and non standard works a project specific method statement must be drawn up and agreed by the health and safety manager prior to work commencing.

Hi-Lines Job Sheets (WPD, Private) incorporates a site, task and machine specific risk assessment and must be completed prior to any work commencing. Managers, Surveyors and Team Leaders must ensure that any Generic Risk Assessment (GRA) references used in the job sheet adequately reflect the work being undertaken. Method statements may be used where common low risk activities are undertaken. Where the GRA does not cover the operation being undertaken or the machine being used adequately an individual assessment must be completed and checked by the Health and Safety Manager.

The senior management team are responsible for ensuring that a safe system of work is provided for all aspect of the companies undertaking.

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Reference can be made to:

- '5 Steps to Risk Assessment, Case Studies' HSG183.
- '5 Steps to Risk Assessment' INDG 163(Rev3).
- Arboricultural Association Risk Assessment Folder.

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## **5.8 Emergency Procedures**

All premises to include offices and workshops will have a designated manager assigned to ensure that an emergency procedure is in place and is periodically reviewed or updated.

### **Offices**

It is the Office and Local Managers responsibility to ensure that an emergency procedure must be in place for all work premises in case of fire, first aid and evacuation situations arising.

*See designated managers list on company notice boards.*

### **Workshops and Yards**

It is the designated local manager's duty to ensure that appropriate procedures are in place in case of an emergency caused by machinery, vehicles and releases of hazardous, explosive or flammable substances, or any other identified hazard. These procedures should include evacuation, first aid and fire fighting.

### **Temporary Worksites & Working At Height**

The nature of Hi-Lines business is to carry out operations on temporary worksites. An Emergency Action Plan (EAP) is incorporated in the job sheet and must be completed before any work commences. Where a job has been previously surveyed the Surveyor must ensure that as much of the EAP is completed as possible. It is the Team Leaders responsibility to ensure that it is complete, accurate and has been communicated to all those working on site. Reference should be made to AFAG 802. Any working at height, be that from a MEWP or rope and harness, must have a designated rescuer or rescue co-ordinator appointed who agrees an appropriate rescue method prior to starting work.

## **5.9 Hazardous Substances (COSHH)**

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Before the Company uses any hazardous substance a full risk assessment will be undertaken as required by 'The Control of Substances Hazardous to Health Regulations'. The guidance on completing COSHH assessments is provided in HSE publication 'COSHH Essentials, Easy Steps to Control Chemicals' HSG193 will be followed as appropriate.

Manufacturers or suppliers health and safety data sheets will be examined to determine the exposure limits that may apply to a hazardous substance. Reference will also be made to the Health and Safety Executive publication EH40 to determine or confirm exposure limits.

Where maximum exposure limits (WEL) have been assigned to a hazardous substance then these limits will not be exceeded under any circumstances.

Where appropriate the Company shall ensure suitable personal protective equipment is issued and worn.

All persons using a substance hazardous to health shall ensure they follow the control measures and instructions identified on packaging, manufacturers' data sheets and risk assessments as appropriate.

COSHH Assessments will be held as close to the hazardous substance as practicable. Assessments for the most commonly encountered substances are to be included in the Health & Safety Pack in each vehicle.

The storage of toxic, corrosive and highly flammable materials, LPG and compressed gases will not be allowed on Company premises unless authorised by the Managing Director

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### **Flammable liquids**

Flammable liquids must only be stored in correctly labeled and approved metal or plastic containers. These must be kept secure in stores or in vehicles when not in use. Fuel cans and other flammable liquids must be stored at the worksite in accordance with AFAG 301 and INDG 317. No Smoking or bonfires are permitted within 20m of fuel or flammable liquid.

Fuel **MUST BE** secure when being carried in vehicles and wherever possibly **SHOULD NOT** be carried in the same compartment as the driver or passengers.

*See Fire Risk Assessment & DSEA Assessment Form*

### **Dangerous Substances & Explosive Atmospheres**

This section applies to anywhere that potentially explosive substances such as fuel, chemicals, solvents, gas etc. are stored. Storage also includes storage in vehicles during transport to and from site.

Where a fire risk assessment identifies the need, a DSEA assessment will be undertaken and the findings made known to the designated manager as appropriate.

As a general precaution potentially explosive substances will be stored in approved containers, correctly labeled and stored in well ventilated areas away from sources of ignition.

### **Pesticides**

The use of pesticides is subject to the Control of Pesticides Regulations, any member of staff supervising, mixing or applying pesticides or disposing of pesticide containers must hold the relevant NPTC competence certificate or is a member of the National Register Of Sprayer Operators.

Pesticides must be stored in a bunded and secure cabinet which has the correct warning labels. The minimum quantity of chemical should be transported to site and any chemical, concentrate or mixed **MUST** be secure at all times during transportation. Stores must comply

with Code of Practice for suppliers of pesticides to agriculture, horticulture and forestry (Yellow Code)

Pesticides advice and supply must only be given by BASIS registered advisors and suppliers.

Storage, application and disposal records must be maintained up to date.

*See Chemical Storage Record*

*See Chemical Application Record*

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### **Asbestos**

All company offices and workshops have been surveyed and no asbestos was found. Although it is not anticipated that site operatives will come into contact with asbestos during arboricultural and landscaping work there is a risk from encountering asbestos waste where fly tipping has occurred and when undertaking vegetation clearance works for the construction industry or on a construction site.

Where asbestos is present it is monitored and controlled as appropriate to reduce the risks to employees in compliance with Control of Asbestos at Work Regulations.

If material suspected of containing asbestos is encountered, persons shall avoid disturbing the material and inform the Contracts Manager or Supervisor immediately, making him aware of the location. No further work near the suspect material shall take place until the Client has arranged for the material to be analysed and removed by a licensed contractor.

### **Biological Hazards**

Some naturally occurring substances may present a hazard and there is a duty to assess the risk of contamination and put in place such controls as may be necessary. Examples include: Plant Saps (Hogweed), Blue Green Algae, Faeces, Leptospirosis, tetanus and wood dust.

Attention must be paid to prevent these substances being transferred via clothing or tools to employee's homes, vehicles or other premises.

During events such as an outbreak of Foot and Mouth, Bird Flu or similar, it is Hi-line policy to seek guidance at such a time from the relevant authorities such as DEFRA

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### **Fly tipping**

Increasingly our work brings us into contact with a variety of potentially harmful items left by third parties onsite. Fly tipping is an illegal activity and the Environmental Health Department must be alerted along with the land owner/client. Only clear the tipped waste if contracted to do so – assess the nature of the waste and wear appropriate PPE.

### **Sharps**

In the case of needles/sharps, condoms, nappies or other potentially contaminated items there is a risk of cross infection to those exposed to them. Managers or Surveyors inspecting potential work sites must assess the risk of such items occurring onsite and take appropriate action to have the site cleared, to cordon off the area, or to work around the items and make the team aware. The team leader should contact the local Environmental Health Department to request clearance/guidance.

Only those trained in sharps disposal may do so. They must follow the correct procedures and use the correct equipment.

- **DO NOT** proceed unless it is safe to do so. Contact a Manager for guidance.
- **ALWAYS** wear gloves when gathering arisings from ground level or inspecting around the base of trees.

### **5.10 Personal Hygiene & Toilets**

The nature of Hi-Lines operation requires employees to work in dirty and dusty conditions exposing them to substances potentially harmful to health.

Where normal hand washing facilities are not available then alternative facilities must be made available such as waterless skin cleanser, hand wipes or similar. These should be used as and when required but particularly before any meal or refreshment break.

All Hi-Line works vehicles should carry hand wipes for this purpose.

All offices and workshops will have access to adequate and clean toilet facilities appropriate for the number and gender of employees who have access to it. Adequate hand washing and drying facilities will also be available.

Areas for the preparation of drinks and/or food can be sources of ill health due to the lack of cleanliness. These areas will be designated for the purpose, separate from toilet facilities and kept clean at all times.

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### **5.11 Manual Handling**

It is the policy of Hi-Line to comply with the Manual Handling Operations Regulations.

Given the large variety of type, location and complexity of manual handling tasks undertaken by the company, specific Manual Handling Assessments for each task are considered unsuitable. A generic assessment is included in the onsite Job Sheet Risk Assessment.

All employees will undertake Manual Handling Training to enable them to assess the manual handling risks associated with their task, load, environment, individual capabilities, mechanical aids and PPE required. Suitable measures will be taken to control the risk e.g. Avoid handling, reduce load size, mechanical assistance, ergonomic work principles, assisted lifting and all other possible steps will be taken to reduce the risk of injury to the lowest level possible. Wherever possible the need for persons to carry out manual handling activities will be avoided.

Where the regular manual lifting or handling of loads or moving heavy loads is required mechanical aids shall be provided and used wherever possible. To avoid injury from repetitive strain tasks will be rotated between team members wherever possible.

Training is to be provided for employees on manual handling as soon after commencement of employment as is practicable.

Before attempting manual handling the individual must ensure that the load is not heavier than they are capable of moving/lifting, if in doubt seek assistance.

Where necessary wear suitable gloves to protect against sharp or rough edges.

### **5.12 Work Equipment (PUWER)**

The Company will comply with the requirements of the Provision and Use of Work Equipment Regulations for all machinery, plant and equipment used either on work sites or on Company premises. In particular the following requirements will apply: -

Hi-Line will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All workers will be provided with adequate information and training to enable them to use work equipment safely.

Only those persons with adequate training will be authorised to use the equipment and all work equipment is to be maintained in good working order and repair.

All employees are responsible for ensuring equipment issued to them or that they supply for the purpose of the their job is inspected and maintained in accordance with the manufactures guidelines, industry best practice or management recommendations. The inspection and maintenance of this equipment will be logged and records will be monitored to ensure compliance.

### **Self Purchasing Policy**

Chainsaw operators are expected to purchase their own chainsaw as per their terms of contract. In the case of climber this may include two chainsaws, one for ground use and one for aerial use. In all cases the following guidance must be adhered to:

- a) Only makes and models of Chainsaws approved by HCL may be purchased for use on HCL jobs in accord with the purchasing policy below.
- b) Operators are responsible for ensuring that they supply the relevant maintenance equipment required for their chainsaws to include: spanners, sharpening guides, sharpening and dressing files and specialist tools.
- c) In all cases the operators have primary responsibility to ensure their machines are maintained and safe for use. HCL reserves the right to impound or remove from a worksite any equipment deemed to compromise safety standards.
- d) It is the operators responsibility to maintain the chain to required standard of sharpness and safety.
- e) All chainsaws **MUST** be registered with head office prior to being used on an HCL worksite. Only registered machines may be used on HCL worksites.

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### **Purchasing Policy**

Wherever possible products will only be purchased if they are provided with a certificate of conformity, are fit for purpose and are manufactured to EN standards. Quality will be considered where there are benefits to Health and Safety such as correct guards, protection and safety features. Wherever possible mechanical equipment should be purchased that exposes the operator to the lowest level of noise and vibration.

### **Maintenance**

Maintenance frequencies will depend on the intensity of use, operating environment, variety of operations and risks to health and safety from malfunction or failure. These will be carried out in accordance with the manufacturer's recommendations and instructions.

Only fully trained and competent persons will undertake repair, modification, maintenance or servicing work on work equipment involving specific risks.

Where appropriate maintenance work will involve checking the effective operation of guarding and other safety devices and records of such checks will be kept.

For high-risk or complex items of equipment a maintenance log will be kept detailing the results of maintenance activities and any repairs undertaken.

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### **Transportation & Stability of Work Equipment**

Work equipment will be stabilised to minimise the risk of it collapsing, overturning, falling over or becoming unstable during transportation and operation. The methods used to stabilise equipment include bolting, tying, fastening, clamping, ballasting or counterbalancing as applicable.

Where mobile equipment have stabilising devices fitted or available such as outriggers or other similar devices they must be deployed before work commences i.e. MEWPs, towable brushwood chippers, extendable tracked chippers, dual wheels (Stump grinders & tractors).

Tools and materials must be secured during transportation in accordance with section 5.26 vehicles and driving.

### **Tool and Equipment Maintenance**

1. All machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective, must be repaired before use or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using mechanical tools must not wear clothing, jewellery or long hair in such a way as might post a risk to their or anyone else's safety.
7. Employees must use equipment for its intended purpose. The misuse of company tools or equipment is a disciplinary matter.

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### **Storage of Materials, Plant and Equipment**

All materials must be securely stored in accordance with their COSHH assessment. Plant and equipment shall be safely and securely stored and shall not obstruct any gangway, traffic route and means of access or exit.

The storage of toxic, corrosive and highly flammable materials, LPG and compressed gases will not be allowed on Company premises unless authorised by the designated Manager.

Where materials are to be stacked ensure they are placed on a firm foundation, and that slings can be safely removed without disturbing the stack. If necessary secure the stack with ties or chocks.

Take care when removing items from the stack so that its stability is not affected.

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### **5.13 Noise**

Hi-Line is committed to protecting the hearing of its employees and those affected by its operations. To that end machinery and operations with a noise output that exceeds 80dB(A) will be assessed and adequate hearing protection supplied to those staff affected by it. Refer to INDG 362 and the Control of Noise Regulations.

All employees must wear ear protection and enforce ear protection zones when using or working in noisy environments that exceed 80dB(A).

Typical Values:	dB(A)
Chainsaw idling	80
Busy Roadside	90
Tractor Operating	95
Chainsaw Operating	105
Brushwood Chipper	120

All machinery that exceeds 80dB(A) must carry the Mandatory blue sticker indicating that hearing protection must be worn.

All employees exposed to a daily or weekly noise exposure above 85dB(A) will be subject to periodic hearing assessments.

Where the public or other people are at risk from noise caused by Hi-Line's operations an effective Ear Protection Zone (EPZ) must be enforced with signs and/or barriers. In restricted work sites i.e. Roadsides and footpaths adequate signs warning pedestrians or bystanders of the noise hazard must be in place.

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#### **5.14 Personal Protective Equipment**

The Company recognises the importance of the provision of personal protective equipment as a means of preventing injury or ill health.

The Company will comply with the Requirements of the Personal Protective Equipment at Work Regulations, in particular: -

- 1 Employees will be provided with personal protective equipment as required/identified by the risk assessment including, safety helmets, safety footwear, eye protection, chainsaw protective clothing, hearing defence, gloves, high visibility clothing, foul weather gear and general purpose overalls
- 2 The PPE will fit the employee and a record of its issue will be made.
- 3 Personal protective equipment should be selected to ensure it is compatible with each other where more than one item is to be worn at the same time.
- 4 Personal protective equipment is maintained, replaced or repaired as necessary.
- 5 Suitable storage is provided for all personal protective equipment to ensure it does not become damaged or contaminated when not in use.
- 6 Users of personal protective equipment have been fully trained in its use including the risk that the personal protective equipment will protect against.
- 7 Employees must make full and proper use of the personal protective equipment and report any defect or loss to their Supervisor or Manager as appropriate.
- 8 PPE will be subject to a weekly recorded inspection.

Employees will maintain all personal protective equipment provided by Hi-Line in good working order. Misuse, negligence, wilful damage or loss of personal protective equipment

may result in disciplinary action. Site managers, supervisors or team leaders may exclude persons from the work site where appropriate PPE is not worn.

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### **5.15 Fire Safety**

All premises owned, leased, rented or occupied by Hi-Line for the purposes of business will comply with the fire regulations. Fixed premises such as offices and workshops will have adequate warning devices (fire alarms or smoke alarms), fire extinguishers, fire exits, escape routes and fire drill procedures will be in place as detailed in the fire risk assessment for these premises. The fire procedure will be prominently displayed in all premises.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves observing no smoking areas and keeping combustible materials separate from sources of ignition.

All works vehicles will be equipped with fire extinguishers. A competent person will annually (and at time of audit and vehicle service) check all vehicle and office extinguishers. Defective equipment will be immediately replaced.

Fire & Smoke Alarms where fitted will be checked and a record made every month by a designated manager.

The misuse of, or wilful damage to, or obstruction of the fire exits or fire extinguishers will result in disciplinary action.

Key personnel insofar as reasonably practicable will receive training in the use of fire extinguishers.

Temporary work sites will be organised to minimise the risk from fire. Refuelling points will be identified in accordance with AFAG leaflet 301.

All employees of the company have a duty to report any fire immediately to the fire service. In the event of discovering a fire the employee will:

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- Raise the alarm to fellow employees, the public and emergency services
- Tackle the fire where it is safe to do so by:
  - Locating fire fighting equipment
  - Read directions ensuring the extinguisher is suitable for the fire source
  - Evacuate the area and ensure that everyone is accounted for
- Do not re-enter the site until directed to do so by the fire service

### **5.16 Waste Disposal Management and Environment**

(also see Environmental Policy EMS001)

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Offices, workshops, yards and work sites will be kept tidy and must not block emergency access or escape routes. Potentially hazardous or flammable waste must be separated from other waste materials. Hi-Lines environmental policy will be complied with at all times.

The Company holds an appropriate license that authorises the deposit, recovery or disposal of controlled waste. Only a registered carrier can transport waste. All waste materials must be disposed of in accordance with The Environmental Protection Act (EPA), COSHH Regulations and the Hazardous Waste Regulations.

The disposal of waste must only be undertaken at a licensed waste disposal site. The Company will be responsible for the payment of any waste taxes that may be due.

Where required waste transfer notes will be held on site for the duration of the project and made available for inspection upon request. A Waste Carriers Licence is available upon request.

Waste skips and other waste containers must be suitable for the waste to be contained and where appropriate sealed where special waste is to be held.

Skips should be covered with netting or other suitable materials before transporting to prevent the contents falling from the skip.

Skips must be located in a position that does not cause obstruction, in particular obstruction to emergency vehicles and emergency escape routes. Skips must not be placed over manholes, drains or other access covers.

Permission must be obtained from the Local Authority before a skip is placed on the highway.

Skips placed on the highway or in other locations adjacent to vehicle or pedestrian routes shall be suitably identified with reflex panels fixed to the skip and cones at a suitable distance around the perimeter of the skip. Suitable lighting shall be provided during the hours of darkness to identify the location of the skip.

Chemicals or substances shall not be discharged into site drains, they shall be disposed of following correct disposal procedures.

All waste shall be disposed of in accordance with the duty of care as described in the Environmental Protection Act.

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### **Bonfires**

The use of bonfires to dispose of arisings from any operations should be avoided wherever possible. All bonfires must be authorised by a Local Manager.

Adequate fire fighting equipment will be made available to contain the fire should it need to be extinguished.

Bonfires will not be left unattended during the day and will be extinguished at the end of every day. Where the public have access to the fire site, and in particular children the fire must be completely extinguished including embers and hot coals. Bonfires are not to be lit within 20m of buildings, roads, trees and overhead lines.

The use of tyres, waste oil or any other material likely to cause environmental harm to start bonfires is illegal and is strictly prohibited. Smoke is both a nuisance and a hazard. Where smoke drift will cause such a nuisance or hazard then the fire is to be extinguished.

An accelerant such as petrol or diesel must not be used to start a fire.

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### **5.17 Smoking**

The company operates a no smoking policy in all offices, workshops and vehicles. Smokers are required by law to refrain from smoking wherever non-smokers may be affected and within any enclosed spaces.

Smoking is strictly prohibited in all vehicles and within 15 metres of any areas where fuel is stored.

Appropriate signage will be clearly displayed within all vehicles, at the entrances to and within company offices and workshops.

### **5.18 Accident Reporting, Recording and Investigation**

The Company recognises its responsibilities in relation to the recording, reporting and investigation of workplace accidents, incidents and near misses including the identification of the cause of the accident and implementation of suitable actions to prevent recurrence.

The Company will comply with the requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and the Social Security (Claims and Payments) Regulations in relation to keeping an accident book.

**BY RECORDING NON INJURY INCIDENTS YOU COULD PREVENT SOMEONE SUFFERING INJURY IN THE FUTURE.**

**An accident or incident is ANY unplanned event that results in the need for first aid treatment or damage to property and includes a 'near miss' event where no injury or damage occurs but which would have resulted in the above injury or damage.**

**IF the first aid kit is opened or medical attention is sought REPORT IT.**

**IF damage occurs to company or clients property REPORT IT.**

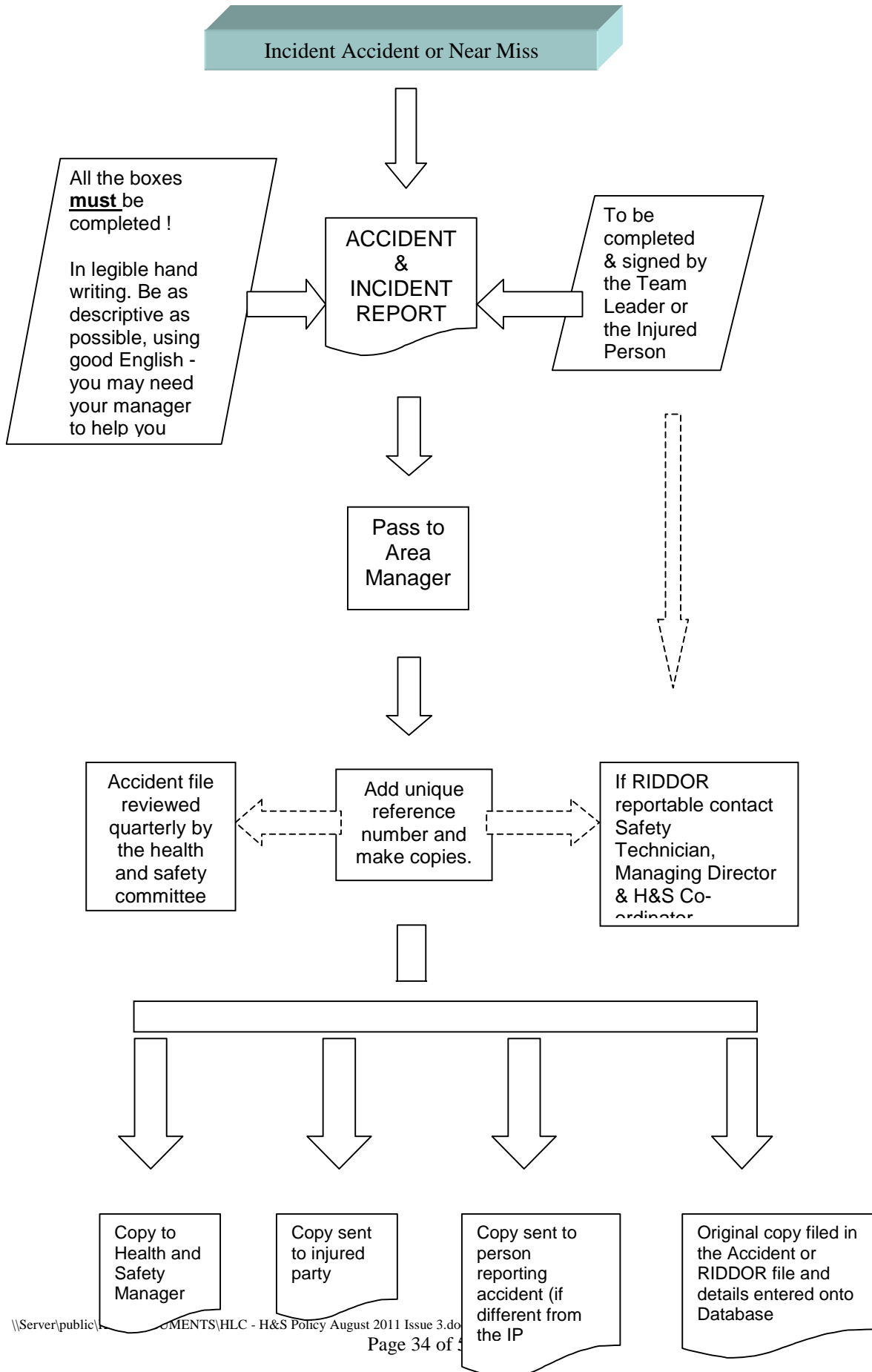
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#### **Accident Reporting and Investigation Procedure**

- 1 Accident & Incident Report Forms (ARF) are held at the Head Office and are available to all employees. Forms are also included in the vehicle H&S pack. Accident books are held for a period of three years from the date of the last entry.
- 2 Accidents or incidents no matter how minor are to be recorded as per the following flow chart.
- 3 Accidents or Incidents, which require reporting under RIDDOR, will first be notified to the Health and Safety Executive by telephone, fax or web (www.riddor.gov.uk) by head office.
- 4 A full accident report using form F2508 where appropriate will be forwarded to the Health and Safety Executive within 10 days of the date of the incident.
- 5 All reportable incidents as required by RIDDOR will be fully investigated and a Company accident report produced which includes information on the cause of the accident and recommendations to prevent recurrence.
- 6 Where an Accident or Incident is reportable under RIDDOR the Health and Safety consultant will be 'copied in' on the correspondence and the procedures in HSG245 will be followed to aid the level and type of investigation.

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- Accident and Incident Reporting Procedure -



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**Accidents Involving Client's Property**

Where appropriate reportable accidents or dangerous occurrences will be notified to Clients, including a copy of the investigation report. This will apply particularly where the accident or dangerous occurrence took place on a Clients property. The Client will also be kept up to date with progress in implementing the required actions aimed at preventing similar accidents or dangerous occurrences. The objective is to work jointly with the Client to create a safe and healthy workplace for all persons. It must be remembered that recording non-injury incidents could prevent others becoming injured in the future.

**Accident Data & Review**

The Health & Safety Committee will review the report accidents and incidents at its quarterly meetings. Accident and incident data will be held electronically on a secure database to enable trend analysis.

In response accident and incident reporting or accident investigation changes may be made to the company's H&S procedures and risk assessment.

*See Accident & Incident Report Forms*  
*See Accident & Incident Procedure Chart*

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**5.19 First Aid**

The Company recognises its duty to provide adequate first aid provisions for employees who may be injured at work or become ill.

The Company will comply with the Health and Safety (First Aid) Regulations, in particular:

- 1 An appropriate first aid kit will be available. A first aid kit will be identified as part of the Emergency Action Plan and everyone onsite is to be made aware of its location along with the risk assessment.
- 2 A suitable number of trained first aiders or appointed persons have been selected and trained at each location. The numbers selected provide sufficient cover in the case of sickness or holidays.
- 3 Site supervisors have been trained on emergency first aid to ensure assistance can be provided to those working on site.
- 4 First aid stations are located in each office, premises and company vehicles are equipped with a fully stocked first aid box.
- 5 Signs are to be displayed in offices and work shops indicating the location of the first aid boxes.

All employees are given first aid training which is kept on file to include information on courses attended, certificates held and date for renewals where applicable.

Individuals will not place themselves in unnecessary danger in order to administer first aid.

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**First aid Kits**

All company vehicles, offices and workshops must carry a first aid kit that is adequate for the job undertaken and the number of team members.

- The appointed first-aiders will be responsible for inspecting the contents of first aid boxes within their work location once every week.
- Team leaders must ensure that First Aid kits are replenished immediately after use.
- All tree climbers must carry a personal first aid kit in accordance with AFAG 401
- All chainsaw users, lone workers and machinery operators should carry a personal first aid kit.
- First aid kits must always be a checked item during site safety inspections
- The location and completeness of each first aid kit will be checked annually.

**5.20 Offices & Workshops**

Hi-Line will comply with the Workplace (Health, Safety and Welfare) Regulations.

The requirements of this Policy will be implemented both in workshops and where appropriate within Company offices. Whilst the Company recognises that offices are generally low risk environments, accidents can still happen. The Company will therefore ensure the following rules/procedures are followed/implemented within the office environment to minimise the risk of injury to employees and others: -

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**Display Screens & Workstations**

Hi-Line will comply with the Health & Safety (Display Screen Equipment) Regulations.

Display screen workstations will be assessed and suitable control measures implemented. Employees will be provided with information and training on the correct use of display screen equipment and workstations.

Eye and eyesight tests will be provided and records kept where they are assessed as being required.

Workstations and walkways will be kept clear of trailing leads at all times to minimise the risk of injury from slips, trips or falls. Cables will be kept tidy under desks etc using a suitable retention method as trunking or cable tidies.

Hazardous substances will be assessed and suitable control measures implemented. Hazardous cleaning materials will be stored in a secure place under the control of designated persons. Trained authorised persons will only use hazardous substances.

**Rubbish & Waste Disposal**

Rubbish will not be allowed to accumulate and will be regularly cleared from the workplace. Electrical switch rooms and cupboards containing boilers and other sources of ignition will not be used as storage areas.

Rubbish and waste materials will be separated and recycled or reused in accordance with the company environmental policy.

Hazardous waste will be contained and disposed off in accord with the relevant COSHH assessment.

Offices are subject to daily cleaning routines.

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## **Office & Workshop Manual Handling**

Heavy items will be stored on shelves at waist height where possible and only light items will be stored at high level.

Employees will be provided with steps or suitable hop ups where access to items stored at heights is required. Employees must never stand on chairs as a means of access to high areas.

Manual handling of heavy loads or on a frequent basis will be restricted to a designated persons only who have been provided with suitable manual handling training. Manual handling aids such as sack barrows and trolleys will be provided where appropriate.

The Company will ensure that all new filing cabinets are fitted with suitable anti topple locking devices.

## **Lighting**

Suitable lighting will be provided at all places where persons use work equipment. Where ambient lighting levels are insufficient supplementary temporary lighting will be installed.

Local lighting will be provided at work equipment where detailed work is undertaken or dangerous conditions are present.

External lighting to include security sensor lighting will be installed where appropriate to enable the safe loading and unloading of vehicles particularly in the winter months.

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## **5.21 Lone working**

Lone working is undesirable but in some circumstances it cannot be reasonably avoided for example; Power-line surveying, job pricing and tree/woodland inspection.

**Lone working is not acceptable in any circumstances where employees or contractors are using chainsaws or working at a height of greater than 2 metres.**

### **Field Procedure**

When working alone in the field ensure that you:

- Risk Assess
- Make sure that Location and Expected time(s) on site are known to Local Office or team member.
- Carry a mobile phone
- Carry a personal first aid kit
- In areas of poor or uncertain mobile phone reception a whistle should be carried.

A procedure for calling in to the Head Office or other agreed contact must be arranged prior to leaving the office or entering the site. It is the responsibility of the lone worker to arrange an appropriate procedure for calling in according to their risk assessment. The frequency of the calls will depend on the individually assessed level of risk but will usually be at normal break times and when exiting the site.

In the event of a lone worker failing to call in as agreed then the agreed point of contact should take the following action:

1. **Call the lone worker at appropriate intervals depending on the assessed level of risk. This would normally be at 15 minute intervals in low risk environments and 5 minutes in higher risk environments.**
2. **If no contact has been made within a reasonable time i.e.1 hour (low risk) or 20 minutes (high risk), another employee or appointed person should carry out a site check if practicable to do so.**
3. **If no contact has been made in a further 20 minutes or 1 hour contact the emergency services.**

In high risk situations or where the contact person judges there is a significant risk to the health and safety of the lone worker (e.g. severe weather conditions)

Site checks and or contact with the emergency services should be carried out immediately.

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### **Office Procedure**

Where staff are lone working in offices, particularly when out of normal office hours they should ensure that all external doors are secured to prevent access by unauthorised persons.

If a lone worker discovers an intruder they must not put themselves at personal risk. Where appropriate ensure your own security and contact the Police or raise the alarm. Do not approach the intruder unless safe to do so and avoid confrontation.

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### **Medical Conditions**

Hi Line will check that lone workers do not have any medical condition that could make them unsuitable for lone working. Any potential limitations will be discussed with the worker. Consideration should be given to both routine work and potential emergencies, which may impose added physical and mental burdens.

Equally employees who work alone should inform their Line Manager of any medical condition, which could affect their work. The presence of a medical condition will not automatically mean exclusion from this work. Discussion with the employee is vital to set realistic parameters for the work, identify potential problems and put into place appropriate control measures.

## **5.22 Electrical Equipment**

Fixed electrical equipment to include fuse boards, consumer units, distribution circuits and fixed wiring should be protected against accidental damage by ensuring it is adequately guarded. This type of equipment will be inspected by an NIC EIC or EAC registered electrician every five years, after a significant alteration to an existing installation or a new installation, whichever is the sooner.

All electrical equipment shall be free from any defect and maintained in a safe condition.

### **Portable Appliances**

Portable electrical appliances shall be tested by a person competent in PAT testing every two years. All equipment shall have suitable means of identification such as tags or markings, and be inspected and tested at regular intervals. Test certificates shall be provided for inspection upon request.

Portable electric tools used on Company premises and work sites shall operate at a maximum voltage of 110v. Where tools operate at 240v a residual current device (circuit breaker) will be connected as close to the supply as possible. Circuit breakers will be tested prior to use.

Guidance may be sought from INDG 236

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### **5.23 Overhead & Underground Utilities**

Utilities can include electricity power lines, telecoms, fibre optic cables, gas, water, sewerage, drainage, cable TV, fuel oil and any other item of supply infrastructure. Care must be taken at all times to assess the risk of damage to or risk from this infrastructure.

#### **Overhead Lines**

Prior to any work commencing, trees and sites must be checked for all overhead lines including:

- Overhead Powerlines (LV&HV)
- Overhead Powerlines Between Buildings & Sheds
- Telephone Cables
- Cable Bracing within tree crowns
- Stay wires

Where overhead lines are identified they should be identified in the risk assessment. All staff must be made aware of their location, type and the control measures which have been put in place to avoid damage to the lines and individuals.

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#### **Overhead Power Lines (OHPLs)**

Where work is necessary in proximity to OHPLs the method of work must be agreed with the Network Operator (NO) and the necessary work permits received prior to any work commencing. Proximity Zones are defined in the Electricity Association (1991) Engineering Recommendations G55/2 and AFAG 804 and includes:

- Trees to be felled that are within two tree lengths of the overhead conductor.
- Any part of a tree that is to be pruned or climbed within 9m of any live equipment up to and including 66kv or 15m of any live equipment greater than 66kv.

Only those employees, contractors and sub contractors that hold the relevant NPTC Utility Arboriculture Units and/or DNO authorization may undertake work on trees within the proximity zones defined above.

#### **Underground Services**

Manholes, chambers and underground pipes and cables can be damaged during tree work by numerous means such as: Timber striking the ground, ground anchors and MEWP stabilizers. Damage may also occur during excavating post holes and tree planting pits as well as during stump grinding. Post driving or the use of steel road pins is especially hazardous.

The site must be thoroughly checked for any underground services.

The surveyor or team leader must inform the area manager if they suspect underground services are present and may be damaged by the proposed operations. In the case of cables and pipelines it may be necessary to use a Cable Avoidance Tool (CAT) and Genny to accurately locate these services.

#### **Excavation & Post Driving**

Where required when stump grinding or post driving a Permit To Excavate may need to be completed for that excavation.

*See Permit To Excavate*

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## **5.24 Signs & Highway Working**

All work areas and work sites must be suitably signed in accordance with the Health and Safety (Safety Signs and Signals) Regulation 1996. The public and employees must be adequately warned of any hazards.

All reasonable access points into the work zone must be suitably signed and or fenced, or a banks man posted during operations. Works on private property still require adequate signage and the worksite controlled by the team leader.

Where other contractors are present or when working on other active sites it is essential to liaise with site managers, obey local safety signage and alert other contractors to your presence.

### **Highway Working**

Any works on or adjacent to a highway (including footpaths) are subject to the New Roads and Streetworks Act 1991. The code of practice for 'Safety at Street Works and Road Works' (red book) must be available in all works vehicles and must be adhered to at all times.

Any work must minimize the risk to all personnel and highway users. No work may take place until the risk assessment has been completed, road signing agreed and erected in the appropriate positions.

Only trained and certificated personnel are permitted to supervise the erection of signage when working on or near the public highway.

All staff will be issued with and must wear High Visibility Clothing to BS EN 471 when working on or within 2m of the highway or public path appropriate to the speed of the traffic.

Pedestrians are particularly at risk from operations on or adjacent to the road. Signing Lighting and Guarding must equally protect pedestrians as well as road users. Where pedestrians are to have access to the work site, accurate signing and lookouts/banksmen must be in place to control access and egress.

Pedestrians must not be forced or diverted into or across the road unless signing complies with the code of practice.

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## **5.25 Working at Heights**

The Company recognises the importance of managing work at heights with the same degree of expertise and to the same high standards as other core business activities.

The Company will comply fully with the requirements of the Working at Heights Regulations (WAHR) 2005, in particular: -

1. Avoid work at height where they can. Where possible the risk of falling should be eliminated and where this is not possible it should be reduced. The choice of method used will need to consider factors such as: duration and nature of task, cost effectiveness, site suitability, access, net safety gain and training requirements.

2. Use work equipment or other measures to prevent falls where they cannot avoid working at height; such as long handled pruning saws.
3. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimize the distance and consequences of a fall should one occur. Where temporary working platforms are used, including scaffold, step ladders and trestles reference to AFAG 401 will be sought.
4. The company will ensure all work at height is properly planned and organized including the provision of plans for emergencies and rescue.
5. The company will ensure that the Working At Height risk assessment is undertaken and recorded.
6. That all work at height takes account of weather conditions that could endanger health and safety.
7. All company operatives involved in work at height are trained and competent.
8. All equipment for work at height is appropriately inspected and these inspections are recorded.
9. When selecting equipment for work at height, Hi-Line will ensure the following criteria is applied;
  - a. Select the most suitable equipment
  - b. Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
  - c. Take account of the working conditions and risks to the safety of all those at the place where the work equipment is to be used.
10. The company will ensure that all equipment, temporary structures, and safety features comply with the detailed requirements of the Working at Heights Regulations 2005 (schedules 2 to 6)
11. The risks from fragile surfaces such as old barn roofs are properly controlled and the company will take into consideration that surfaces may deteriorate over a period of time creating fragile surfaces
12. The risks from falling objects are properly controlled by the use of engineering controls and will ensure that nothing is;
  - a. Thrown or tipped from height if it is likely to injure anyone;
  - b. Stored in such a way that its movement is likely to injure anyone.
13. If any workplaces contain an area in which there is a risk of someone being struck by a falling object or person, then Hi-Line will ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

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**Ladders & Step Ladders**

Ladders are acceptable in tree work as a means of access into the crown of the tree or as a work platform for short durations. AFAG Guide 401 covers the use of ladders in tree work and must be adhered to.

In all other cases the following should be observed;

1. Only those trained to use a ladder will do so.
2. Ladders must be inspected before use.
3. Ladders should **not** be used as a working platform for any heavy working and should only be used for short durations up to a maximum of 30 minutes for light work.
4. Ladders are **not** for use on Electrical Arboriculture work or for work in proximity to Power Lines (OHPL) unless they are an insulated equipment ladder approved by the electricity company.
5. You should **not** anchor in to a ladder in order to work from it.
6. Ladders should be secured at the top and bottom where ever possible if they are to be used as a frequent point of access.
7. Ladders will be uniquely marked and periodically inspected every 6 months by a competent person.

Guidance may be sought from INDG 402 safe use of ladders – an employers guide and INDG 403 A toolbox talk on leaning ladder and stepladder safety.

**Mobile Elevated Work Platforms (MEWP's)**

Reference to the AA Publication 'A Guide to the use of MEWPS in arboriculture' 2008 (AGUMA) should be made when using MEWPS for tree work.

Mewps should be used where reasonably practicable, taking into account cost, availability and site access. All Mewps whether owned or hired by the company must be fit for the purpose as defined under PUWER.

At least two employees trained in the use, inspection of and who are familiar with the machine and its safety features are to operate the machine onsite. Particular attention must be paid to the stability of the machine, its limitations and emergency procedures.

Operators must be correctly attached to the personnel cage /bucket using either a work positioning harness with short lanyard attachment to prevent falling. All staff must wear head protection with chin straps when working at height.

Under no circumstances should two operatives occupy the same cage/bucket when one is using a chainsaw unless separated by an adequate barrier as detailed in AGUMA.

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**Cranes**

All crane work must be authorised by the Operations Manager.

An additional 'Crane Use' method statement must be completed prior to use.

Only those holding NPTC CS41 Sectional Felling or its equivalent may undertake or supervise the dismantling of trees with a crane. At least two employees including the climber must hold a recognised certificate of training as a slinger/banksman/signaller.

The Crane operator must be conversant with the sectional dismantling of trees.

An 'Arboricultural Operations Using A Crane' checklist shall be completed for each job involving a crane.

### *Crane Checklist*

#### **Permanent Fixed Access**

Where access is routinely required and it is practicable i.e. Onsite fuel tank, consideration must be given to providing adequate walkways or gantries. These should be easily accessible and constructed with adequate edge protection such as kick boards and handrails. This method seeks to prevent falling and should be designed to do so.

The guidance provided in HSE publication 'The Work at Height Regulations 2005 A brief guide' (INDG 401) and AA 'A Guide to Good Climbing Practice' will be followed as appropriate.

#### **Personal Suspension System / Work Positioning Techniques**

These systems and techniques are only available to those adequately trained and certificated to use them. These systems should only be considered when other forms of access are not practicable. Where possible these systems may be employed with other access methods to provide a hybrid system. Where two or more systems are to be employed the employee must be competent in the use of them all.

The 'Guide To Good Climbing Practice' is the Arboricultural Industries Code Of Practice and should be complied with at all times. Copies are available from Managing Director / H&S Co-ordinator.

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#### **Fall Arrest**

This is at the very bottom of the risk hierarchy and should not be used unless none of the above are practicable. Where it is used careful consideration must be given to the level of risk, nature and distance of unobstructed fall, task being undertaken, rescue access and level of individual competency.

Where this system is used the individual must be adequately trained.

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### **5.26 Lifting Operations Appliances & Equipment (LOLER 98)**

The Company shall ensure that all lifting operations, lifting equipment and lifting accessories comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. Guidance relating to LOLER in arboriculture may be found in AIS30 LOLER (How the regulations apply to arboriculture).

#### **Climbing Equipment**

All equipment used to control the risk of a fall by employees will be individually marked and thoroughly inspected by a competent person every six months. A record will be kept of this inspection at head office. Further to a thorough inspection individual climbers will maintain a daily inspection undertaken by themselves and a recorded weekly check of the high wear items; Ropes, Harness and friction devices.

#### **Lifting Equipment and Lowering Operations**

All lifting equipment will be individually marked and thoroughly inspected by a competent person every six months where it lifts people and every 12 months in all other cases.

Any lifting operations will be carefully planned and risk assessed by a competent person with appropriate experience in that operation. Only those trained and competent in lifting and

lowering operations will undertake such tasks. There must be at least one person on site with adequate experience and competency.

Lifting equipment and accessories must be properly maintained, uniquely identifiable and the safe working load (SWL) or information relating to the SWL made available to the user.

All lifting equipment and accessories must be under the control of a competent person.

Cranes hoists and lifting equipment shall be examined for defects before being put into use. The Company on request will make copy inspection certificates for equipment and accessories available before being used.

The safe working load stated on the lifting equipment or accessories shall not be exceeded.

The edges and corners of the load must be protected to avoid damaging the ropes, slings, chain etc. and the load itself.

Guidance provided in the following publications will be followed as appropriate: -

ACOP 'Safe use of Lifting Equipment' L113.

AIS30 LOLER: How the Regulations apply to arboriculture.

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## **5.27 Vehicles and Driving**

Drivers are responsible for completing pre use checks and for the safe use of any vehicle they are driving, including the safety of loads carried or trailed. This includes their own vehicles, company vehicles and hired vehicles.

### **Company Vehicles**

Only staff authorised drive company vehicles may do so and they must have an appropriate licence for the category, class of vehicle and any towed item under their control. A copy of their licence must be held at the Head Office before staff may drive a company vehicle. If any changes to the licence occur then a copy of the licence must be submitted to Head Office as soon as possible. Driving licences from all employees using company vehicles will be checked annually.

The Operations Manager must be informed of any driving offences resulting in penalty points being added to a licence as soon as is possible. Failure to do this may lead to disciplinary action.

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### **Loading Vehicles**

The driver is responsible for the safety of the load they are carrying.

All drivers must ensure they are aware of the vehicles 'Maximum Authorised Mass' (MAM = gross vehicle weight) and ensure that it is not exceeded at any time. Particular attention MUST be paid to the combination of vehicle and trailer weights when both or either are loaded.

All loads must be secured and at no time cause a nuisance to other road users or pedestrians. Loose loads liable to shed dust must be sheeted or netted down. Load (ratchet) straps and or appropriately rated rope may be used to secure loads. Bungee straps MUST not be used. Loads MUST be secured so as to restrain them in the event of sudden breaking.

**Private Vehicles**

Where private vehicles are used for company business or for travelling to and from work adequate insurance cover must be in place, which is to cover business use if appropriate. Where vehicles are used for business purposes a copy of the insurance certificate will be required. A current Tax Disc must be displayed and the vehicle must be in a roadworthy condition and hold a valid MOT certificate.

**5.28 Mobile Telephones**

Mobile telephones are a necessary and important communication tool within the business. Where a mobile phone is seen as an essential item for individual employees to fulfil their responsibilities then this will be supplied.

Research has shown that damage may occur to the brain due to long term exposure from microwave radiation emitted from the antenna of mobile phones. In light of this the following points are to be considered when using the mobile:

- Keep conversations as short as possible.
- Hold the phone away from the head and direct the antenna away from the head.
- Use hands free phone kits whenever possible.

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**Driving and mobile phones**

It is illegal to hold and use a mobile phone whilst driving, even whilst stationary in traffic. It is also illegal to be using hands free kits where it affects your care or attention when driving. Company policy is that Mobile Phones and Hands Free Kits should not be used whilst driving and all those issued with a mobile phone are not obliged to use them whilst driving.

- If a call is received it must only be answered when the vehicle is stationary and parked.
- The driver should find a safe place to stop the vehicle before making or receiving any call.
- Under no circumstances may text messages be read or written whilst driving.

Any driver found to be using a mobile phone whilst driving will be subject to disciplinary procedure.

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**5.29 Guidance & Information**

All persons, employees and sub-contractors, working on behalf of Hi-Line, in whatever capacity will be expected to abide by industry best practice, approved codes of practice, Health and Safety Executive Guidelines and company procedures.

All tree work operations will conform to the following:

**Arboricultural and Forestry Advisory Group (AFAG Guides)**

See appendices for a complete list of available Safety Guides. Copies of these are held in the Head Office and electronically on the Health and Safety Server. They are available from Local Managers.

**Arboricultural Association Publications**

Use will be made of the available material such as Health and Safety Pack and the Guide to Good Climbing Practice that is issued to team leaders or climbing arborists.

#### Health and Safety Executive Guidance

See appendices for a complete list of relevant guidance leaflets. Copies of these are held at Head Office. Some are also available electronically on the Health and Safety Server.

Subsequent guides will be supplied as they become available.

Publications provided will be reviewed on a regular basis to ensure they remain up to date and appropriate to the operation of the Company.

Supervisors have the responsibility to ensure all persons under their control follow the requirements laid down in these documents. Supervisors will also ensure that where persons do not have the required level of knowledge, skills or experience that they will work under the control of and supervised by persons who are competent in the work to be undertaken.

Reference is made throughout this policy to HSE regulations and HSE guidance documents. These documents in turn make reference to other guidance publications such as British and European standards, trade and professional body publications etc. These additional guidance publications are not referenced in this policy so as to avoid unnecessary duplication.

The Company will apply Best Practice as a minimum standard at all times by following the relevant guidance publications mentioned above.

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### **5.30 Alcohol and Drugs**

It is Hi-Lines policy to have an alcohol and drug free work place. This policy applies to all staff including sub-contractors and others working on behalf of the company.

Alcohol is defined as a drink that contains alcohol and this includes 'Low Alcohol Beverages'

Drugs are defined as any use of illegal substances, the use of prescribed over the counter drugs and the misuse of solvents.

Any worker, sub-contractor or other person working on behalf of Hi-Line found to have consumed, or be under the influence of any of the above during normal working hours including meal breaks will be subject to disciplinary procedure.

Any worker, sub-contractor or other person working on behalf of Hi-Line found to be in possession of an illegal substance on company premises or during the course of normal working hours will be reported to the Police and dismissed immediately.

Any person taking prescribed medication must seek the advice of their Doctor before working. Written evidence of their fitness to work whilst taking the drugs may be required and held at the Head Office.

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### **5.31 Vibration at Work**

Hand held powered equipment such as chainsaws and hand guided power equipment such as lawnmowers transmit vibration to the operator. This vibration can result in a Hand Arm Vibration Syndrome (HAVS) developing in certain circumstances.

Ride on or ride in machinery such as mowers and tractors can generate Whole Body Vibration and associated health issues.

Vibration exposure is given in metres per second squared ( $m/s^2$ ) over a standard eight hour working cycle in 24 hrs (A(8)). HAV has an exposure value of  $2.5m/s^2$  and an Exposure Limit Value(ELV) of  $5m/s^2$  A8. WBV has an Exposure Action Value (EAV) of  $0.5m/s^2$  A8 and an Exposure Limit Value of  $1.15m/s^2$  A8

HAV and WBV risk assessments will be undertaken against the action and limit values.

Hi-Line will undertake to purchase or ensure the purchase of equipment with the lowest vibration ratings where possible. The EAV for new and existing equipment will be assessed:

Where the vibration exposure is below the EAV, then the item or task will be monitored. Where the vibration exposure is less than the ELV, then measures will be taken to reduce the level of vibration exposure to below the EAV or the exposure time reduced accordingly by:

- Selecting a different machine or task
- Providing task rotation
- Issuing Adequate PPE

Where Vibration Exposure cannot be brought below the ELV then the equipment will not be used.

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### **5.32 Working Time Regulations**

Working time is any period during which a worker is working, at the employers disposal and carrying out his activity and duties. This includes any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by arrangement.

Employees will not be required to work more than an average of 48hrs in a seven-day period, unless they have signed an individual opt out agreement to do so. The average is calculated over a 17-week rolling reference period.

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#### **Call Out / Night Work**

Where emergency or other call out attendance is required the manager requesting the work will ensure that the employee is 'fit' to undertake the work by means of a risk assessment on whether the employee is not put at increased risk from fatigue.

Managers must insure that employees are given adequate daily and weekly rest periods in normal working situations and especially in emergency or call out situations.

#### **Young Workers**

Workers under the age 18 are considered as Young workers and they may not ordinarily work more than 8hrs a day or 40hrs per week. They may not opt out of the Working Time Regulations.

### **5.33 Visitors**

The Company recognises its responsibility towards the health and safety of visitors when visiting offices or work sites.

It is our policy not to allow visitors onto Company premises or into any work area where a high risk may exist unless they are authorised or accompanied by a member of staff.

All visitors to offices are required to report to reception on arrival and again on departure.

Visitors to offices and work sites must be included in the emergency procedures. Hi-Line has a duty of care to ensure the health and safety of those people invited or otherwise who enter the premises controlled by Hi-Line. This includes other contractors.

Visitors to Offices, workshops and yards are the responsibility of the individual visited. Where the visitor is unaccompanied then the office manager / workshop manager has responsibility.

Visitors to Temporary Work sites must be briefed by the Team Leader or their appointee on the hazards, risks and EAP. The visitor will be issued with the required personal protective equipment and provided with information on risks to health and safety and the precautions to be observed before being allowed onto the site.

Work must stop if likely to endanger the visitor or the visitor should be excluded until it safe to enter the work site. The Team Leader retains responsibility for the visitors health and safety whilst they are on the work site.

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#### **5.34 Young Persons**

The Company is aware of the increased risks to the health and safety of young persons (Under 18) due to their lack of experience of work place hazards.

The Company will take all reasonable measures to ensure the health and safety of young persons whilst employed or under the control of the Company.

Before employing a young person a risk assessment of the work activities to be undertaken and the place of work will be undertaken to identify any significant risks to health and safety and the measures required to ensure they are not injured or experience ill health.

The risk assessment will take into consideration the inexperience, lack of awareness of risks and immaturity of the young person. Consideration will also be given to the layout of the workplace, nature and degree of exposure to hazardous substances, work equipment and the way in which it is handled, organisation of work and extent of health and safety training.

Young persons will be under constant supervision until they have the required training and competence to complete their work in a safe and healthy manner.

Young persons who have not reached school leaving age will not normally be employed. Such persons however may be under the control of the Company on work experience. In these situations the parent or guardian of the young person will be provided with information on the risks to health and safety and the measures to be implemented before the young person commences work experience.

The Company will follow the guidance given in the HSE document 'Young People at Work, a Guide for Employers' HSG165.

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#### **5.35 Stress**

The Company recognises that the health and safety performance, conduct and relationships with other persons at work may be affected by work related stress.

The Company adopts a proactive approach to stress management within the workplace applying the following rules: -

- 1 Induction training will include advice to employees on the health risks associated with stress at work.
- 2 Supervisors will make every effort to identify persons with possible stress related problems.
- 3 Persons with problems will be counselled by the Operations Manager to establish the extent of the problem and determine a rehabilitation programme if appropriate.
- 4 Advice will be given to employees on the methods of controlling temporary work related stress through simple breathing and relaxation exercises.
- 5 Where work related stress is identified regular monitoring of the situation will be undertaken.

The guidance provided in HSE publication, 'Stress at Work' HSG116 will be followed as appropriate.

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### **5.36 Expectant Mothers**

When the need arises, to undertake risk assessments in respect of new or expectant mothers and ensure potential harm to the mother or unborn child is eliminated or controlled to acceptable levels. Reference will be made to the HSE publication 'New and Expectant Mothers at Work - A Guide for Employers' HSG122.

### **5.37 Enforcement and disciplinary procedures**

Employees or contractors who contravene company health and safety requirements or procedures will be notified in writing. The company reserves the right to exclude from site temporarily or permanently, any personnel who breach company health and safety rules, requirements or statutory legislation.

Contravention of health and safety requirements will be dealt with under the scope of Hi-Line's disciplinary procedure. Breaches of health and safety requirements may be treated as Gross Misconduct resulting in dismissal.

### **5.38 General Safety Rules**

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General company Safety Rules

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant team leader or manager.
3. Any person under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No worker should undertake a job that appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries, accidents and near misses must be reported to the Operations Director or a delegated representative.

11. Employees must ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their team leader, line manager or the safety manager.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

**Working Environment**

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.
6. A risk assessment will be completed prior to any work being undertaken.

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**END OF MAIN DOCUMENT**