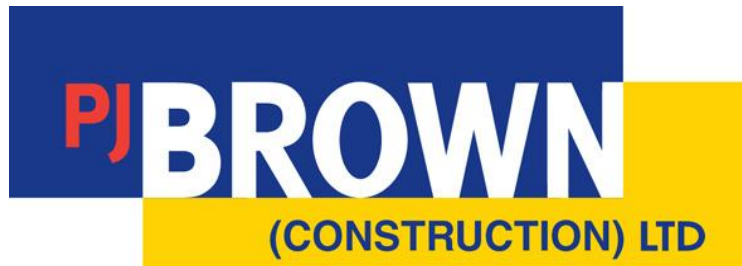




COMPANY
SAFETY POLICY

Prepared By:-

Safety UK Ltd
January 2011



Health, Safety and Welfare General Policy Statement

This statement recognises PJ Brown Construction Limited's obligations under the Health and Safety at Work etc Act 1974 PJ Brown Construction Limited (The company) in the conduct of its activities will ensure that it:-

- Protects the Health, Safety and Welfare of its employees and others who may be affected by its activities.
- Limits adverse effects on and adjacent to the area in which those activities are carried out.
- Meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.

The Company will also so far as is reasonably practicable:-

- Provide and maintain safe working environments that are without risks to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to health safety and welfare with regard to effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that when new substances, plant machinery, equipment processes or premises are introduced adequate guidance,

instruction, training and supervision are provided for safe methods of work to be developed.

- Train all employees to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Ensure that Contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the Contractors' legal responsibilities to comply with Statutory requirements.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Co-operate with appropriate Authorities and Technical Organisations to ensure policies are updated and Standards reviewed to reflect best practice.
- Undertake inspection, audit and review activities to ensure the company's objectives for Health and Safety and Welfare are being met.

Application

- This Policy, supported by Instructions, Procedures and Organisational Arrangements is to be applied to all activities carried out by the Company.
- This Policy must be enforced by all Directors, Managers, Supervisors and Foremen and be observed by all Employees.

Responsibilities

- The Responsibilities for determining the Company's policies on Health, Safety and Welfare matters including revision of this Policy lies with the Directors of PJ Brown Construction Limited.
- The Board of Directors has appointed the Managing Director Mr Peter Brown, as having particular responsibility for Health, Safety and Welfare. In the event of difficulties arising from the

implementation of this Policy reference must be made to Mr Brown.

- Each employee shall recognise personal responsibility for observing the Company's Safety Policy, Instructions and Procedures and should develop interest and enthusiasm in health, safety and welfare issues.
- The implementation of this Policy will be undertaken by the Managers of Staff of the Company supported by an Appointed Safety Adviser who will monitor compliance with the requirements and give advice on health, safety and welfare matters generally.

The Appointed Safety Advisor for the Company is Safety UK Ltd.

Peter Brown
Managing Director

1 January 2011

Review Date: January 2012

(This statement of General Policy on Health, Safety and Welfare at work and of the Organisation and arrangements for Carrying out the Policy is made under Section 2 (3) of the Health and Safety at Work etc. Act 1974 and is to be brought to the Notice of all employees of PJ Brown Construction Limited by prominent display at all Sites and Workplaces. The supporting Instruction, Procedures and Organisation Arrangement are available at the Company Office for reference by all employees).



Policy

It is the policy of PJ Brown Construction Limited that all operations undertaken by the company shall be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and that of any third party who may come into contact or who may be effected by PJ Brown Construction Limited 's working activities.

To ensure against accidents and risks at work, PJ Brown Construction Limited will ensure that all ifs operations fall within the guidelines of the current health and safety legislation, the minimum standard which will be:

- 1) The Health and Safety at Work Act, 1974, etc.
- 2) Construction Design and Management Regulations 2007.
- 3) Management of Health and Safety at Work Regulations1999.
- 4) Provision and use of Work Equipment Regulations 1998.
- 5) Electricity at Work Regulations 1989.

Other Associated Regulations relating to Noise, COSHH, First Aid, Fire Fighting Equipment, Lifting Appliances, PPE, Display Screen Regulations and the NRASWA. 1991.

The company appreciates and acknowledges the fact that safety efficiency and operational efficiency are complimentary and that the use of safe working practices and accident prevention techniques are an integral part of its operations.

All Management Staff and Employees will be required to conform to the statutory regulations, and to assist PJ Brown Construction Limited where possible in obtaining the maximum benefit in Health, Safety and Welfare matters to be derived from ongoing consultations.

It is the aim and objective of PJ Brown Construction Limited to:

- a) Implement suitable and adequate measures to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tests or operations being undertaken. The company will take into account at the tendering stage, those factors which will help eliminate injury, damage, waste and environmental pollution.
- b) To prevent all accidents and injuries to persons associated with PJ Brown Construction Ltd operational activities. This is fundamentally essential as part of the Company's responsibility and to the community as a whole.
- c) It is the intention of the company to retain and employ competent personnel for all work undertaken on third party sites to enable them to work safely, this policy is what PJ Brown Construction Limited will constantly aim for and provisions will be made to eventually achieve this outcome.
- d) Adequate provision shall be made for the welfare needs of employees whilst carrying out their tasks and duties, and any hazards to health associated with the work shall be subject to precautionary measures.
- e) To promote a good safety culture within the company.

Health and Safety requirements are an ever-increasing part of good practice and affect the way we operate our business, we must always be ready to adapt, accept and implement any procedures which will help promote the company's image.

Responsibilities

Managing Director

- 1) To ensure adequate and appropriate funds and resources are made available for implementing the Company's Health and Safety policy.
- 2) The managing director holds overall responsibility for the compliance with the health and safety legislation and to apply the spirit and intention of the legislation to ensure safe and healthy working conditions for all employees to enable them to contribute to the overall aims and efficiency of the company.
- 3) To set a personal example and portray a high commitment in achieving the company's health and safety aims and objectives.
- 4) Will delegate responsibility to managers and agents in maintaining all the company's health and safety policy procedures.
- 5) To review periodically the company Health and Safety Policy and to arrange for the addition of any amendments and revisions as and when necessary.
- 6) To insist that all senior management observe the company's policies and procedures and to promote interest and enthusiasm for health and safety throughout the company.

Senior Management

Are required to act on the company's safety policy and in particular amongst other things to:

- a) Ensure tenders take account of safe methods of working, safety equipment and reasonable welfare facilities.
- b) Determine at the planning stage of contracts, so far as is possible, safe working methods, usage of plant and equipment, fire precautions, identify potential hazards and

ensure method statements and risk assessments are prepared prior to the onset of work. Allocate responsibilities to agents and subcontractors and others, and to ensure the provision of facilities for welfare and sanitation.

- c) Set up a management system on each contract to gather relevant information on health and safety matters.
- d) Familiarise yourself on all current health and safety legislation, and ensure that this information is passed on through site management.
- e) Review and act on all health and safety reports and implement any corrective action that will improve the company's health and safety performance.
- f) Act immediately if any member of staff or employee should infringe health and safety requirements by reprimanding the offender.
- g) Set a personal example by wearing appropriate protective clothing and equipment.
- h) Actively promote at all levels good working practice, and the company's commitment to effective safety management.
- i) Develop and maintain a formal reporting and investigation structure for matters of health and safety.

Site Managers/Supervisors

Main responsibilities are to:

- a) Fully understand the company's safety policy and procedural manual, and support and implement all employees in its implementations.
- b) To organize work under their control so that it is carried out to the required standard, and within the guidelines of current health and safety legislation, to minimise risk to the workforce, equipment and materials.
- c) They are to co-operate with statutory authorities and interested third parties i.e. client, planning, supervisor and

principal contractor, and adopt special provisions which will enhance the company's health and safety procedures.

- d) Liaise with senior management and the director with regard to safety matters ensuring that any reported defects are actioned and corrected.
- e) Know and have observed the requirement of all relevant legislation and of approved codes of practice in particular to registers, records and reports must be in order.
- f) To encourage good working practices and commend operatives who by their actions or initiative, eliminate hazards in the workplace.
- g) Plan and maintain a tidy site (safe workplace).
- h) Check that all machinery, plant and equipment including power and hand tools, are maintained in good condition and (tested in accordance with current legislation, e.g (electrical power appliances, excavators, etc.).
- i) Ensure that adequate arrangements for first aid as required by regulations are available and that their location is known to all employees and subcontractors. The same applies to welfare facilities (suitable and adequate).
- j) Accompany HSE Inspectors on site visits and act on his recommendations immediately.

All Employees

Are required to comply with the company's safety policy and:

- a) Have a statutory duty to take reasonable care to guard their own health and safety and have a legal and moral obligation to guard the health and safety of others who may be affected by their acts or omissions.
- b) Have a statutory obligation to cooperate with the company in discharging its obligations as an employee.
- c) Must not interfere with or misuse anything provided for their protection in the interest of health, safety and welfare.

- d) Use safety equipment and protective clothing supplied such as helmets, goggles, gloves, high-vis waistcoats, toe-tectors, dust masks etc.
- e) Ensure that before commencement of their work they have received information of the risks and hazards through induction to site.
- f) Ensure that if you are unaware of the risk that a particular task might present, you ask your supervisor for clarification.
- g) Develop a personal concern for safety-for yourself and others. In particular, take care when working at heights, to work in such a way as to avoid the possibility of falling or causing materials or debris to fall, which are the industries main causes of fatal accidents.
- h) Make familiar all emergency procedures, fire precautions, and first aid arrangements, to protect and assist you in matters of health and safety.
- i) Do not use any plant tools or equipment unless you have been fully trained or have received adequate training and authorisation.
- j) Act and inform senior management on any hazards visible on site that may lead to injury to persons or damage to property.
- k) Contact the safety advisor if the company's procedures encourage you to act outside the guidelines laid down by current legislation.

Sub Contractors

- a) Sub-Contractors, employing five or more workers, must provide the Main Contractor with a copy of their Safety Policy.
- b) Will be required to show that they have the necessary expertise and equipment to ensure that their work is carried

out in a safe manner and that their workers have been given adequate training.

- c) Where they employ twenty persons or more, they will be required to nominate a Company "Safety Supervisor. This person is required to liaise with the Main Contractors Safety Adviser and Safety Officer to ensure that all arrangements for safety, health and welfare are dealt with. He will also be required to carefully monitor and supervise his company employees work ensuring compliance with all relevant regulations and Safety Policies of both companies and the Health & Safety plan for the project.
- d) Sub-Contractors are reminded of their responsibilities, not only to their own employees, but also to all other contractors employees and others who may be affected by their work including members of the public.
- e) They **must** ensure that the Main Contractor is provided with any information available that may affect health and safety on site and where any works of an hazardous or dangerous nature is contemplated they **must** provide risk assessments and discuss and agree the most suitable method of carrying out high risk operations with the Main Contractor prior to commencing.
- f) All plant and equipment provided by the Sub-Contractor requiring regular inspection or testing must be kept up to date and copies of all necessary certificates and registers be available on site. Where weekly inspections are required, entries following inspection must be made in the Main Contractors registers.
- g) Sub-Contractors who may use any substances likely to jeopardise the health and safety of others must provide the Main Contractor with full information and satisfy him that all necessary and adequate safety measures are being provided.
- h) Where equipment is to be used which is likely to exceed the levels permitted by the Noise at Work Regulations 2005, the Sub-Contractor should firstly inform the Main Contractor to ensure that adequate steps be taken to reduce the exposure

to other employees and secondly ensure that all operatives are provided with suitable equipment to protect their hearing.

- i) Sub-Contractors are requested to ensure that their employees make proper use of the welfare facilities provided by the Main Contractor and that they co-operate fully with the Site Foreman or Agent in charge of the site.
- j) Sub-Contractors must inspect their proposed working place at the beginning of every shift to ensure it is safe to proceed and must report that this has been done to the site foreman or person in charge of the site they must warn their employees that any misuse or unauthorised use of scaffolding or other equipment will be treated as a serious offence and could lead to disciplinary action being taken.

Accident Reporting

PJ Brown Construction Limited encourage all its employees to report all accidents however slight. Ensure that details of accidents that may occur are entered into the company's accident book regardless of whether or not such an accident involved sub-contractors, employees, visitors or members of the general public. Inform the office immediately in case of all major or fatal accidents.

All accidents that involve absence from work for more than three days must be reported to the local enforcing authority or health and safety executive within ten days, on the recognised standard forms F2508 F2508A this will cover the company's obligations under Riddor 1995.

All major or fatal accidents will be investigated and reports made out for presentation to the Managing Director.

Training

PJ Brown Construction Limited are committed to ensure that where required, and for the high standard of health and safety, all its employees will constantly be updated with information relating to current and new health and safety legislation.

Training needs, and requirements for PJ Brown Construction Limited 's policy is to development and enhance the performance of all its employees by actively encouraging them to participate in developing their needs by analysing their responsibilities and actively negotiating their training needs.

PJ Brown Construction Limited will train their staff to the standard as required by the construction industry, CITB, and leading bodies involved in health and safety.

Review

PJ Brown Construction Limited have a structure to ensure that all its health and safety policies and procedures are reviewed. Safety inspections, audits and reports are the means of measuring the health and safety performance of the company. The information received will be reviewed against the policy, both by senior management and the Directors of PJ Brown Construction Limited.

Peter Brown
Managing Director

1 January 2011

Review Date: January 2012