

## **Health and Safety Policy**

### **Guardian Electrical Compliance Ltd**



#### **Registered Office:**

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## 1.0 INTRODUCTION

This Health and Safety Policy document has been designed to outline the arrangements in place to ensure health and safety for Guardian Electrical Compliance Limited (Guardian), part of the Premier Technical Services Group.

## 2.0 STATEMENT OF INTENT

Premier Technical Services Group and its constituent companies are to give, so far as is reasonably practicable, health and safety matters appropriate priority in all situations and conduct their operations in such a way as to ensure the health, safety and welfare of all its employees.

The company's aim requires that high standards of health, safety and welfare be achieved and maintained at all sites, places of work and offices. To this, the company will ensure, so far as is reasonably practicable that:

- Safe and healthy methods of work are adopted at all times
- Safe and health working conditions are maintained
- Employee and sub-contractors are made aware of potential hazards and control measures that are to be adopted
- A zero tolerance for non-reporting of accidents and incidents within the workplace
- Employees and sub-contractors are suitably trained in safe methods and the safe efficient operation and maintenance of plant and equipment where applicable
- To ensure that the demands of activities do not exceed the capabilities of staff to carry out the work without risk to themselves and others

The company safety policy will be reviewed at regular intervals, not exceeding two years. In order to meet current legal requirements any necessary amendments will be communicated to all employees.

The company will ensure effective active open communication and consultation and via one to one meetings and regular safety management meetings with all levels of management, stakeholders, sub-contractors and employees.

The company will ensure compliance with the policy through a recognised monitoring programme and we will enable rectification of any problems that may arise. Our culture and framework for continual improvement is based on the plan-do-check-act model and includes site inspection, performance measurement and the monitoring of the group's targets.

The company objectives therefore are to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against the company pre-determined standards. The health and safety plan will be monitored and actioned accordingly.

The philosophy of the company is that accident situations either real or potential do exist and constitute a real or potential loss in terms of human suffering and financial loss to the individual and the company. The company recognises it has a legal and moral duty as well as financial interest to remove those adverse situations, as far as reasonably practicable, from the company through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health.

Each employee has a duty to make proper use of protective systems, equipment and clothing provided by the company and will comply with all proper instructions relating to health and safety matters.

The board of directors will lead by promoting best practice, compliance with, and as appropriate exceed the spirit and letter of this statement of intent, its policies and of the health and safety laws and regulations of the countries in which we operate.

Dr Greg Ward – Group CEO



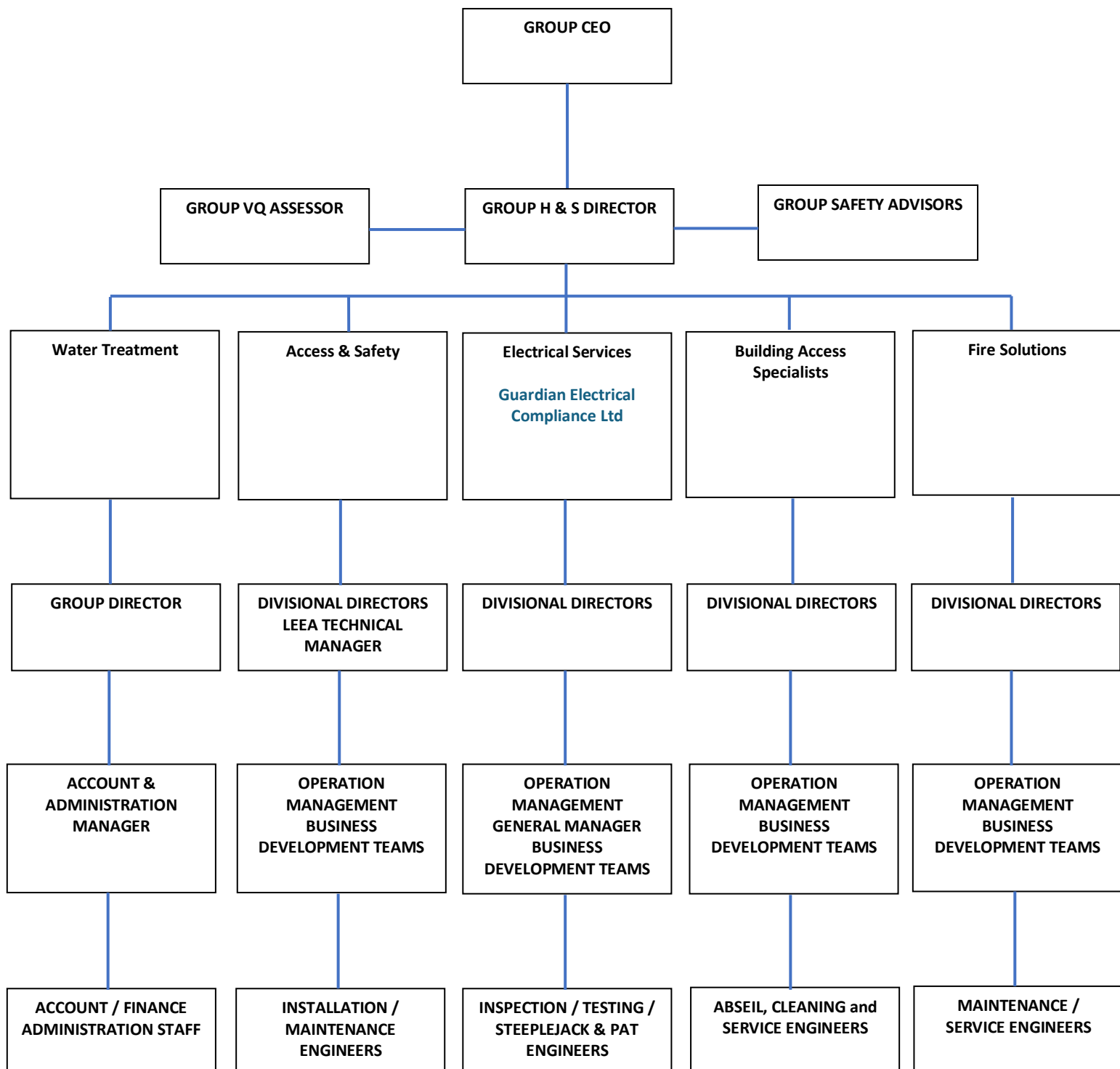
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### 3.0 HEALTH AND SAFETY ORGANISATION

#### 3.1 GROUP WIDE HEALTH & SAFETY STRUCTURE

This Chart establishes responsibilities and lines of internal communication with the health and safety management system and does not intend to portray other management structures



### 3.2 DEFINED HEALTH AND SAFETY ORGANISATION STRUCTURE



**Corporate H & S  
Structure**

**GROUP CEO**

**GROUP H & S  
DIRECTOR**

**GROUP VQ  
ASSESSOR**

**GROUP SAFETY  
ADVISORS**



**Company H & S  
Structure**

**IAN CARNALL –  
MAN DIRECTOR**

**BILLY SUTHERLAND –  
OPERATIONS  
DIRECTOR**

**OPERATIONAL DELIVERY**

**WORK PLANNING/  
LOGISTICS & QUALITY**

**ON-SITE  
OPERATIVES**

**CONTRACTORS/  
3<sup>RD</sup> PARTIES**

**NB. Guardian does not subcontract  
their core services. Non-core  
Specialist services may however be  
subcontracted**

### **3.3 ORGANISATIONAL HIERARCHY**

Mr Liam Simpson as Group Health and Safety Director takes responsibility for the activities of PTSG Group Companies and has established a structure and policy to ensure they are being carried out in accordance with the arrangements detailed in the Health and Safety Policy and the Safety Management System. He acts as Safety Director on behalf of the PTSG Board of Directors and reports to them on the Health and Safety issues concerning the Company.

Ian Carnall, Managing Director of Guardian Electrical Compliance is ultimately responsible for all Health and Safety issues affecting the company. He ensures that their activities are carried out in accordance with the arrangements detailed in the Health and Safety Policy and the procedures laid out in the Health and Safety Management System.

Billy Sutherland as Operations Director for Guardian ensures that all Guardian and PTSG Policies are in place and up to date, he interacts with PTSG Group Safety Advisors to address safety issues and co-ordinate all required administration activity. He acts as the Internal Competent Health and Safety Advisor responsible for the implementation of the company's procedures.

Department Managers, Contracts Engineers and Project or Site Supervisors are directly responsible to the Operations Director for Safety and for complying with site specific requirements on each individual contract.

Site Operatives are ultimately responsible to the Operations Director; however the Contracts or Operations Supervisor immediately control them.

Subcontractors are not normally utilised, however where they are, they are responsible to the Operations Director.

The Lead Inspector will be responsible for safety on external sites.

### **3.4 HEALTH AND SAFETY COMMITTEE**

The PTSG Group Health and Safety Committee meet on a quarterly basis to; review audit information, implement improvements and discuss on-going health and safety development.

The Committee directs the Company in terms of its health and safety procedures and these are outlined in the Health and Safety Management System.

The Committee is made up of senior representatives of the PTSG Group Companies along with the Group Health and Safety Advisors and Group VQ Assessors. The Group Health and Safety Director chairs the committee.

Guardian hold their own twice-yearly internal Committee meetings to discuss the outcomes of the group meetings and Guardian specific issues. These meetings are chaired by the Operations Director, attended by other members of the safety structure and include site and office representation.

### **3.5 ORGANISATIONAL COMPLIANCE**

A Technical Instruction Manual and is issued to all employees together with a Code of Practice for Safe Use of Electricity. Risk Assessments and Method Statements have reference to these documents and Employees are required to acquaint themselves with these documents.

Wilful disregard to these safety rules will result in disciplinary action.

Employees having managerial or supervisory duties, must familiarise themselves with the Policy in order to fully understand the nature of their duties and then be able to confirm acceptance of the responsibilities.

Revisions to this document are issued electronically and recipients are required to formally acknowledge the fact that they have received the latest revision, understand it and undertake to comply with its requirements.

### **3.6 SAFETY CONSIDERATIONS AT RECRUITMENT**

Applicants to any of the positions within the organisation will be required to demonstrate their competence in the aspects of Health and Safety included in the description of Responsibilities. Employment of Young Persons – see 5.25

They will be required to complete a Health Assessment Questionnaire to determine their current capabilities and fitness to carry out their assigned duties.

### **3.7 MONITORING OF SAFETY PERFORMANCE**

As part of employee performance appraisals, each company member will have their Safety performance reviewed.

Should changes in work methods, safety systems and training policy be indicated, then Corrective and Preventive action will be implemented as part of the Company's Quality procedures.

Similarly, should an employee performance appraisal indicate a safety training need, this will be actioned and endorsed on the employee's individual training plan.

### **3.8 CONSULTATION, COMMUNICATION AND COOPERATION**

Guardian recognises the duties placed on them by the Health and Safety (Consultation with Workforce) Regulations and seeks to involve employees at all levels in the health and safety issues affecting the company. These include safety meetings and one to one discussion with employees.

Trades Union representation on safety matters is welcomed, however where no formal arrangements take place, employees have one representative for site based staff and one for office based employees.

The purpose is to provide a conduit for suggestions, concerns and other safety related representations from employees and to receive up to date information and to be consulted prior to any changes to the health and safety system. By so doing this will help to promote a positive health and safety culture and ensure that everyone is given an opportunity to influence health and safety policies and procedures.

Representatives from the Operations department and site staff are invited to Guardian Safety Committee Meetings that take place every six months to provide practical site input to any developments being made. Suggestions by employees on ways in which the work could be made safer are welcomed and should be sent to the Operations Director.

Employees in general are consulted about Safety matters and any changes to the Safety Policy at site level through training sessions, toolbox talks and Safety information issued electronically.

In developing safe working procedures associated with Risk Assessments and Method Statements for undertakings on site, the persons assigned to complete the documentation will consult with the relevant staff as to the content and the nature of the procedures.

A summary of matters requiring to be brought to the attention of the staff is made available either in pay documents, via safety bulletins, PTSG group newsletter, on the company notice board or on the Company Intranet. Permanent changes and additions to the system are incorporated into Staff Rules, an up to date copy of which is re-issued to all current staff.

Close cooperation with third parties such as clients and their professional representatives is maintained principally at client's premises. Coordination usually takes place at site meetings, induction meetings and Client briefings etc. or directly by issue to staff laptops site.

The Operations Department is closely involved in discussions and Operations staff have input into the proceedings. Information emanating from these activities which relate to our undertakings is incorporated into updated versions of Risk Assessments, Method Statements and other safety information which is then issued to all interested parties in a timely manner.

## **4.0 SAFETY RESPONSIBILITIES**

### **4.1 ORGANISATION RESPONSIBILITIES**

Premier Technical Services Group Ltd and its constituent companies [the company] recognises that in order to be effective in controlling risks the activities of management and employees need to be co-ordinated to ensure everyone is clear about what they are expected to achieve.

The responsibilities outlined in this policy are intended to provide clear direction to all personnel whilst working on company property and places of work including commercial, industrial and railway infrastructures. The company also recognises that everyone has a role to bring about continual improvements in health, safety, quality and environmental performance, by working with others in partnership and engaging relevant stakeholders, this will also have a positive impact on the safety culture of the company as this commitment covers above and beyond just compliance.

Many health and safety functions are not exclusive to specific post holders, some overlapping of responsibilities may occur. Management and employees identified as having specific health and safety responsibilities will be held accountable for their performance under section 7 of the Health and Safety at Work Act 1974.

### **4.2 THE CHIEF EXECUTIVE OFFICER (PTSG) is responsible for:**

- Will have a direct responsibility for the implementation of the company's policies on health, safety environment quality but will further delegate that responsibility for activities to the group Managing director.
- Advising the board of any necessary revisions and developments to the policy for health and safety.
- Will ensure that all channels of communication are available and all subordinates are made aware of reporting procedures.
- Will provide assistance in identifying safety priorities and setting of objectives to be achieved.
- Will ensure that any relevant health and safety information to undertake activities is forwarded to all concerned.
- Will ensure arrangements are made for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Will consult employees about their risks at work and current preventive and protective measures.
- Will ensure all accidents/dangerous incidents are investigated.
- Will ensure all necessary insurance covers are in place.
- Reviewing safety meetings recommendations.
- Will ensure that all plant and equipment is maintained in good order as required by relevant legislation, including but not restricted to: The Provision and Use of Work Equipment Regulations 1998 [PUWER].

### **4.3 THE DIVISIONAL DIRECTOR (PTSG) is responsible for:**

- Will ensure that the company's performance is monitored and keep the board informed of any relevant health, safety environment and quality matters.
- Will have a responsibility for the implementation of the company's policies on health, safety, environment and quality.
- Will ensure that all channels of communication are available and all subordinates are made aware of reporting procedures.
- Will ensure arrangements are made for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Will consult employees about their risks at work and current preventive and protective measures.
- Will provide assistance in identifying safety priorities and setting of objectives to be achieved.
- Will ensure that any relevant health and safety information to undertake activities is forwarded to all concerned.
- Will ensure all accidents/dangerous incidents are investigated.

- Will ensure that all plant and equipment is maintained in good order as required by relevant legislation, including but not restricted to: The Provision and Use of Work Equipment Regulations 1998 [PUWER].

#### **4.4 THE GROUP DIRECTOR FOR HEALTH & SAFETY (PTSG) is responsible for:**

- Will have a responsibility for the implementation of the groups policies on health, safety and environmental aspects.
- Will consult with the directorate in the identification of priorities and set objectives and targets annually
- Will develop the safety culture and philosophy of the company.
- Will ensure that all channels of communication are available and group personnel are made aware of internal, site providers.
- Will review annually the company health and safety policy and amend as necessary.
- Will review the groups risk assessments/method statements.
- Will ensure arrangements are effective for planning, organisation, control, monitoring and review of preventive and protective measures.
- Will consult employees as necessary about their risks at work and current preventive and protective measures.
- Will ensure that any relevant health and safety information is forwarded to all concerned.
- Coordinate random, on suspicion and for cause alcohol and drug screening and testing laid down by our company policies, procedures.
- Will ensure that compliance with Sentinel scheme rules and regular review of all publications for working is carried out to ensure all documentation remains current. The SHE advisor will be deputised / appointed in the absence of the Director Health and Safety.
- Will implement systems for document control.
- Will be competent in the understanding of regulations and approved guidance.
- Will ensure that all accidents/incidents and dangerous occurrences are investigated.
- Will ensure all employees are provided with suitable information, instruction and training and are made aware of the actions/precautions they are to take.
- Will ensure that fire procedures are implemented correctly.
- Assess first aid resources which are to be provided to all sites.
- Will maintain the group HSEQ management systems.
- Will produce and deliver training and briefing materials where required.
- Monitor and approve the supplier services.
- Will present the findings of site safety audits to the directorate.
- Will ensure internal audit schedules are maintained.
- Will maintain the group accreditation membership register.
- Will maintain the group training matrices and plans.
- Will carry out training needs analysis annually.
- Will measure and monitor the groups safety performance annually.
- Will measure and monitor the groups aspects and impacts on the environment.

#### **4.5 THE GROUP SAFETY ADVISOR (PTSG) is responsible for:**

- Will carry out random, on suspicion and for cause alcohol and drug screening and testing laid down by our company policies.
- In the absence of the Director Health and Safety, will ensure that compliance with Sentinel scheme rules.
- Will maintain the groups aspects and impacts registers on the environment.
- Will conduct site safety audits and present the findings to the Director Health and Safety.
- Will conduct group property audits and present the findings to the Director Health and Safety.
- Will issue as necessary, and monitor corrective action reporting mechanisms.
- Will assist in the investigation of accidents/incidents dangerous occurrences.
- Will ensure all employees are provided with suitable information, instruction and training and are made aware of the actions/precautions they are to take.
- Will ensure that fire procedures are implemented correctly.

- Assess first aid resources which are to be provided to all sites.
- Will monitor and update the groups approved supplier register.
- Will monitor and update the group COSHH register.

**4.6 THE GROUP VQ ASSESSOR (PTSG) is responsible for:**

- Will plan and deliver vocational training programmes and workshops.
- Will observe and assess candidates in their workplace.
- Will examine candidates' portfolios of evidence.
- Will working closely with training staff and candidates' managers.
- Will conduct site safety audits and present the findings to the Director for Health and Safety.
- Will issue as necessary, and monitor corrective action reporting mechanisms.
- Will assist in the investigation of accidents/incidents dangerous occurrences.
- Will ensure all employees are provided with suitable information, instruction and training and are made aware of the actions/precautions they are to take.
- Will carry out random, on suspicion and for cause alcohol and drug screening and testing laid down by our company policies.
- Assess first aid resources which are to be provided to all sites.

**4.7 THE MANAGING DIRECTOR (GUARDIAN) is responsible for:**

- Will ensure that all channels of communication are available and all subordinates are made aware of internal clients reporting procedures.
- Will provide assistance in identifying safety priorities and setting of objectives.
- Will ensure that any relevant health and safety information to undertaken activities is forwarded to all concerned.
- Carry out safety audits at agreed frequencies and informing the board as to the extent to which they are successful in reducing risks.
- Will have a direct responsibility for the implementation of the company's policies on health, safety environment quality but will further delegate that responsibility for activities to subordinate managers.
- Will have a good understanding of regulations and approved guidance which governs the company activities.
- Will provide assistance in identifying safety priorities and setting objectives to be achieved, and developing the safety culture and philosophy of the company.
- Will ensure that budgets are sufficient for safety requirements.
- Will provide instruction and deliver briefing material in circumstances not covered by this policy.
- Will ensure arrangements are made for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- Will consult employees about their risks at work and current preventive and protective measures.
- Will ensure that the safety of themselves and others are not effected by their act and omissions.
- Will discipline any member of management or employee for failing to discharge safety responsibilities satisfactorily, or for breaches of safety rules.
- Will have a good understanding of the company health and safety policy and will ensure that all subordinate employees under his control observe all aspects of the policy.
- Will ensure that all accidents/dangerous incidents are investigated and the CEO, MD and Safety Health and Environment Manager are advised as necessary.
- Will ensure that all plant and equipment is maintained in good order as required by relevant legislation, including but not restricted to: The Provision and Use of Work Equipment Regulations 1998 [PUWER].
- Will plan work including safe access and egress
- Carry out risk assessments for their scopes of works
- Will ensure that arrangements for heating, lighting, ventilation and general welfare are to the standards expected in the working environment.
- Will ensure competence assessments are completed and arrange suitable training.
- Monitor hours worked and authorising exceedances for employees and subcontractors employees
- Assess first aid resources to be provided to all sites

#### **4.8 THE OPERATIONS DIRECTOR (GUARDIAN) is responsible for:**

- Ensuring that a suitable and sufficient assessment is made of the Health and Safety risks arising from Guardian's general undertakings, to employees and others not directly employed by the company.
- Monitoring changes to Statutory Health and Safety requirements.
- Liaising with the Group Health and Safety Director regarding changes arising from the regular review of the Company's Safety Policy carried out by the Company Health and Safety Committee.
- Investigating and reviewing Accident, Incident and Dangerous Occurrence events and reports data.
- Initiation and monitoring of Preventive action measures resulting from these findings and any other data or information arising regarding Health and Safety.
- Identifying training needs and ensuring identified training is implemented.
- Maintenance and development of documentation and data relating to Health and Safety and the monitoring of compliance with same.
- Evaluation of Accident and Dangerous Occurrence reports for inclusion in Preventive action activities and review of Risk Assessments and Method Statements.
- Participation in Group and Company Health and Safety Committee Meetings.
- Familiarising all project staff with the contents of the Company Health and Safety Management System and all relevant Company Working Documents such as: Risk Assessment Forms, Codes of Practice and Permits.
- Ensuring all staff are inducted correctly at head office and receive all the relevant information and documentation.
- Ensuring all staff have met the minimum health and safety training standards and monitoring existing staff to ensure they meet the minimum standards.
- Monitoring and acting on information emanating from Site relating to Health and Safety.
- Collation of Health and Safety suggestions and statements issued by Site operatives or subcontractors and submitting them to the Company Health and Safety Committee

#### **4.9 THE OPERATIONAL MANAGERS (GUARDIAN) are responsible for:**

- Will have a good understanding of the company health and safety policy and will ensure that all subordinate employees under their control observe all aspects of the policy.
- Will ensure all staff are inducted correctly at Head Office and on individual clients sites receiving all relevant information and documentation.
- Will liaise with clients to ensure they fully understand the company requirements for safety on work projects/sites through the provision of written risk assessments & method statements.
- Will ensure that all requirements, safe working procedures and rules are observed and that all safety equipment provided is worn and used correctly.
- Will ensure that all accidents/incidents are reported to the Safety Health and Environment Manager and their divisional directors.
- Will ensure that all employees and sub-contractors under their control are adequately trained in the tasks and they have provided any requested certificates where appropriate.
- Will ensure that all employees and sub-contractors under their control use the safety equipment and personal protective equipment provided or required by legislation.
- Will ensure that all equipment in use on site is properly maintained and records of inspection kept.
- Will ensure arrangements are effective for planning, organisation, control, monitoring and review of preventive and protective measures.
- Will consult employees as necessary about their risks at work and current preventive and protective measures.
- Will ensure that the safety of themselves and others are not affected by their act and omissions.
- Will ensure that all portable electrical equipment under their control is maintained, safe from accidental damage, protected from the weather, limited to 110v so far as is practicable, and are fitted with suitable safety devices.
- Will ensure that all hazardous substances are controlled, stored and handled correctly and ensure that material data sheets are obtained for any substance used and a COSHH assessment has been prepared and

issued.

- Will ensure a good standard of house-keeping is maintained on site and waste/surplus materials are disposed of safely.
- Monitor hours worked and authorising exceedances for employees and sub-contractors employees.
- Will provide any records necessary for inclusion to a health and safety file.
- Regularly carry out random checks on safe working procedures, monitor reports and change where necessary.
- Will ensure employees are conversant with fire, first aid and any rules.
- Will ensure competence assessments are completed and arrange suitable training.
- Assess first aid resources to be provided to all sites.
- Coordinate employment medicals and drug and alcohol testing.

**4.10 THE LEAD INSPECTOR (GUARDIAN)** is responsible for: Overall implementation of the Company's Safety Policy on his Site. The Project Supervisor / Lead Inspector is also responsible for:

- Liaison with all visitors to site and other contractors.
- Regular inspection of Tools, Plant and Equipment used on his Site by the Company's Employees and Subcontractors and the reporting of any deficiencies to the Project Engineer or Director.
- Regular inspection of Access Equipment used on site and the rectification of any deficiencies found.
- Ensuring that Workplaces are free of rubbish or any other items, which would interfere with safe working procedures, where the area is under Guardian's control.
- Review of issued Risk assessments, or Method statements for adequacy, liaison with the client to update, improve or modify the documents based on current site information.
- Ensuring the effective implementation of measures in respect of any Risk assessments, or Method statements that have been developed in accordance with the latest revision.
- Ensuring that there are adequate provisions of site safety equipment including Fire Extinguishers, Protective Equipment, Protective Clothing, First Aid equipment etc. Identifying, issuing and monitoring of Personal Protective Equipment.
- The obtaining of necessary Permits to Work or Test and for the activities all operatives and subcontractors under his charge covered by the Permit. At the completion of the activities the Supervising Site Foreman is responsible for cancellation of the Permit.
- Reporting of accidents or dangerous occurrences to the Projects Engineer or Head Office. Provision of information regarding the Health and Safety competence of subcontractors and submission to the Director or Project Engineer

**4.11 EMPLOYEES (GUARDIAN)** are responsible for:

- Will have an understanding of the company health and safety policy.
- Will ensure that all accidents/dangerous incidents are reported to their Operations Manager and Operations Director.
- Will use equipment correctly to ensure safe systems of work and compliance with all appropriate legislation.
- Will ensure that the safety of themselves and others are not effected by their act and omissions.
- Will ensure that copies of certificates and licences are available for inspection at all times.
- Will ensure that daily and weekly inspections of vehicles / equipment are carried out and recorded accordingly.
- Will consult with their employer as necessary about their risks at work and any concerns regarding current preventive and protective measures.
- Will ensure that the safety equipment and personal protective equipment provided or required by legislation is worn and make full use of all protective devices and equipment provided by the company or required by our clients and inform their immediate Supervisor / Manager of any loss or obvious defect in that protective equipment.
- Must conform to all instructions given by Managers and / or others who have a responsibility for Health and Safety.

**4.12 APPOINTED SUBCONTRACTORS** (where utilised) are responsible for:

- Their own safety and that of work mates and other people in the vicinity of his work or who may be affected by his work.
- Adherence to the Company's Safety Policy and safe working procedures inasmuch as they affect the subcontract work.
- Reporting of accidents or dangerous occurrences to the Site Supervisor/Lead Inspector.
- Regular inspection and maintaining in a safe condition Tools, Plant, Access Equipment and PPE in use.

All Sub-Contractors engaged to carry out work on behalf of the Company shall:-

Complete and submit a Pre-Start Health and Safety Competency Assessment which is reviewed before being accepted and the subcontractor being entered onto the approved contractor list

## **5.0 SPECIFIC ARRANGEMENTS**

The arrangements for implementing the Safety Policy are categorised as follows in section 5:

### **5.1 SAFE WORKING PROCEDURES - RISK ASSESSMENTS AND METHOD STATEMENTS**

The company has established and maintained documented procedures for the ongoing identification of hazards, the assessment of risks, and the implementation of necessary control measures, for routine and non-routine activities carried out by our employees. These procedures also extend to the activities carried out by all personnel having access to the workplace including subcontractors and visitors.

Prior to commencing work on site, the Operations Director and Operations Management Team will ensure that a site specific assessment of risks associated with the company's site based undertakings is made. Assessments will include those risks identified by third parties such as clients, other contractors and subcontractors. These documents are normally issued to site staff via their site laptops.

Where safe working procedures have been developed it is an employee's duty to read them thoroughly, raise any queries concerning them and comply with any duties placed upon them.

The Employee will be able to signify his understanding and acceptance of the procedures where required to do so.

**See also section 6 of this Policy document.**

### **5.2 SAFE SYSTEMS OF WORK**

Each PTSG division will have access to the HSEQ management systems, in addition each establishment will develop local rules and procedures to identify hazards and control risks in their working areas.

Guardian Safe working procedures have been developed for a wide range of tasks. They are issued to the employees in the form of a Technical Instruction (Toolbox Talk) Manual. The document is submitted to the Group Health and Safety Director for approval.

The active Safe Working Procedures relate to current core activities. Items which existed in previous editions but which are not part of current core activities are included but are colour coded to show their inactive status.

In addition, a Code of Practice for Safe Use of Electricity has been developed and issued to all Site Operatives. It is also available to other staff by means of the Company Intranet.

**See also section 6 of this Policy document.**

### **5.3 SAFE PLACE OF WORK AND STAFF WELFARE**

The Company will provide and maintain its workplace, buildings, roadways, and access/egress ways in a safe condition, good repair and free from reasonably foreseeable risk risks to health and safety. The safety health and welfare of our employees will not be compromised for other objectives and aims of the group and workplace inspections will be carried out on a regular basis.

Adequate standards and provisions in relationship to ventilation, temperature, lighting and cleanliness will be

maintained. Workplace equipment, devices and systems will be regularly maintained and kept in a safe, efficient condition.

Housekeeping procedures will be applied in maintaining acceptable hygiene and cleanliness standards throughout the premises. Purpose waste receptacles will be provided to assist, and all employees are expected to assist in maintaining their areas of working in a safe and tidy condition. All stairways and ramps will incorporate suitable hand-railing or barriers.

The Company will also provide suitable and adequate welfare facilities which will include:

Sanitary conveniences which are kept clean, well lit and ventilated. Washing facilities which are located close by, kept clean and tidy. Places to eat drink and rest, kept clean, tidy and hygienic, and free from smoke and fumes. Supplies of wholesome drinking water

If and when required, suitable provisions will be provided for pregnant workers for rest purposes. A suitable room, close to toilets, smoke and fume free, heated and ventilated, will be made available. It is the responsibility of the pregnant worker to notify the company.

Wherever possible arrangements will be made with the client and/or principal contractor for the use of welfare facilities at sites under their management as a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

#### **5.4 SAFETY INFORMATION AND INSTRUCTION**

Prior to work commencing on site all employees, subcontractors and visitors will where appropriate, have access to and be made aware of Site Safety Rules, Company's Health & Safety Policy, Technical Instruction Manual.

#### **5.5 TRAINING**

Health and Safety training is an essential part of the specific job training within the Company. All management will ensure that employees are suitably trained with regard to health and safety. All employees are given safety training during their induction period and the training will depend upon the needs of the individuals and the specific job concerned.

Records of training will be retained at Head Office, the areas of training covered include: -

- Induction
- General Health and Safety Awareness
- Fire Procedure and First Aid
- Safety Harnesses and other PPE
- Manual Lifting and Handling
- Safe use of ladders
- General Safety Training for Management
- Risk Assessment
- Use of Display Screen Equipment and the ergonomics of workstations (where appropriate)

#### **5.6 SITE SAFETY INDUCTION**

The company's site safety induction procedure is a general introduction to stress the importance of site safety and applies all operatives under Guardian's control and to provide necessary safety information about the site and its environmental conditions. Induction consists of the following:

- An induction session is held with every person starting on the site to acquaint them with the applicable Site Rules and any safety data such as Risk Assessments, Method Statements COSHH data and other safety information about the site and the Clients undertakings.
- Specific risks associated with access to individual areas, what specialist equipment will be used if any, as well as information relating to the presence of asbestos, high risk areas or processes, site traffic etc. is also conveyed at this time.
- Data and safety information relating to the above is uploaded to the project web site (TraQit™) and is available for review by the Site Supervisor/Lead Inspector.
- It is the responsibility of the operations Department to see that the initial induction session is held and to see that subsequent new arrivals on site are given the necessary information.

## **5.7 FIRE & EMERGENCY PROCEDURES**

When employees work on other people's premises they should obey their fire and first aid arrangements. Particular note should be taken of escape routes etc. First aid boxes are provided in our own premises and travel first aid kits are provided for each van. Fire extinguishers are provided and maintained throughout our premises. Fire procedures have been drawn up and are displayed at strategic points throughout our premises.

## **5.8 SAFE USE OF PLANT AND EQUIPMENT**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations.

Before new equipment is introduced into the working environment, an assessment will be made by senior management in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will include pre use/start checks, examination of equipment, and recorded on fall protection, PPE, ladder inspection reports. All inspection regimes will be based on manufacturer's guidance and industry best practice.

Any maintenance / inspections undertaken on company equipment will be formally recorded on the aforementioned documentation. If any faults or damage are found on any equipment, stop using the work equipment and report the fault to operational management.

## **5.9 HAZARDOUS SUBSTANCES**

The Board of Directors of Guardian similarly consider adherence to the requirements of the Control of Substances Hazardous to Health (C.O.S.H.H) Regulations 2002 to be fundamental to the safe working practices desired for all employees, agents and subcontractors working on installation sites under the company's control.

No hazardous substances are used as part of the Company's normal activities. However should there be substances used by the client or present on site that fall under COSHH regulations, the Operations Department will collate and distribute same to all site personnel.

## **5.10 ASBESTOS**

Regulation 10 - Information, instruction and training of the 2012 regulations has been updated and now details more specific requirements for the provision of adequate information, instruction and training for any employees who may come into contact with asbestos due to the nature of their work activities.

Prior to starting work on any site, the Operations Department will liaise with the client with regard to the location of any asbestos on the site. The Operations Department will obtain and distribute to site personnel copies of data and

information such as the Premises Asbestos Register. The Site Supervisor/Lead Inspector will review any information indicating the presence of asbestos in relation to the work programme and the areas in which the site team is likely to access.

Where asbestos is identified by Guardian staff, then upon discovering or suspecting its presence, work will be stopped, the area vacated and a report will be made to the client or client's representative.

We have identified our minimum level of training as Asbestos Awareness Training, carried out 'within house' or can be outsourced from approved UKATA training bodies. It will be renewed annually in all cases. In addition all managers, supervisors and influencers will also undertake similar training.

#### **5.11 PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The company undertakes to comply with the Personal Protective Equipment at Work Regulations 2018, which require that an assessment be made of the requirement for and suitability of Personal Protective Equipment.

The Operations Director will when carrying out an assessment of the company's normal undertakings determine the company's standard PPE requirements. This will be whenever the company's undertakings change or where data emanating from site activities and other data indicates that a review of standard equipment is in order.

In addition, the Operations Department will produce a site specific risk assessment that will determine the specific PPE requirements and decide upon the most suitable and compatible PPE to be worn.

All employees will be instructed in the correct use of PPE and the Site Safety Toolbox Talk / Risk Assessment Manual will provide information on the use of PPE.

The Regulations also require that employees use PPE "in accordance with the training and instruction given by the employer" and "report any loss or defect of that equipment to their employer" (Regulations 10 & 11).

#### **5.12 AUDITS, INSPECTIONS & REVIEWS**

Site safety audits and inspections are carried out on a regular basis, including site observation sheets and site health and safety audit reports. Summary findings from audits and inspections will be discussed at monthly safety management meetings. Records of findings will be kept within the Health and Safety Department

#### **5.13 MANUAL HANDLING**

The Operations Department keep the requirements of the Manual Handling Regulations 2002 under review in connection with our activities and ensure that suitable and sufficient assessments are carried out for tasks that involve manual handling. It is the duty of all employees to familiarise themselves with and follow any remedial action/s recommended in them.

The aim will be to remove the hazards and minimise the risk involved with the tasks and follow the guidance issued by the HSE with regards to correct handling technique.

The Company's normal operations limit the amount of manual handling and therefore formal manual handling training to operatives is delivered when required by risk assessment.

#### **5.14 WORKING AT HEIGHT**

The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height).

All work at height will be carried out in line with company safety procedures and risk assessments. Additionally, any site rules imposed by the client will be adhered to. In line with the Regulations we will ensure that:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from working on fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

Operatives working from mobile elevated work platforms or mobile scaffold towers will have been trained in their use prior to being allowed to use them.

Ladders will not generally be used unless there is no alternative type of equipment and this will be determined as part of the risk assessment process.

Further reference and instruction can be found in the Group Working at Height Procedures.

### **5.15 WORK IN CONFINED SPACES**

In line with the Confined Spaces Regulations 1997 the company undertakes to:

- Identify confined spaces
- Not enter confined spaces unless absolutely necessary
- Carry out risk assessment of confined spaces
- Produce a safe system of work with rescue procedures
- Ensure that all operatives are trained in safe working in confined spaces prior to the carrying out any work

### **5.16 FIRST AID**

The law requires that adequate and appropriate first aid provision is available for all employees while at work. Broadly speaking this means having enough competent people with adequate resources to deal with any injury or illness that may occur at work.

Those managing projects will ensure that all sites will have adequate numbers of First Aiders provided by ourselves or if appropriate by the client.

First Aid Kits are provided by the company on all sites in addition to any facilities provided by the clients. The company acknowledges that there is no mandatory list of items that should be included in a first aid container and the decision on what to include is obtained from information gathered during the assessment of first aid needs. Tablets and medicaments should not be kept in the kits.

Company provided first aid kits will be held either at the site facilities or in company vehicles used for travel to sites. The kits will be issued by the responsible manager.

It is the responsibility of the person to whom the kit has been issued to report at the earliest opportunity to Head Office, low levels or deteriorated/out of date items in the first aid kit so they can be replaced.

All Contractors and Employees must obtain proper qualified Medical Treatment for all injuries when they occur, and must see that these are recorded on an accident report form for transfer into the company accident records held at Head Office.

### **5.17 DISPLAY SCREEN EQUIPMENT**

In accordance with the Health & Safety (Display Screen Equipment) Regulations the company undertakes to identify display screen equipment users and carry out workstation assessments of their activities.

Users of DSE equipment are generally identified as, persons that operate DSE equipment:

- More or less daily

- Continuously or near continuously for more than an hour at a time
- Need high levels of concentration during operation
- Are dependent on DSE equipment to carry out their duties

Examples of such users would include but not be limited to:

- Data processors
- Telesales & telemarketing personnel
- CAD operators

Users of DSE equipment are requested to carry out a self-assessment utilising a standard pro-forma. Assessments will cover the equipment being used, the job being undertaken and any special needs of individual staff members.

### **5.18 NOISE AT WORK**

Noise assessments will be undertaken for all activities that pose a risk to employees. Measures will be implemented to eliminate or reduce the risk of exposure where the Action Values identified in the Control of Noise at Work Regulations 2005 are reached.

### **5.19 VIBRATION AT WORK**

Our core activities do not expose our staff to any significant risks, however we will continue to ensure minimal health risks in relation to hand arm vibration.

Vibration assessments will be undertaken for all activities that pose a potential risk to operatives, and measures will be undertaken to reduce or eliminate identified risks. Records of any assessments will be retained.

If our activities ever require us to use tools other than our standard equipment, it will be policy to use those of a low vibration variety and where through risk assessment, repetition in use is identified, task rotation will be employed in so far as reasonably practicable to minimise such risk.

Where equipment becomes worn out it will be policy to provide replacements that are suitable for the work to be carried out and where practicable, more efficient and lower vibration.

Where applicable, workstation designs will be set up to reduce the effects on employees, hands, wrists and arms.

### **5.20 ELECTRICITY AT WORK**

The Company recognises its duty holding responsibilities as Employer and also those duties held by its employees and subcontractor's under section 3 of the Regulations.

The provisions of the Regulations have been included in the measures taken to eliminate and control hazards arising from its activities. In particular, Regulations 13 and 14 have been observed in formulating the Company's testing and inspection activities carried out in circumstances where working on or near live conductors etc. cannot be avoided.

It is the declared intention of the Company to take all reasonable steps and exercise all due diligence to avoid the commission of an offence under the Regulations.

Risk Assessments will take due account of the requirements of EaWR. The Company have also produced a Code of Practice for Safe Use of Electricity which is issued to all Site employees at commencement of employment.

### **5.21 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 - CDM**

Our policy with respect to CDM is informed by instruction from the HSE to its inspectors made public in 2017 and which advises:

*"where maintenance activity involves construction processes, requires construction skills and uses construction materials, it is most likely to fall within the term construction work. General maintenance of fixed plant which mainly involves mechanical adjustments, replacing parts or lubrication is unlikely to be construction work."*

*As a result of this publication the following activities are not considered to be construction work and so are not covered by CDM 2015:*

- *treeworks, industrial cleaning, inspection/ testing of services, cleaning solar panels, and similar: unless any of these works are associated with a building project*
- *maintenance of fixed plant such as servicing boilers, lifts and gas appliances; and*
- *minor repairs, e.g. to doors, floors, walls."*

In accordance with the foregoing we will declare to clients that CDM Regulations 2015 does not apply to our operations.

Notwithstanding this however there may be circumstances where the client insists that CDM applies. If this is the case on any project CDM will be fully complied with.

## **5.22 COMPLIANCE WITH HEALTH AND SAFETY YOUNG PERSONS REGULATIONS**

As far as their employment with Guardian is concerned 'Young Persons' are defined as anyone under the age of 18 but above the age of 16 years old.

Almost without exception young persons will only be employed in an office environment.

Management are concerned to ensure that young persons employed by them are not exposed to risks to factors associated with youth such as:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

For this reason young persons will not be exposed to a site environment along with its attendant risks.

Where young persons are employed on an Apprenticeship scheme they will be assigned to a mentor who will ensure that consideration is given to:

- the layout of the workplace
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed

Most aspects of the foregoing will be addressed at induction and in following the requirements of their personal training matrix.

## **5.23 ACCIDENT REPORTING PROCEDURES**

A system is in operation that requires the reporting by employees of ALL ACCIDENTS resulting in personal injury; this is followed by an investigation to determine the cause of the accident so as to remedy any faults.

All accidents and incidents which occur within the company's operations must be reported immediately to the Operations Director along with the Group Director for Safety. Serious accidents are also reported immediately to the CEO and MD. All personal injuries shall be recorded in the accident report book.

Plant or equipment involved must not be removed or dismantled without prior authorisation from the company together with the Health & Safety Executive.

The Company and its employees must abide by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - known as RIDDOR. All accidents must be reported to the Operations department immediately in order that they may complete a Company Accident Report Form.

Operatives have a duty to report to the company:

- ANYTHING which may be hazardous to the operative or anyone else.
- Machine malfunctions and electrical defects.
- The discharge of any extinguisher.
- Any medical condition which may affect the operative's safety in the use of machinery or which may be hazardous to other persons.
- ALL accidents and ensure they are recorded in the accident book.
- ALL incidents (near misses) regardless of any lack of damage or injury.
- ALL accidentally or otherwise damaged equipment.

In the event that the accident is notifiable under the reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) then the Operations Director (or in his absence another Competent Person) will liaise with the Group Director for Safety to ensure Form 2508 is completed and the HSE notified.

## **5.24 ACCIDENT INVESTIGATION PROCEDURES**

All accidents are investigated no matter how trivial. The Operations Director and where appropriate Group Director for Safety normally carries out this activity.

The aim of all investigations is not only to determine the cause of the event, but also to identify any lessons that can be learned from it. Efforts are made to learn lessons rather than to apportion blame.

Any changes to processes and equipment etc. will be recommended and implemented to prevent recurrence.

Should the investigation indicate changes or additions to current training provisions, these will be implemented in the case of the person involved in the accident or across all staff if considered necessary.

Any changes will be recorded and made be incorporated in the Company's on-going Health and Safety Improvement programme.

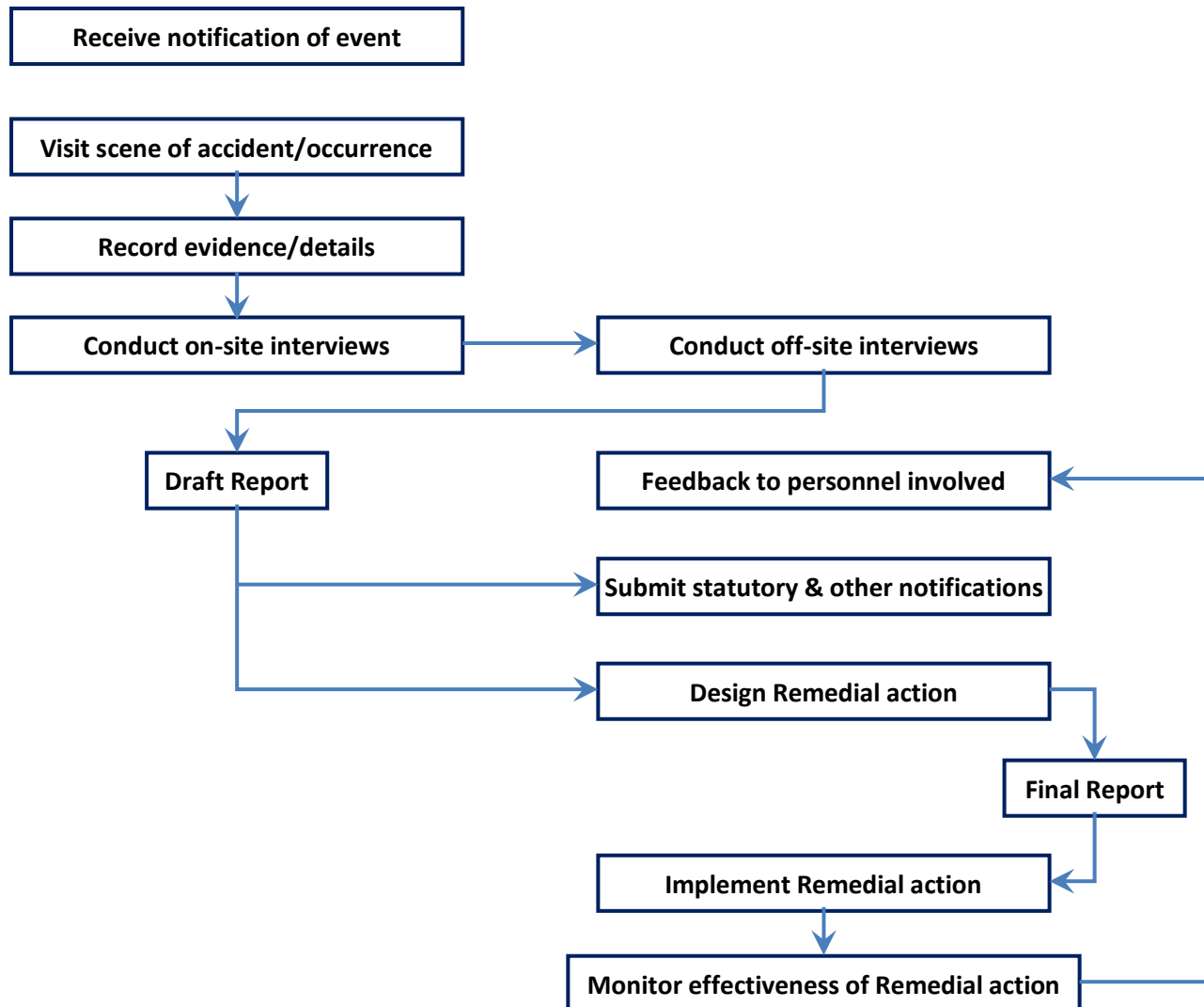
Training records will be updated accordingly.

On a monthly basis the Operations Director updates accident records data analysis to identify and record:

- Number of accidents to date on a monthly and yearly basis.
- Number of days lost and an estimate of the cost attributed to each event
- Categorisation of the nature of the accident
- Details of outcomes such as whether the event is reportable, resulting in hospitalisation etc.
- Details of which activity area the event is associated with
- TAIFR (total Accident & Incident frequency rate) - Number of accidents/incidents per 100,000 man-hrs. wkd.
- AFR (accident frequency rate) - number of reportable accidents per 100,000 man-hrs worked
- DR (duation rate) - Average number of man-hours worked between accidents
- SR (severity rate) - Average number of man-hours worked between accidents

## Investigation Sequence

The Investigation sequence is as generally as follows, subject to the individual requirements of the client or his representative where the accident has taken place on client's premises:



All details are reported on a standard Company accident report and/or RIDDOR form as applicable.

## **6.0 MANAGEMENT OF HEALTH AND SAFETY**

### **6.1 RISK ASSESSMENTS**

The Company undertakes to make Risk assessments of work carried out by its employees and subcontractors. For each individual project the risk assessments are reviewed to take into account the nature of the site and the hazards to be encountered.

The following definitions apply when developing a risk assessment:

- Hazard: means anything with the likelihood to cause harm.
- Risk: is the chance great or small that someone will be harmed by the hazard.

When risk assessments are produced they are developed in such a way as to provide for the following:

- Identification of hazards
- Identification of those who may be harmed by them
- Evaluation of the risks and existing controls
- Identification of necessary amendments to existing controls or the introduction of additional controls
- Recording of the significant findings
- Review and revision of same as required

### **6.2 CONTROL OF RISKS**

Preventive and protective measures have been introduced in respect of risks identified by the foregoing procedures.

The Company have adopted the following hierarchy of hazard control:

- Eliminate the hazard where possible
- Reduce the risk of hazards (i.e. by substitution)
- Protect by isolation of the hazard or person(s) at risk from it
- Control any remaining hazards by suitable engineering, or other methods
- Provide Personal Protective Equipment to those affected
- Enforce by supervision and checks the provisions made.

### **6.3 SAFETY METHOD STATEMENTS**

Having identified via Risk Assessments any specific dangers and set out the control measures, it is necessary to identify the methods, timing and sequence by which the work is to be carried out in order to ensure safety. These details are included in the Project Method Statement.

Information contained in the Risk assessment would include:

- Location and description of the work
- Responsible persons – Client and Guardian
- Commencement and duration of the Project, hours of work, number of site personnel etc.
- Sequence of Work
- Additional Control measures based on the Risk assessment
- Details of access equipment, access routes etc.
- Equipment and PPE required to carry out the task.
- List of identified Site Hazards
- Details of any Permit systems applicable
- Reference to any applicable sections of the Company's Technical Instruction Manual.

## 6.4 EMPLOYEES RESPONSIBILITIES

Employees must familiarise themselves with any Method Statements, or Risk Assessments etc., which apply to the task they are undertaking and COMPLY FULLY with their requirements.

## 6.5 OCCUPATIONAL HEALTH SURVEILLANCE

Occupational health is concerned with the prevention, monitoring and treatment of work-related disease and ill-health. It covers a broad range of health-related issues, including:

- Effect of work on health – both acute and chronic;
- Prevention of occupational disease or its worsening, for example through health surveillance, ergonomics and good management systems;
- Use of rehabilitation and recovery programmes for those returning to work;
- Help for disabled persons at work, for example through provision of support or workplace adaptations;
- Provision of advice on occupational aspects of ill-health with complex causation, such as stress

The following activities fall within the scope of occupational health and safety:

Periodic medical examinations, including health surveillance – these may be due to statutory requirements, or where it is perceived that staff are exposed to specific hazards i.e. noise, HAVS or radiation.

Sickness absence monitoring & post sickness absence review – recording and monitoring of employee sickness will help to identify and trends or patterns of sickness in the workplace

Where a Risk Assessment determines that a physical Health Surveillance examination of individual operatives be undertaken, or where the client requires it, an appropriate examination by an Occupational Health Practitioner in accordance with the scope of work and the environment in which it is to be carried out is arranged free of charge to the individual.

All operatives are required to complete a Health Surveillance Questionnaire at induction to indicate any Health issues which an individual may have that require addressing in respect of work assignments.

The Health Surveillance Questionnaire is analysed and categorised as follows:

- Factors affecting working at heights – including hypertension, vertigo, epilepsy, skeletal conditions, arthritis etc.
- Eyesight conditions including colour blindness which may affect routine electrical tasks
- Skin conditions including allergies
- Lifestyle factors including consumption of alcohol, use of tobacco.
- Mental Health issues including stress
- Hearing problems
- Manual dexterity issues
- Existing health conditions including past illnesses and accidents
- Issues likely to impair ability to drive

Prior to assignment of work projects and tasks the Operations Supervisor/Manager will consult where necessary any applicable Health Surveillance information to determine the suitability of operatives to carry out the work involved. Any modifications or adjustments to the work activities that this review indicates will where applicable be incorporated into the individuals work activity profile.

The company has a nominated Mental Health Ambassador who provides guidance and support in a confidential manner to those who require it. The company promotes a positive attitude towards mental health issues with a specific notice board and guidance material.

## **Post Sickness-absence Review**

Following long-term sickness absence, a review may be conducted to see if individuals remain fit enough to carry out their current roles. This should provide the employee with the opportunity to discuss any continuing health concerns they may have. It may also highlight any further issues, such as a disability or sensitivity, that warrant a change in the workplace access arrangements, or exposure to specific individuals or levels of work pressure. If the returning employee's health indicates changes to the work environment, procedures or hours worked, it is beneficial to provide their work colleagues with awareness training or instruction.

### *Immunisation*

It is recommended that clinical advice be sought before travelling to exotic locations. Other immunisations with potential work-related dimensions include TB, tetanus, hepatitis, rabies and influenza.

### *Counselling*

Information on diets, smoking, drugs, alcohol or sex education may be provided by occupational health services, in an effort to educate the workforce how to reduce the risk of ill-health. (separate Guidance notes are available on Smoking and Drugs & Alcohol at work).

### *Treatments*

Various occupational health providers offer special treatments to staff, such as physiotherapy, chiropody, reflexology or dentistry.

### *Rehabilitation*

The principal aim of rehabilitation is to return staffs who have suffered ill health, injury or the onset of disability to their original job or other productive work. Rehabilitation may involve changes to work practices, hours or the provision of specially adapted equipment, services or of the working environment itself.

Drug and alcohol monitoring takes place throughout the company and specific policy documentation is available for further reference

## **7.0 MONITORING THE SAFETY POLICY**

The Company carries out monitoring activities to assess whether the Policy is being effectively pursued within the organisation and the extent of its effectiveness.

Monitoring takes the form of an assessment of the following:

- Accident, incident and Safety records,
- Extent of compliance with statutory legislation
- Extent of compliance within the Company's policies organisation (non-conformances).

The results of the monitoring activity enable management to assess the success in following arrangement procedures and the contributions of all levels of management and workforce.

The objective of the monitoring process is to assist decision-making as to the allocation of resources and preventive measures most effectively.

## **8.0 REVIEW OF THE SAFETY POLICY**

The safety policy will be reviewed by the Group Director for Safety on an annual basis or when when there are:

- Significant changes to the organisation structure.
- Changes in the work practices carried out by the company.
- Changes to health and safety legislation.

When the policy has been reviewed and updated it will be authorised by the Operations Director and re-issued.

## **9.0 PUBLICISING THE SAFETY POLICY**

A Copy of the Safety Policy is issued to all members of the organisation as along with the Staff/Operatives Handbook outlining the organisation, arrangements, responsibilities and the rules for Health and Safety in the Company activities and other employment matters.

The Health and Safety Statement will be displayed prominently at Head Office.

## 10.0 HEALTH & SAFETY POLICY REVISION & REVIEW RECORD

| Date       | Revision | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Reviewed |
|------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 15/10/10   | 1        | First issue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | JQ       |
| 15/01/12   | 2        | Reference to use of interactive web site to upload and control Site safety documents<br>Changes to Accident Investigation to include preventive action provisions                                                                                                                                                                                                                                                                                                                                                                    | JQ       |
| 15/06/12   | 3        | Changes to organisational structure and responsibilities<br>Changed distribution of revised documents<br>Add reference to Company Code of Practice<br>Delete reference to Apprentices<br>Add marking of defective plant and equipment<br>Changes to Fire & Emergency Procedures<br>Changed/qualified definitions etc:<br>Hazardous substances<br>Welfare Facilities<br>Manual Handling<br>Working at Heights<br>Using DSE<br>Compliance with CDM Regulations<br>Health Surveillance (RTW)                                            | JQ       |
| 04/01/13   | 4        | Added Procedures and provisions for compliance with:<br>Control of Noise at Work Regulations 2005<br>Control of Vibration at Work Regulations 2005<br>Added detail referring to analysis of Accident and Incident data                                                                                                                                                                                                                                                                                                               | JQ       |
| 03/01/14   | 5        | Review date and issue date now harmonised<br>Additional reference to External Safety Advisors (plus changed details)<br>Reference to Technical Instruction Manual changed to suit current issue.<br>Additional reference to Site Safety Audits and changes to periodicity.<br>Add provision for DSE self-assessment by user.<br>Add effect of Health Surveillance findings on environment and tasks. Add reference to Equality Act 2010.<br>Add display of Health and Safety statement.<br>Add changed reference to RIDDOR reporting | JQ       |
| 05/01/2015 | 6        | Changed reference to Regulatory Reform (Fire Safety) Order 2005<br>Changed reference to amended CDM Regulations 2015<br>Changed provisions to take account of requirements of Equality Act 2010                                                                                                                                                                                                                                                                                                                                      | JQ       |
| 04/01/2016 | 7        | Additional provisions for compliance with CDM Regulations 2015<br>Additional provisions for Welfare Arrangements                                                                                                                                                                                                                                                                                                                                                                                                                     | JQ       |
| 09/01/2017 | 8        | Changes to periodicity of Safety Committee meetings<br>Additional provision for Design improvement inputs in accordance with CDM Regulations                                                                                                                                                                                                                                                                                                                                                                                         | JQ       |
| 16/06/2017 | 9        | Reference to Young Persons and Apprentices. Added Health Surveillance provision                                                                                                                                                                                                                                                                                                                                                                                                                                                      | JQ       |
| 05/01/2017 | 10       | Expanded application of Asbestos Awareness Training<br>Added HSE Disclaimer for CDM application to core activities<br>Health Surveillance monitoring and data collection added                                                                                                                                                                                                                                                                                                                                                       | JQ       |
| 04/01/2019 | 11       | DSE Regulations compliance amplified<br>Health Surveillance link to risk assessments added                                                                                                                                                                                                                                                                                                                                                                                                                                           | JQ       |
| 06/01/2020 | 4 (Rev)  | Reviewed to incorporate PTSG Group Policy and revised to Issue 4 in line with PTSG Numbering System.                                                                                                                                                                                                                                                                                                                                                                                                                                 | RA       |

|            |          |                                                                                        |           |
|------------|----------|----------------------------------------------------------------------------------------|-----------|
| 06/01/2021 | 5 (Rev)  | Updated group reporting structure and group member companies                           | <b>TW</b> |
| 06/01/2022 | 6 (Rev)  | Annual Review including revised Guardian H & S Structure and responsibilities.         | <b>RA</b> |
| 03/01/2023 | 7 (Rev)  | Annual Review completed.                                                               | <b>RA</b> |
| 03/01/2024 | 8 (Rev)  | Annual Review completed including update of PTSG Group Structure and Responsibilities. | <b>RA</b> |
| 08/01/2025 | 9 (Rev)  | Annual Review completed.                                                               | <b>RA</b> |
| 12/01/2025 | 10 (Rev) | Updated to include corporate changes at Head Office. Annual review completed.          | <b>RA</b> |