



**KB**

## Health and Safety Policy 2011

Reference No:	H&S Policy
Review:	V.4
Originator:	S Roberts
Date Approved:	22, January 2011
Approved by:	S Lewis



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### Policy Statement

KB Reinforcements (Western) Limited has the highest regard for the well being of all persons involved in its activities and others who may be incidental to them.

All efforts will be made and appropriate resource will be made available to maintain as far as reasonably practicable, a safe and healthy environment at every location under the Company's control.

It is the Company's view that all accidents can be prevented by adherence to these policies and procedures and by taking a positive and proactive approach towards Health and Safety.

The Company expects and requires all levels of management and supervision to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible. It is the responsibility of ALL employees to comply with their legal, moral and company safety duties.

It is the policy of the Company that at each working location the Senior Manager on site is responsible for implementing the Company's Health and Safety Policy.

It is the policy of the Company that all persons working on or visiting any site or works must wear personal protective equipment and clothing appropriate to the location.

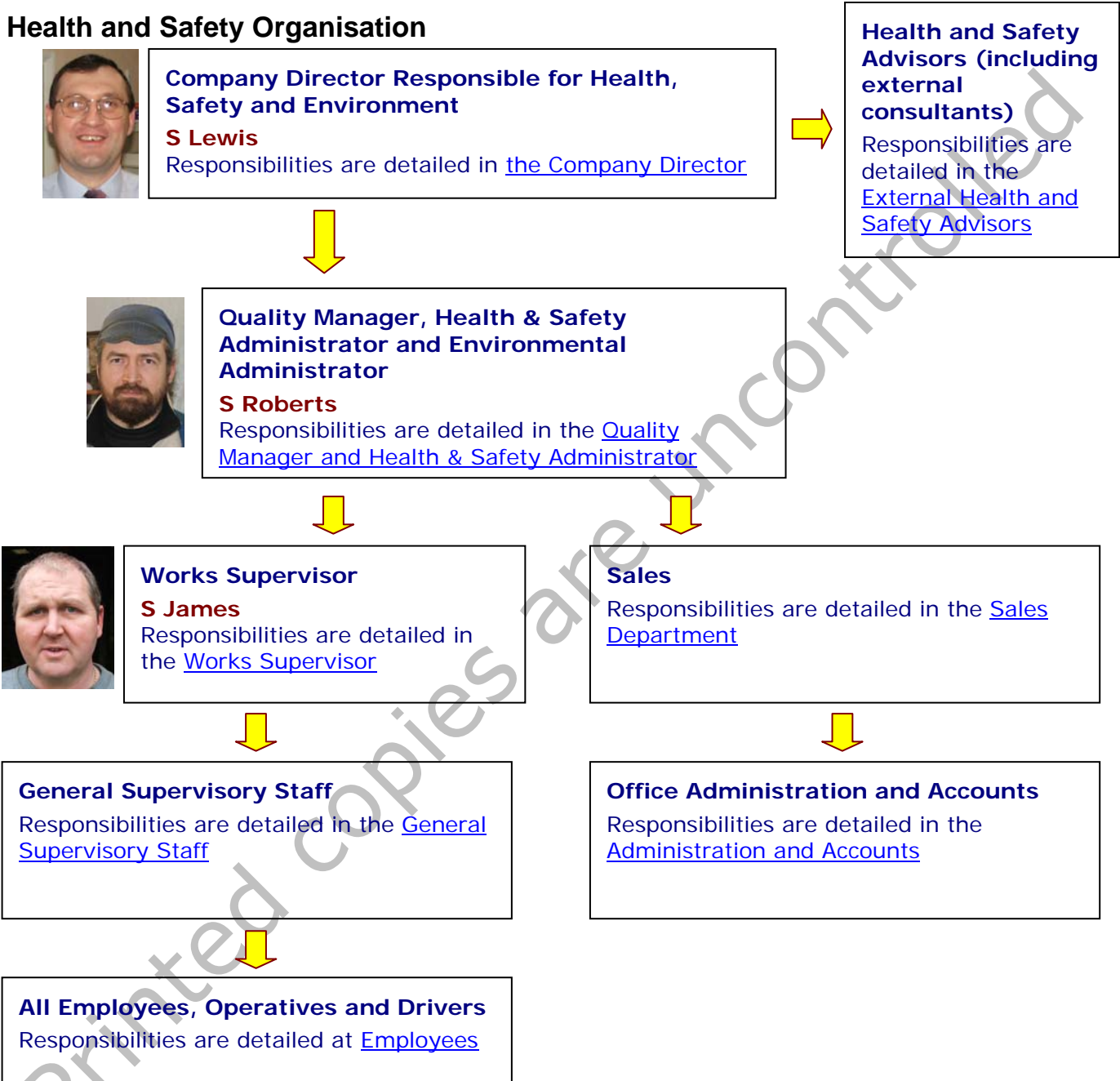
The Director responsible for Health and Safety co-ordination within the Company is Mr. S Lewis. Mr. S Lewis will also ensure that the Company Health and Safety Policy is kept under review and revised as necessary; he will be supported in monitoring the implementation of this policy by the Health and Safety Advisor.

A handwritten signature in black ink, appearing to read 'S Lewis'.

S Lewis  
Managing Director  
January 2011

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## Health and Safety Organisation



### For the Organisation structure –

Showing the interrelationship of personnel, please refer to [The KB Family Tree](#)



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### Roles and Responsibilities

#### ***Responsibilities for the Company Director are:***

- a. To know the requirements of the Company Health and Safety Policy.
- b. To make provision, in tendering and planning stages, for adequate resources to be included for health, safety and welfare facilities and equipment.
- c. To consider the practical discharge of this policy as a normal management function, comparable in importance to the commercial arrangements and performance expected of responsible Directors.
- d. To ensure that adequate resources, including personnel training in work skills and dealing with emergencies, are made available to provide for safe systems of work for both in-house and sub-contract operations/activities.
- e. To monitor health, safety and welfare standards during work site visits, and by reviewing Health and Safety Adviser reports.
- f. To insist that sound working practices are observed and take appropriate action when they are not.
- g. To monitor on a regular basis the health and safety performance of the Company.
- h. To ensure that non-compliance with the Company Health and Safety Policy and Procedures is a disciplinary matter.
- i. To include health, safety and welfare as an item for discussion on the Management Board and Project Meeting Agendas.
- j. To ensure that suitable and sufficient arrangements for health and safety advice, monitoring, including inspections and accident/incident reporting and investigation, are made as soon as practicable.
- k. To seek advice and assistance from the Health and Safety Advisor on health, safety and welfare matters.
- l. To set a personal example when visiting sites by complying with all established site rules, legislative requirements and the Company Health and Safety Policy. To stop, and then make Site Management aware of, any unsafe conditions or practices observed.

#### ***Responsibilities for External Health and Safety Advisers are:***

- a. To know the requirements of the Company Health and Safety Policy.
- b. To create at all levels within the Company a positive approach to accident prevention.
- c. To advise and support the Company's employees and managers at all levels in their efforts to improve health and safety performance.
- d. To advise all levels of management and supervision of the requirements imposed by or under the Health and Safety at Work Act 1974 and other statutory provisions governing the Company's operations.
- e. To maintain the positive measures in place to raise the level of health and safety awareness at all places of work.
- f. To advise and assist in promoting safe systems, safe conduct of work, production of effective health and safety plans, production of risk assessments and method statements, and in assessing competencies and resources.
- g. To give guidance to any employee of the Company on health and safety matters.
- h. To undertake periodic inspections of work places to ensure that the highest standards of health, safety and welfare are achieved and to monitor and report on compliance with statutory provisions.
- i. To stop, and then make site management aware of, any unsafe conditions or practices observed.
- j. To undertake investigations of reportable accidents, dangerous occurrences and/or near misses and make recommendations to prevent recurrence.
- k. To liaise with the Inspectors of the Health and Safety Executive and other outside bodies.
- l. To check that statutory notifications have been completed and copies of the same are displayed on site where required.
- m. To check that welfare arrangements and facilities are of an acceptable standard, and meet to the requirements of the regulations and advise site management if they do not.



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- n. To check that suitable and sufficient fire fighting equipment is available and is serviceable.
- o. To ensure that copies of the Company's Health and Safety Policy and the Employers Liability Insurance Certificate are displayed in the site offices.
- p. To assist site management when and where practicable to undertake Safety Induction and Tool Box Talks.
- q. To set a personal example when visiting sites by complying with all established site rules, legislative requirements and the Company Health and Safety Policy.

### ***The Responsibilities for Health and Safety Administration are:***

- a. To know the requirements of the Company Policy.
- b. Representing the Company in all matters relevant to the Management System as established by customer, regulatory and BS EN ISO 9001:2008, BS EN ISO 14001:2004 and OHSAS 18001:2007 requirements. He is responsible for ensuring that the systems are effectively implemented and maintained, and reports on the performance of the Management System at review meetings.
- c. The overall responsibility for developing operational documents to implement the requirements of these procedures and the authority for ensuring that corrective and preventive actions for actual or potential process and/or System deficiencies are implemented.
- d. To know the requirements of relevant statutory provisions and safe working practices and to ensure that staff under their control are competent and conversant with the same and have, or will receive, adequate and appropriate training.
- e. To advise all levels of management and supervision of the requirements imposed by or under the Health and Safety at Work Act 1974 and other statutory provisions governing the Company's operations.
- f. To undertake periodic inspections of work places to ensure that the highest standards of health, safety and welfare are achieved and to monitor and report on compliance with statutory provisions.
- g. the auditing of the requirements of these procedures and for the checking, reporting and recording the results as well as managing the resolution of non-conformities and maintaining all procedural records
- h. To insist that sound working practices are observed and take appropriate action when they are not.
- i. To consider the practical discharge of this policy as a normal management function, comparable in importance to the commercial arrangements and performance expected of responsible Managers.
- j. To ensure that adequate resources, including personnel training in work skills and dealing with emergencies, are made available to provide for safe systems of work for both in-house and sub-contract operations/activities.
- k. To ensure that the competence of contractors is suitable and sufficient.
- l. To monitor Occupational health, safety and welfare standards during work site inspections, and by reviewing Health and Safety Advisor reports.
- m. To undertake investigations of reportable accidents, dangerous occurrences and/or near misses and make recommendations to prevent recurrence.
- n. To liaise closely with the Health and Safety Advisors for implementing the Company Policy.
- o. To set a personal example by complying with all established site rules, legislative requirements and the Company Health and Safety Policy and to stop and then make works supervision aware of any unsafe conditions of practices observed.
- p. To ensure that all persons, whether Company employees, labour only, self employed or their contractors. Employees attend a formal Safety Induction Talk prior to their commencement of work on the work site, and that a record of persons attending such Talks is kept on the appropriate record sheet.
- q. To ensure relevant Tool Box Talks are carried out on a regular basis. Records of persons attending such Talks are to be kept on the appropriate record sheet.
- r. To ensure that all statutory registers, test certificates and examination certificates, records or reports are maintained and details entered where appropriate.



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### The Works Supervisor's Responsibilities for Health and Safety are:

- a. To know the requirements of the Company Health and Safety Policy.
- b. To have adequate knowledge of, and observe the requirements of, the Health and Safety at Work Act 1974, Approved Codes of Practice and all other legislative requirements applicable in their area of responsibility.
- c. To ensure that safe working practices and systems are included at the planning stage of work and that necessary safety method statements are implemented and to stop any unsafe conditions or practices observed.
- d. To establish adequate site/works rules and insure they are implemented.
- e. Co-operate with other contractors on site.
- f. To ensure that all assessments required by current legislation are provided and adhered to, including those provided by and received from other contractors and that arise as works proceed.
- g. To co-operate and liaise with Health and Safety Advisors and act promptly on their recommendations.
- h. To ensure that welfare facilities are maintained in a clean, healthy and safe condition.
- i. To ensure that all necessary and suitable Personal Protective Equipment is provided, maintained and worn as required in accordance with legislation, this Company Policy and Site/Workshop Rules.
- j. To ensure that all test and examination records and reports etc are obtained where appropriate and maintained, including transport.
- k. To follow Company procedures for reporting and recording accidents and near misses.
- l. To ensure that plant is operated only by competent persons in possession of Certificates of Training Achievement issued by bodies accepted by the Company and that copies of these are kept available on site.
- m. To ensure that the arrangements for first aid required for the Regulations are complied with and the identity of the qualified First Aider(s) are known to the workforce.
- n. To release staff, supervisors and operatives where necessary for on site or external health and safety training.
- o. To carry out effective consultation with employees and their contractors.
- p. To maintain safe traffic routes, the safe delivery, stacking and positioning of materials and a tidy work site through good housekeeping.
- q. To plan work processes in accordance with the approved safe working procedures, particularly when working at height and prohibit at all times the taking of unnecessary risks.
- r. To ensure that adequate precautions are taken to prevent outbreak of fire; that suitable and sufficient fire fighting equipment is available and that personnel are trained to use it.
- s. To set a personal example by complying with all established work site/workshop rules, legislative requirements and the Company Health and Safety Policy.

### Responsibilities for General Supervisory Staff are:

- a. To know the requirements of the Company Health and Safety Policy
- b. To have adequate knowledge of, and observe the requirements of, all Occupational Health and Safety information displayed on the health and safety notice board applicable in their area of responsibility.
- c. To organise the work site so that work is carried out with minimum risk to operatives and other persons affected by your activities, e.g. other contractors, members of the public etc. Work practices must follow the safe methods and systems established for the work site which may be set out in method statements, risk assessments or otherwise.
- d. To stop, and then make work site management aware of, any unsafe conditions or practices observed.
- e. To ensure that all personal protective equipment and clothing is worn as required by legislation, risk assessment, method statements or site rules or where otherwise necessary.
- f. To ensure that all plant and equipment is suitable for its intended use, properly maintained and operated by trained and competent persons and that any defects reported are promptly rectified.
- g. To co-operate with Health and Safety Advisors and act promptly on their recommendations.



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- h. To participate in effective communication with employees and contractors.
- i. To ensure all facilities for health and welfare are kept in a clean, healthy and safe condition.
- j. To maintain an organised, tidy and safe workplace.
- k. To ensure that the works are left in a safe condition.
- l. To ensure that all substances are handled, stored and used in a safe manner in accordance with their relevant assessments.
- m. To discourage horseplay and restrain others from taking risks.
- n. To set a personal example by complying with all established site rules, legislative requirements and the Company Health and Safety Policy.

### ***The Responsibilities for Sales Staff in Health and Safety are:***

- a. To know the requirements of the Company Health and Safety Policy.
- b. To ensure that tender prices include, and are adequate for, safe systems of work to be adopted.
- c. To be aware of the statutory requirements relating to the works being priced.
- d. To ensure that the health and safety responsibilities of contractors are taken into account when obtaining prices for their work.
- e. In conjunction with the Quality Manager, ensure that the competence and resources of potential contractors are adequate.
- f. To set a personal example when visiting any work site by complying with all established rules, legislative requirements and the Company Health and Safety Policy.
- g. To make arrangements with suppliers to gain sufficient information, to ensure all articles and substances purchased can be used in a safe manner.
- h. To make arrangements that all information required for the safe use of substances and articles is communicated to everyone that may be affected.
- i. To communicate to suppliers, other contractors, hauliers etc, the conditions of the Company Health and Safety Policy, that will apply to their activities when on Company premises or premises under the Company's control.
- j. To ensure that when plant and equipment are obtained, current certification is supplied where necessary.

### ***Responsibilities for Administration and Accounts in Health and Safety are:***

- a. To know the requirements of the Company Health and Safety Policy.
- b. To use the correct office aids and materials making full use of the safety equipment devices and procedures etc.
- c. To ensure that equipment provided in the interest of health, safety and welfare is not misused or abused.
- d. To report to the supervisor all defects in office machinery, equipment or fittings and NOT to attempt electrical or any other repairs to equipment.
- e. To report to their supervisor any unsafe or unhealthy working situations observed.
- f. To report all accidents, however minor, to the Office Administrator or First Aider. All employees must make themselves aware of emergency evacuation and fire precaution procedures relevant to their office location.



## Health and Safety Policy 2011

### Health and Safety Responsibilities for all Employees and Operatives

The law requires all Company employees, and self employed persons to be aware of their duties and obligations and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions.

*Health and Safety at Work etc Act 1974*

*Regulation 7 – It shall be the duty of every employee at work –*

- 1. To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- 2. As regards any duty or requirement imposed on his employer or any other person by or under of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with*

*Regulation 8*

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provided provisions*

*Management of Health and Safety at Work Regulations 1999*

*Regulation 14*

- 1. Every employee shall use any machinery, equipment, substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided to him by the employer in compliance with the requirements and prohibitions imposed upon that employer under the relevant statutory provisions*
- 2. Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees*
  - a. Of any work situation which a person with the employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety*
  - b. Of any matter which a person with the employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,*

**The Company expects a reasonable and responsible attitude from ALL towards meeting their Health and Safety obligations at work.**

### General Responsibilities for Health and Safety are:

- To make yourself familiar with the Company Health and Safety Policy and all the site rules and notices and procedures made known to you, and ask your supervisor if you are in doubt about any health and safety matters.
- To follow the safe methods and systems established for the site which may be set out in method statements, risk assessments site rules or otherwise.
- To use the correct tools and equipment for the job and keep such tools and equipment in good condition, reporting any defects to the Quality Manager.
- To use and maintain the correct safety equipment and protective equipment as required and supplied.
- To develop a personal concern for your own and others safety and suggest ways of eliminating hazards. Where appropriate, to take part in safety committees or other formal consultation procedures.
- To not take unnecessary risks, and report all unsafe acts, dangerous incidents and all accidents to your supervisor.
- The wearing of a safety helmet, high visibility garment and safety foot wear at all times on site is mandatory in terms of this Policy.

**N.B. Employees are reminded that it is an offence to intentionally or recklessly misuse or interfere with anything the Company uses or provides to comply with health and safety legislation. Refusal or failure to comply with the Company's safety rules and policy will be considered a serious disciplinary offence.**



# Health and Safety Policy 2011

## General Arrangements

### **Company Health & Safety Procedures Manual**

A Company Document giving guidance on Health & Safety compliance and Company requirements for Health, Safety and Welfare are listed in the following Schedule of Safety Procedures. A copy of the Company Health & Safety Procedures Manual is available for reference.

### **Improvements to Health and Safety Procedures**

Suggestions for improvements to Health, Safety & Welfare Procedures are welcome and may be submitted to the Health and Safety Department for consideration using the suggestion box scheme.

### **Company Procedures**

Procedures developed by the Company and incorporated into the Company's Health & Safety Procedures Manual.

<b>SP0 - Management Procedures</b>	<b>SP8 - Site arrangements</b>
SP0.1 OHAS Management System	SP8.1 First Aid
SP0.2 OHAS Responsibilities	SP8.2 Welfare
SP0.3 OHAS Objectives	SP8.3 Traffic Management
SP0.4 Control of documents	SP8.4 Public Protection
SP0.5 Management Review	SP8.5 Visitors
SP0.6 Audit	SP8.6 Good Order
SP0.7 Non-conformance and Corrective/preventative actions	SP8.7 Electricity
SP0.8 OHAS Arrangements	SP8.8 Fuel and Gas Storage
<b>SP1 - Training and Competence</b>	SP8.9 Safety Signs
SP1.1 Training and competence	<b>SP9 - Environmental protection</b>
SP1.2 Tool-box Talks	SP9.1 Water Pollution Prevention
SP1.3 Young Persons	<b>SP10 - Health Risk management</b>
SP1.4 Supervision	SP10.1 Asbestos
<b>SP2 - Consultation and Communication</b>	SP10.2 Control of Substances Hazardous to Health
SP2.1 Worker consultation	SP10.3 Dermatitis
SP2.2 Company Safety induction	SP10.4 Hand-Arm Vibration
SP2.3 Non-English speaking workers	SP10.5 Health Surveillance and Screening
<b>SP3 - Risk Assessments and Method Statement</b>	SP10.6 Legionella
SP3.1 Risk Assessment	SP10.7 Manual Handling
SP3.2 Method Statement	SP10.8 Noise
SP3.3 Authority-to-proceed and Permit-to-Work	SP10.9 Repetitive Strain Injury
SP3.4 Hot-Works Permit-to-Work Procedure	SP10.10 Zoonoses
<b>SP4 - Monitoring, Audit and Review</b>	SP10.11 Smoke, Fumes and Odour
SP4.1 Inspection and Audits	SP10.12 UV Exposure
SP4.2 Health and Safety monitoring	<b>SP11 - Lifting Equipment and Operations</b>
SP4.3 Outside agencies and official visits	SP11.1 Lifting Equipment and Operation
<b>SP5 - Accidents and Incidents</b>	SP11.2 Lift trucks and Telehandlers
SP5.1 Accidents and Incidents	SP11.3 Lifting Operations
<b>SP6 - Fire and Emergency</b>	SP11.4 Lifting Operations- Lorry Loader
SP6.1 Emergency Procedures	<b>SP12 - Plant and Equipment</b>
SP6.2 Fire Procedures	SP12.1 Work equipment
<b>SP7 - Personal Health and Safety</b>	SP12.2 Mobile Plant
SP7.1 Display Screen Assessments	<b>SP13 - Work at Height</b>
SP7.2 Driving	SP13.1 Work at Height
SP7.3 Drugs and Alcohol	SP13.2 Work at Height – MEWP
SP7.4 Lone Working	SP13.3 Work at Height equipment – Ladders and Step Ladders
SP7.5 Mobile Phones	SP13.4 Personal Fall Protection
SP7.6 New and Expectant Mothers	SP13.5 Work at Height – Falls from vehicles
SP7.7 Office Safety	
SP7.8 PPE	
SP7.9 Smoking	