



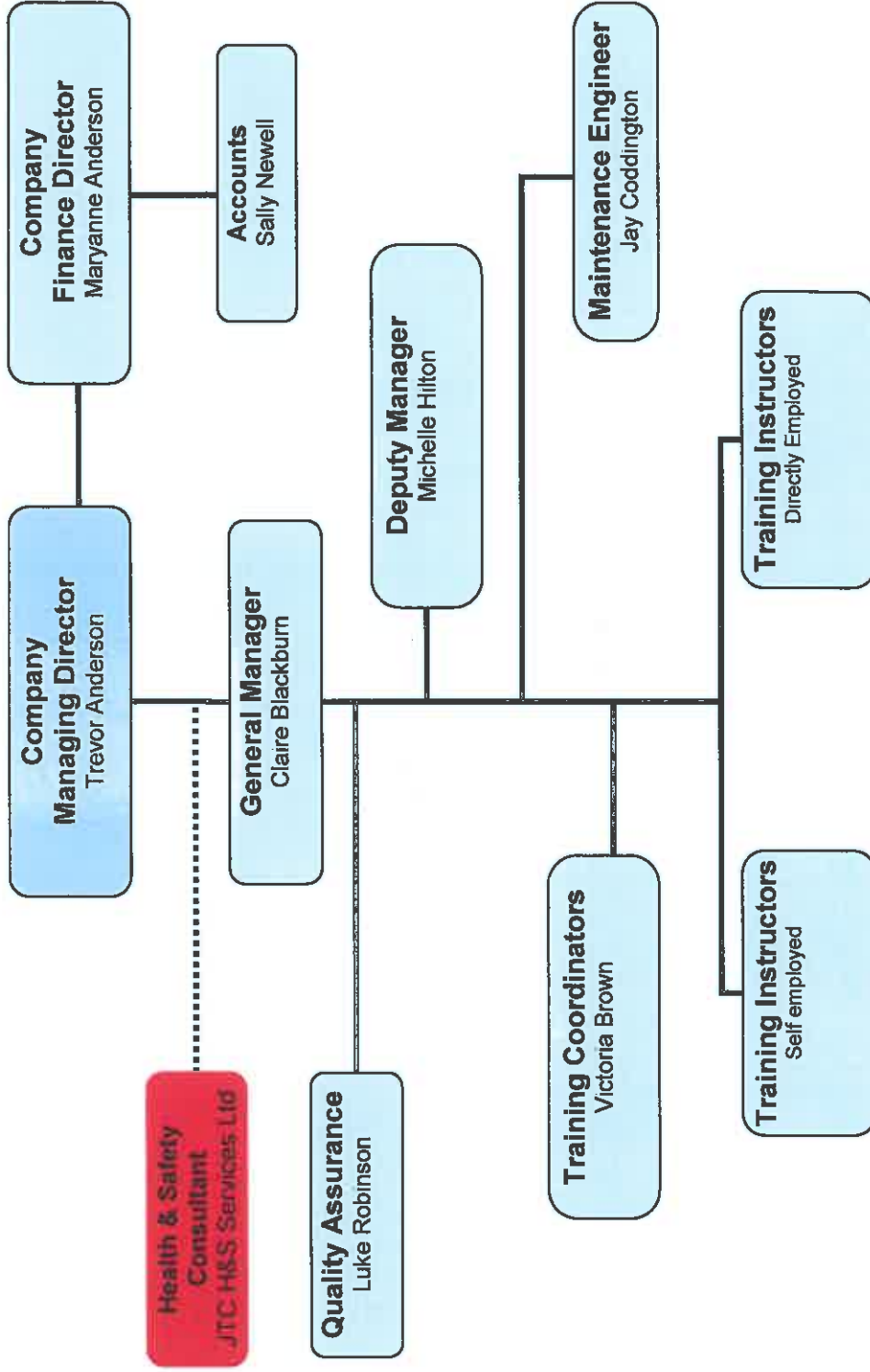
**AURELIA**  
OPERATOR TRAINING

# **Health, Safety & Environmental Policy**

**Reviewed February 2020**

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## HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

Aurelia Ltd passionately believes that delivering quality, health and safety, and environmental best practice is the key to the success of our business.

We maintain our high standards of performance and professionalism by promoting a culture of best practice throughout the organisation, with strong leadership, encouragement and enthusiasm.

We are committed to eliminating injury, and minimising the risk to the health, safety and wellbeing of employees and others affected by our activities. We are equally committed to reducing the impact of our activities on the environment.

**Resources** - We provide suitable and sufficient resources to maintain our quality, safety and environmental performance.

**Legal Requirements** - We comply with relevant Health, Safety and Environmental legislation.

**Client Satisfaction** - We understand our clients' needs and provide a level of care that meets and wherever possible exceeds their expectations.

**Culture** - We actively encourage individuals to take personal responsibility for delivering quality, safety and environmental best practice.

**Health** - We monitor our employees for health conditions that, due to the nature of their work, could put them or others at risk.

**Pollution** - We identify and control the potential causes of pollution, in particular protecting people, habitats and watercourses from the effects of oil and chemical contamination.

**Nuisance** - We identify and control the potential causes of nuisance, in particular the effects of noise, vibration, dust, mud and traffic on the local community and wildlife.

**Natural Resources** - We promote the efficient use of natural resources and procure sustainable or recycled materials

**Waste** - We promote lean construction and reuse, recycle and segregate waste to minimise the amount we produce, and effectively manage its disposal.

**Training and Competency** - We provide our employees with training to maintain their competency and skills, and update their quality, safety and environmental awareness. We employ only those subcontractors who are capable of meeting our high standards.

**Emergency Preparedness** - We put emergency arrangements in place, test them periodically, and respond competently to any incident.

**Accidents and Incidents** - We strive to minimise injuries and dangerous occurrences, and maintain our excellent safety and environmental record.

**Non-conformances and Complaints** - We take timely action to identify and correct any nonconforming work, and deal promptly and fairly with any complaint.

**Communication** - We keep employees, clients and interested parties informed of this policy and our activities through clear lines of communication. We consult with employees on matters affecting their health, safety and wellbeing.

**Objectives and Targets** - We set realistic objectives and targets, monitor their achievement, and regularly review their continued significance.

**Continual Improvement** - We strive to continually improve the effectiveness of our quality, safety and environmental performance.

**Policy Review** - We review this policy regularly to ensure it remains relevant and appropriate.

Quality, safety and environmental management are fully integrated into our normal business practice.

Signed: 

Date: 3<sup>rd</sup> March 2020

**Trevor Anderson, Managing Director**

## **Application**

Details for the company's organisation, responsibilities and arrangements for health and safety, is addressed within this policy.

All subcontractors and self-employed persons working for or on behalf of the company are required to comply with this Health and Safety Policy.

Employees and subcontractors working on customer's premises must additionally comply with the requirements of any other health and safety policies and procedures that are in force locally in accordance with this policy and with applicable scheme rules and regulations

Acts or omissions that present a risk to employees, subcontractors of the company, or other persons, must immediately be reported verbally and subsequently confirmed in writing to the general manager, or whoever is responsible for the site or premises concerned. If necessary the issue should be resolved by referring it to the Managing Director.

### **1. Directors' Responsibilities**

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Within this policy Aurelia has delegated certain functions to particular individuals; however the Managing Director takes ultimate responsibility for safety throughout the company in order to protect the health, safety and welfare of employees and of others who may be affected by Aurelia's activities.

Directors shall:

- Take all reasonable steps to be familiar with the hazards and risks associated with Aurelia's activities, and implement the measures required to eliminate or control those risks assisting managers to review and update risk assessments as required;
- Initiate and, in the event of significant changes, review this Health and Safety Policy and ensure it is promoted to all employees and others working for Aurelia;
- Ensure employees and others satisfactorily discharge the health and safety responsibilities allocated to them;
- Be familiar with the broad requirements of the relevant legislation and codes of practice that apply to Aurelia's activities;
- Ensure there is competent advice available for health and safety matters;
- Ensure the necessary health and safety information and training is provided to cover all Aurelia's activities ensuring that employees are adequately trained and competent to carry out their health and safety duties effectively;
- Promote proper consultation on health and safety matters;
- Ensure personal protective equipment (PPE) is provided to and used by employees and others, as identified by risk assessments;
- Provide and maintain suitable offices and welfare facilities;
- Ensure a fire risk assessment is carried out for all places of work under Aurelia's control, ensuring that key personnel are provided with basic training in the use of fire fighting and other emergency equipment, and records maintained;

- Ensure procedures (including training) are in place for actions to be taken in the event of a fire, first aid, spillage or other emergency;
- Ensure all work equipment is suitable and sufficient for required tasks and that inspection and maintenance (including electrical PAT testing) is carried out and recorded in accordance with relevant legislation and manufacturers guidance
- Set a personal example in health and safety matters at all times.

## **2. Health and Safety Consultant**

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A H&S consultant is employed to give specialist advice to the Directors and to assist the general manager. The appointment of a H&S consultant in no way abrogates the directors from personal responsibility for matters of H&S. The consultant is however responsible for the quality of advice given to the company

Where required the Health and Safety Consultant shall assist the Directors in their duties by:

- Conducting a review of this Health and Safety Policy annually, or at any time that significant changes take place within the organisation;
- Advising Directors on compliance with current Health and Safety legislation;
- Assisting Directors in developing and managing Occupational Health and Safety (OHS) management systems and assisting in effective implementation of the OHS management system;
- Providing reports on safety performance and assisting management to review and to identify possible improvements;
- Assisting in producing, reviewing and updating health and safety plans, risk assessments and method statements;
- Dealing with Health and Safety issues on behalf of the company at the request of the Managing Director or his representatives;
- Liaise with local Authorities or HSE on Health and Safety matters as necessary (including reporting notifiable incidents in accordance with RIDDOR);
- Carrying out incident, (accident near miss and dangerous occurrences) investigations and maintain statistics;
- Assisting in the development and delivery of specific health and safety training requirements where practicable, and maintaining training and competency records.

## **3. General Managers' Responsibilities**

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The General Manager is responsible to the Directors for the implementation of this policy within their area of works.

The General Manager shall:

- Take all reasonable steps to be familiar with the hazards and risks associated with company operations, and implement the measures required to eliminate or control those risks assisting directors to review and update risk assessments as required;

- Ensure all others, including new employees and visitors are aware of particular known hazards and risks;
- Be familiar with the broad requirements of the relevant legislation and codes of practice, ensuring these requirements are implemented and observed;
- Monitor general safety performance and ensure that individuals take responsibility for their own areas of work and take action when necessary to remedy any identified deficiencies;
- Seek competent advice where necessary and ensure recommendations are followed;
- Ensure operations are effectively planned to take into account the known and foreseeable health, safety and environmental hazards;
- Ensure where required competent supervision is provided for all personnel;
- Ensure prospective subcontractors cater for all foreseeable health and safety requirements;
- Liaise with clients in respect of all health and safety arrangements;
- Ensure safe methods of work are specified and followed at all times, and where appropriate written method statements are prepared;
- Ensure a safe working environment is provided and maintained, together with adequate welfare facilities, first aid, fire and emergency arrangements;
- Set a personal example in health and safety matters at all times.

#### **4. Individual Responsibilities (including Sub contractors)**

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Operatives and subcontractors shall:

- Be familiar with health and safety requirements set out in this policy and co-operate fully in its implementation;
- Work in a safe manner at all times;
- Not take any risks and wherever possible remove hazards or report them to their supervisor;
- Not use plant or equipment without authorisation, if not trained or competent to do so or for any purpose for which it is not intended;
- Report any injury resulting from an accident at work, (even if it does not prevent them from working), along with any incident that could have resulted in injury or damage initially to General Manager, or if not available to Managing Director;
- Abide by the codes of practice, staff handbooks and all other documents issued for their health and safety.

This policy cannot operate without the full co-operation of all personnel and places a high priority on good health and accident prevention. Management, and employees must work together to identify, record and monitor those situations that could be a hazard to health or lead to personal injury or injury to other employees, subcontractors, visitors and others who may be affected by Aurelia's activities.



Subcontract or labour only instructors working on behalf of Aurelia must be approved and meet the requirements of this Health and Safety Policy, where applicable providing supporting evidence of competence, accreditation and insurance cover for Aurelia's Directors / General Manager to review their competency.

All subcontractors must ensure they are familiar with and abide by Aurelia's Health and Safety Policy and relevant scheme rules and regulations at all times

## **5. General Arrangements**

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Employees have a legal duty under the Health and Safety at Work Act to:

- Co-operate with Aurelia in pursuit of safety and familiarise themselves with this Health and Safety Policy;
- Take care of their own safety and the safety of others working with them;
- Not interfere with anything that is provided by Aurelia to ensure a safe place of work and environment.

In addition employees must advise the company (in confidence) of any disability or medical condition, including prescribed medication that may affect their safety, during work including driving or operating plant or machinery.

All employees are offered a copy of this Health and Safety Policy. The Policy is also displayed on notice boards and electronically on public access drives.

All employees are issued with a copy of the employee handbook and additional publications as required; a further copy is kept in the office for reference.

On-site induction training is undertaken for all persons prior to them being allowed to work on, or visit the site. For works carried out off site or on sites controlled by others all employees or subcontractors are required to attend local site induction, complying with local site rules at all times

### **Alcohol and drugs**

Aurelia is committed to preventing risks to employees and others from the misuse of alcohol and drugs.

No person shall undertake any work whilst under the influence of alcohol or drugs including abused substances (Prescribed or otherwise) that may affect their perception, alertness or physical abilities. No person shall consume any alcohol or drugs at work or drive a vehicle for work whilst in excess of the legal limit for alcohol.

All persons working in high or special risk areas shall comply with special requirements or controls identified for alcohol and drugs.

Any person, who is believed to be under the influence of alcohol or drugs or affected by medicines, will be removed from the workplace. Breach of this policy and failing a test constitutes gross misconduct and provides the grounds for summary dismissal.

Alcohol and drugs affect safety, performance, conduct and relationships at work. Any employee who voluntarily discloses an alcohol or drug problem to their line manager / relevant company director will be treated both sympathetically and in strict confidence.

## **Public Safety**

Aurelia is committed to ensuring the safety of all third parties' including other workers engaging work on the same premises or adjacent to the working area and to members of the public and visitors to site.

Operational areas are adequately and clearly signed and where applicable protected with secure fencing.

All visitors are required to 'sign in' and 'sign out' of Aurelia's sites and offices in the visitor's book provided and receive a briefing to make them aware of the relevant health and safety requirements, including fire / emergency evacuation procedures and other site rules, and acknowledge their understanding of the briefing by signing the visitor's book.

## **Safety Training**

Aurelia is committed to ensuring all employees (and sub-contractors) are competent by providing training for all employees in order that they can carry out their duties in a safe and proper manner. Training is ongoing and needs are reviewed on a regular basis. Records are kept at head office. The General Manager is responsible for the day to day training issues.

Training currently undertaken includes (but not limited to);

- Industry approved courses for First Aid and fire safety;
- CPCS / NPORS / IPAF / ALLMI / CSkills or other approved training for instructors;
- CSCS, and Industry / Occupationally related NVQ;
- Health and safety awareness courses, held periodically as refreshers and/or to cover changes in legislation;
- Site inductions, which are carried out for all employees and subcontractors;
- Health and Safety Inductions for all new employees or those that significantly change role.

## **Consultation and Communication with Employees**

Aurelia consults with employees in good time on matters relating to their health and safety at work, paying particular regard to:

- The introduction of any measure at the workplace that may substantially affect the health and safety of the employees;
- Arrangements for nominating competent persons to assist Aurelia on health and safety matters and to take charge of measures to combat identified hazards and risks in the workplace;
- Communicating any statutory health and safety information that must be provided;
- Planning and organising any training that is necessary to meet good health and safety standards.

Aurelia consults with employees directly by means of recorded safety briefings. Safety bulletins and updates are posted on all notice boards and emailed to employees. Should any

group of employees wish to elect representatives of employee safety (ROES), Aurelia will duly consider adopting this system of consultation at that time.

### **First Aid**

In accordance with the Health & Safety (First Aid) regulations, first aid arrangements are in place with qualified first aiders available at all times of day.

Details of first aid arrangements are prominently displayed to ensure all persons working in the offices are aware of the identity and location of First Aiders.

The names of First Aiders are displayed at strategic positions on site and personnel are informed of the first aid arrangements during their site / visitor inductions.

The General Manager is responsible for maintaining the first aid kits in a clean and tidy condition and replenishing the contents as necessary.

### **Display Screen Equipment**

A risk assessment of workstations is conducted to ensure a safe working environment is provided for users.

Training is given to users in the safe use of display screen equipment and the need to maintain the safe ergonomics of their workstations.

It is ensured that users understand the need to take regular breaks and organise their workload accordingly.

Display screen equipment is maintained, ensuring the screen image is stable and all functions are easily adjustable.

### **Road Safety & Company Transport**

Aurelia ensures that all company vehicles are maintained in accordance with manufacturer's service schedule and that they are correctly insured and have (where applicable) current MOT certificate. Employees may only drive vehicles for which they hold a valid licence and are formally authorised to drive by the Managing Director. The Managing Director verifies drivers entitlement to drive when joining the company and at regular intervals thereafter.

Jobs and tasks that involve driving (and associated tasks such as loading) are subject to risk assessments to ensure appropriateness of vehicles and that wherever practicable driving distances and time are reduced. Where identified further driving training / instruction will be given.

Drivers of company vehicles driving on behalf of the company must at all times:

- Drive in accordance with the highway code at all times ensuring their vehicles are loaded safely and do not contravene weight restrictions;
- Consider local traffic routes and restrictions (Site Traffic Management Plans) ensuring where applicable use of a banksman;
- Check vehicle road worthiness (oil, water, tyres, wipers, washers, lights, etc) before commencing journey immediately reporting any defects;
- Ensure vehicle is made available for scheduled servicing;

- Notify Managing Director of road traffic accidents / traffic violations;
- Not drink alcohol, take recreational drugs or prescribed medication which could affect driving ability before driving a vehicle;
- Using hand held mobile phones whilst driving vehicles (including Plant) is strictly prohibited.

### **Records**

The following records are kept updated and held on site where applicable:

- Accidents and dangerous occurrences
- Inspections of scaffolding and excavations
- Inspections, examinations and special tests of lifting equipment
- Current plant / equipment inspection certificates
- Site / task specific risk assessments
- Visitor's Book

### **Notices**

The following notices are displayed at the place of work:

- Health and Safety Law - What You Must Know poster
- Current Employers Compulsory Liability' Insurance Certificate
- Safety Bulletins
- Emergency procedure

Where applicable the following notices will also be displayed:

- Site rules
- Traffic Management plan

### **References**

Legislative documentation and guidance on best practice is available from the General Manager or from the Health and Safety Executive website: [www.hse.gov.uk](http://www.hse.gov.uk). Additional guidance is available from the company's appointed H&S Consultant

### **Personal Protective Equipment**

In accordance with the Personal Protective Equipment at Work regulations 1992 the use of personal protective equipment (PPE) must be subject to a risk assessment to firstly identify the need and secondly ensure appropriate level of protection is provided. The emphasis must; however be that the use of PPE is regarded as a last resort whereby risk of harm cannot reasonably be engineered or manufactured out of the working process.

The General Manager is responsible for issuing and monitoring the use of PPE.

Aurelia provides PPE, to all direct employees, free of charge in all cases as required / identified by risk assessments. Where necessary, training / information will be given to users of PPE. Employees are required to use the PPE in accordance with manufacturer's

instruction / guidance and must report any defects or failure of any PPE to their line manager.

PPE (including safety helmets and safety footwear) must be worn by all personnel, including subcontractors and visitors, where there is risk of injury except areas clearly designated as non-hazardous.

### **Welfare Facilities including Site Cabins**

Aurelia is committed to ensuring all employees are provided with welfare facilities as dictated by the Workplace (Health, Safety and Welfare) regulations 1992. All locations have access to adequate facilities.

Aurelia's own sites are provided with site cabins and suitable toilet facilities and maintained in a clean and tidy condition.

Hot and cold running water, including drinking water, is provided along with sinks for washing. Where required, heaters and drying facilities are provided.

Microwave ovens and kettles are provided for heating food.

Small tools and other work equipment are not permitted in the welfare facilities.

### **Emergencies / Fire Safety**

In accordance with the Regulatory Reform (Fire Safety) Order 2006 a fire risk assessment, incorporating an emergency / fire plan is produced for each premises. Where applicable, (on site) specific emergency / fire plans are produced in conjunction with the client. The plan is amended as necessary as the work proceeds. The Individual in charge of site is responsible for implementing and monitoring the local fire and emergency arrangements.

Employees working on customers / clients sites are required to familiarise themselves with local emergency procedures attending inductions where applicable.

All hot works are monitored and where required a permit system is employed.

### **Incident Reporting and Investigation**

In the event of an accident, near miss or dangerous occurrence General Manager / Managing Director must be immediately notified and incident recorded in the site accident book. All incidents shall be investigated to determine root cause of incident and to identify any required improvements necessary to prevent a similar reoccurrence.

In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, any over-7-day injury, specified injury, fatality, occupational illness or dangerous occurrence, the HSE must be notified using form F2508.

In the event of a serious accident, the General Manager must take appropriate and immediate action to ensure the safety of employees and third parties and must wherever practicable preserve site prior to investigation.

Details of local arrangements for emergencies are contained within site induction and signing in documentation

### **Risk Assessments & Method Statements**

Risk assessments are undertaken by competent persons for all work prior to commencement, with particular consideration given to operations involving work at height, hazardous substances (COSHH) and manual handling.

Risk assessments are issued by the General Manager who is responsible for making sure all personnel are aware of and understand their contents.

Site personnel must ensure that they understand the requirements of the risk assessment and subsequent controls before starting work.

Subcontract instructors must comply with the above requirements regarding risk assessments at all times, where required additional signed risk assessments must also be obtained from subcontract instructors prior to commencing their work.

Method statements, where identified as being necessary following a risk assessment, are prepared prior to that work commencing to ensure that all works are carried out in accordance with the approved methods or procedure.

### **Hazards on Site**

All employees (including instructors) must be aware of and fully acquainted with all hazards likely to be encountered in their place of work, particularly those involving:

- Work at Height
- Excavations
- Lifting operations (Hoists and cranes)
- Machinery, plant and equipment
- Site traffic / vehicle movements
- Electricity
- Hazardous substances
- Highly flammable liquids and LPG
- Noise / Hand-arm vibration
- Confined Space
- Hot works
- Work on or near deep water
- Dust and fumes

### **Safe Access**

In order to avoid accidents on site, such as falls or collisions involving personnel, materials or vehicles, it is vital that safe access to the place of work is provided and maintained.

It must be ensured that:

- Safe access is provided for personnel to reach their place of work (ie good, well planned traffic routes, staircases, clear gangways, unobstructed passageways, secured ladders and soundly constructed scaffolds);
- All scaffolds and work platforms are level and obstruction-free;

- Edge protection is provided or other measures are taken to prevent falls;
- Holes or openings are signed, guarded or covered up;
- Materials are kept tidy and safely stored so as not to cause obstruction;
- Waste materials are cleared and disposed in designated area.
- Operational areas to be clearly defined during plant training to prevent unauthorised entry. No training permitted in operational areas during hours of darkness

### **Work At Height**

In accordance with the Work at Height regulations 2005 a work at height hierarchy will be followed in which every attempt will be made to avoid working at height by using existing places of work or by utilising mechanical means - such as scissor lifts or cherry pickers. Where this is not practical, all work at height will be risk assessed and preference will be given to collective fall prevention measures over fall arrest. Where fall arrest equipment is used, training will be given to users and procedures (including as rescue plan) put in place to ensure that employees are not left suspended. Where appropriate a permit system will be employed.

### **Excavations**

Excavations are only permitted in the designated training area, strictly under the supervision of the instructor. During standard operations, only shallow trenches and openings not requiring additional temporary support are excavated during practical training exercises. However if deeper or excavations are required to remain open for longer periods of time it must be ensured that a suitable and sufficient risk assessment will be carried out regarding the need for designed 'temporary works'. Such 'temporary works' must only be designed by an authorised and competent engineer;

- Prior to excavating, all efforts are made to identify presence / location of underground services and that 'safe dig' techniques are employed at all times;
- Adjacent structures (including scaffolding) are not undermined or compromised by excavation;
- The excavation is inspected before any person carries out work at the start of every shift, after any event likely to have affected the strength or stability of the excavation or part thereof, and after any fall of rock, earth or any other material and that details of the inspection are recorded;
- If there is any doubt whatsoever regarding the integrity of the sides of an excavation, they must be shored up or battered back to an appropriate angle and that shoring materials used are strong enough to support the expected loads;
- Shoring is installed as part of a safe system of work;
- There is safe access and egress provided for the excavation;
- Excavation is sufficiently protected in order to prevent persons, equipment or materials falling in;

- The stability / integrity of the excavation is not affected by adjacent plant operations site plant;
- Where required appropriate stop blocks are provided for vehicles tipping into excavation.

### **Lifting Equipment / Operations**

It must be ensured that:

- Lifting equipment (including hoists & Forklifts) is, tested and used in accordance with manufacturers instructions and Lifting Operations and Lifting Equipment Regulations 1998;
- Equipment and associated accessories are regularly checked (including pre user inspection) and examined 6-monthly by a competent person, and records are kept;
- Lifting operations are suitably planned and permit system employed where required and that lifting equipment is operated or during training operations, supervised by trained and competent persons;
- Competent slingers and signallers are employed for lifting operations using established industry method of signalling;
- Lifting operations are sufficiently segregated in order to protect persons from being struck by any moving parts or materials being lifted;
- The controls are arranged to enable lifting equipment (including hoists) to be operated from a safe position;
- The safe working load (SWL) is clearly marked and never exceeded;
- Under no circumstance should lifting equipment (including hoists) intended for materials only be used to lift persons. Where applicable notice to be displayed on the platform or cage prohibiting persons from riding in it.

### **Machinery, Plant and Equipment**

It must be ensured that:

- All machinery, plant and equipment complies with Provision and Use of Work Equipment Regulations 1998;
- In accordance with manufacturers guidance all dangerous parts are guarded so far as is reasonably practicable and that guards are secure and in a good state of repair;
- Site personnel report any defects to the General Manager / Managing Director
- Machinery, plant and equipment are only used by trained, competent and authorised persons;
- Machinery, plant and equipment are regularly checked by the instructors and Plant Maintenance Engineer, who arranges for servicing and statutory examinations and tests to be carried out. The General Manager is responsible for ensuring the records of plant servicing and maintenance are maintained by the Plant Maintenance Engineer.



- Electrical equipment is visually checked prior to use and is regularly tested by a competent person;
- An approved specialist contractor inspects forklifts and other applicable equipment in accordance with statutory requirements.

### **Electricity**

**All electrical equipment must be treated with respect.**

It must be ensured that:

- There are no signs of damage or interference to electrical apparatus, especially portable equipment;
- There are no signs of damage to outer coverings of wires and cables;
- All connections to power points are properly made;
- Where forklifts, tipper lorries, cranes, scaffolding, etc are used in the vicinity of overhead power lines, the power is cut off, goal posts are erected or other suitable precautions are taken;
- Where work is being carried out in the vicinity of underground cables, the route of the cable is known, located and marked, and all precautions are taken to avoid contact;
- Portable appliance testing (PAT) of electrical equipment (including office equipment) is carried out on a regular basis, by a competent person or electrician depending on its type and use;
- All electrical repairs or modifications are only carried out by an authorised and competent engineer.

### **Hazardous Substances**

Aurelia carries out risk assessments of all substances that may be hazardous to health encountered during the course of work in accordance with the COSHH regulations. These assessments must be carried out prior to work and also briefed out and made readily available to all staff.

Where applicable workplace exposure limits (WELS) are referenced to EH40 as published by the HSE.

Wherever possible, exposure to substances hazardous to health is prevented, but where this is not reasonably practicable, measures are introduced to control exposure, ie provision of PPE.

Any substances that could be hazardous to health are stored in appropriate containers ensuring that they are clearly marked with information for safe use and / or in the event of an emergency.

All flammable substances are stored in clearly marked designated lockable containers / cabinets and ignition sources are strictly controlled.

The above controls also exist for bio hazards such as leptospirosis / Weil's disease

Aurelia ensures that the requirements for the monitoring of exposure, health surveillance, training, etc, are adhered to.

### **Manual Handling**

Aurelia carries out risk assessments for activities that involve manual handling.

Wherever possible, manual handling is avoided, but where this is not reasonably practicable, measures are introduced to control the risk.

Employees must make proper use of any safe system of work provided for their use in connection with manual handling.

### **Control of Noise**

Wherever possible, noise levels are reduced to below 80 db(A). Where this cannot be achieved, suitable hearing protection is provided where requested. If a level of 85 db(A) is present and cannot be reduced, hearing protection and restricted access zones are enforced.

Employees must wear hearing protection where it is required and report any defects to enable it to be replaced.

### **Control of Vibration**

Wherever practicable exposure to hand held vibrating tools are reduced to a minimum by using mechanical means (Breakers / Compactors etc fitted to excavators). Where this is not practical a risk assessment is carried out and exposure reduced ensuring equipment is sufficiently maintained and suitable for use, job rotation and mandatory use of PPE.

Employees are briefed on the effects of Hand Arm Vibration Syndrome (HAVS) and are required to report any symptoms.

### **Nuisance (noise/dust)**

Every effort will be made to identify and control the potential causes of nuisance in particular the effects of noise, dust, vibration, mud on the road and impact of increased traffic of local community and wildlife.

### **Control of Asbestos**

The company ensures that work premises under its control have an Asbestos Management Plan in place. This includes a register of all materials containing asbestos found in or on the premises and the controls in place to ensure employees and others are not exposed to asbestos fibres.

**If any substance is discovered on site (customers or clients own sites), that is suspected of containing asbestos fibres, work must be stopped immediately, the Site Manager notified, the area closed down and warning notices displayed.**

### **Natural Resources**

Aurelia is committed to procuring sustainable or recycled materials and will endeavour to work closely with clients and suppliers in order to ensure that wherever practicable that materials are procured from sustainable sources.

### **Energy & waste**

Aurelia endeavours to reduce its carbon footprint and actively encourages efficient energy use utilising energy efficient lighting and electrical equipment wherever practicable. All plant and equipment is regularly maintained. Every effort will be made to reuse, recycle and segregate waste at local level in order to ensure amount of waste is kept to a minimum. All waste produced will be removed from site by licensed waste carriers.

### **Stress**

The Company endeavours to ensure that an employee's workload does not become excessive and that all targets are reasonably achievable. All employees are encouraged to immediately contact the General Manager or Managing Director if they consider that they are placed in a stressful situation. All individuals must be aware of the possible implications of their instructions and the effect on others. The company operates a zero tolerance on bullying, harassment, intimidation.

### **Confined Spaces**

In accordance with the Confined Spaces Regulations 1997, works in confined spaces are only permitted where it is not reasonably practicable to avoid entry. All confined space works are subject to risk assessment and documented safe system of work undertaken by competent persons. Where applicable a confined space entry permit will be issued for duration of works.

### **Lone working**

Lone working operations are only permitted for short duration low risk operations following an appropriate assessment. Lone working is only carried out on sites or premises' where there are other persons present or in the vicinity. Employees working alone must have access to a mobile phone and are required to regularly telephone line managers to update their position.

### **Health Surveillance / Occupational Health**

The company provides information and guidance on processes / operations that may have potentially detrimental effect on health such as; HAV, dermatitis, sight, hearing and respiratory conditions and actively aims to reduce exposure or harm to operatives.

Where there is a potential or reasonable concern that their health may be adversely affected by their work, employees, at the request of the relevant Managing Director, may be required to undergo a medical examination / health surveillance program by a company approved occupational medical / health practitioner.

Where applicable Health surveillance records will be retained for 40 years and action taken where necessary should there be a re-occurrence of work-related illness.

### **Workplace Monitoring**

In order to monitor the success of the health & safety policy and associated procedures, The Directors of Aurelia and the General Manager will undertake regular inspections of workplaces and activities.

### **Use of Mobile Phones**

All use of mobile phones must be in accordance with the guidelines laid out in the company handbook, which details the use and restrictions of mobile phones for personal use during working hours

Phone calls must not be taken or made whilst in operational areas, driving company vehicles or whilst operating plant or machinery. This includes texting or use of other smartphone applications unless specified within safe system of work (e.g. use of photographs for assessment purposes).

### **Policy Review & Update Record**

December 2014 – Initial policy

June 2015 – Policy review (JC/EI)

September 2016 – Updated organisational chart (CB)

July 2017 – Full policy review, reference to separate D&A Policy (JC/CB)

October 2018 – Full Policy review (JC)

February 2020 – Full Policy review (JC)