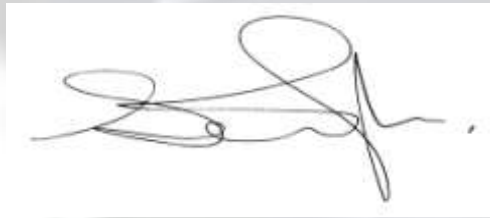


THE KEYSTONE GROUP

HEALTH & SAFETY POLICY

2015

A handwritten signature in black ink, appearing to read 'Sean Coyle', is centered within a white rectangular box. The signature is fluid and cursive, with a prominent loop at the end.

SIGNED BY: SEAN COYLE 7th September 2015

THE KEYSTONE GROUP
HEALTH & SAFETY POLICY

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THE KEYSTONE GROUP

HEALTH & SAFETY POLICY

THE HEALTH & SAFETY AT WORK ORDER (NI) 1978

PART 1

GENERAL STATEMENT

The company accepts, under provision of the Health & Safety at work legislation, responsibility for the safety and health of its employees, at work, and of persons liable to be affected by its operations.

It further accepts its responsibility to minimise impact on the environment by reducing emissions to the atmosphere, controlling waste and by efficient use of energy.

In doing so the company expects employees to work safely and efficiently and to participate in its efforts to provide safe and healthy working conditions and practices.

Breaches of procedures supporting this policy will be considered under the disciplinary procedure.

CHAIRMAN

1/4/2010

In pursuance of this policy the Company will ensure so far as is reasonably practicable:

1. The provision and maintenance of plant and systems of work, which are without risk to Health & Safety.
2. Arrangements for ensuring the safe use, handling, storage and transport of all types

of articles and substances.

3. The provision of adequate and appropriate instruction, training and supervision of employees in Health & Safety in their work.
4. The provision and maintenance of safe places of work and proper access to and egress from each workplace.
5. The provision and maintenance of the working environments safe and without risk to health and adequate facilities and arrangements for the welfare of employees at work.
6. Regular communication and consultation with employees, or their representatives, on all matters concerning their health, safety and welfare.
7. Procedures to ensure that articles designed, manufactured, imported, supplied or installed by the company are safe and without risk to health, when properly used.
8. Risks are identified, assessed and eliminated or controlled in accordance with the relevant regulations i.e. Workplace, Work Equipment, Manual Handling, Personal Protective Equipment, Display Screen Equipment, COSHH and Noise.
9. A summary of this policy is issued to all employees during induction, or safety awareness training, where the policy will be discussed in full.
10. The regular review of the policy, and that any revisions are brought to the attention

of employees.

- 11.** Those persons to whom responsibility is delegated for the implementation and monitoring of this policy are adequately trained and competent. They are accountable to their immediate manager or supervisor.

Further to the above, the company will ensure compliance with all secondary legislation providing for health, safety and welfare at work. The most relevant regulations are listed Appendix A.

PART 2

ORGANISATION & RESPONSIBILITIES

CHAIRMAN

The Chairman will ensure that within Keystone Lintels Ltd:

The Health & Safety Policy, arrangements and procedures are fully understood and observed by all personnel.

Responsibilities for Health & Safety are clearly defined and delegated to competent persons. Whitsitt Safety Services Ltd are the appointed Health & Safety Advisers.

The Health & Safety Policy is regularly reviewed and revised when appropriate. Any changes are brought to the attention of all personnel.

The Company Health & Safety Organisation chart is included in Appendix B.

BOARD OF DIRECTORS

- The board accepts formally and publicly their collective role in providing health and safety leadership in the company.
- Board members accept their individual roles in providing health and safety leadership for the company.
- The board will ensure all board decisions reflect their health and safety intentions as articulated in the health and safety policy statement.
- The board recognises their role in engaging the active participation of their staff in improving health and safety.
- The board will ensure that it is kept informed of and alert to relevant health and safety risk management issues by the operations director.

In pursuance of this the board will: -

1. Review regularly (at least annually) the health and safety performance of the company.
2. Ensure that the health and safety policy statement reflects current board practices.
3. Ensure that management systems provide for effective monitoring and reporting of the company's health and safety performance.
4. Be kept informed of any significant health and safety failures and of the outcome of the investigations into their causes.
5. Ensure all board decisions address health and safety implications.
6. Ensure that health and safety risk management systems are in place and remain effective.

HR DIRECTOR

The HR Director is directly responsible to the Managing Director for Health, Safety and Welfare within Keystone Lintels Ltd and will ensure that:

1. The Health & Safety Policy:

- 1.1 The Health & Safety Policy and procedures are fully understood and observed by all personnel.
- 1.2 Responsibilities for Health & Safety are clearly defined and delegated to competent persons. Whitsitt Safety Services Ltd are the appointed Health & Safety Advisers.
- 1.3 The Health & Safety Policy is regularly reviewed and revised when appropriate. Any changes are brought to the attention of all personnel.

2. Communication and Consultation:

- 2.1 Adequate communications and consultation is maintained at all levels of operations to and from operatives and Board of Directors via the Line Management & Safety Committee structures.
- 2.2 Health & Safety matters raised by employees are considered and acted upon appropriately. Matters, which cannot be resolved, are referred to the company's Health & Safety Advisers.
- 2.3 The Health & Safety performance is monitored and a report made monthly to the Chief Executive Officer. She will liaise regularly with the Health & Safety Adviser.

3. Finance & Planning

- 3.1 Adequate resources are provided to meet all safety requirements and that an annual Company Safety Plan is developed and progressed.
- 3.2 Appropriate insurance cover is maintained for statutory and business needs.

4. Training

All employees are adequately trained to work safely and understand their respective Health & Safety responsibilities.

5. **Fire & Emergency**
Suitable arrangements are in place for the protection of personnel and property in the event of fire or other emergency.
6. **First Aid**
Adequate First aid provisions are available and maintained by qualified First Aiders or appointed persons.
7. **Maintenance**
Premises, plant and equipment are maintained in safe condition and appropriate records kept.
8. **Statutory Thorough Examinations**
Statutory Thorough Examinations of plant and equipment are completed at appropriate intervals as scheduled by/via the company's insurers.
9. **Risk Assessments & Safe Working Procedures**
Risk assessments are completed, risks eliminated or reduced and safe working procedures developed and effectively communicated to appropriate personnel.
10. **Hazardous Substances**
Any hazardous or dangerous substances are used, transported, stored and/or handled in accordance with established rules and procedures (e.g. COSHH Regulations)
11. **Personal Protective Equipment (PPE):**
PPE provided is appropriate to the risks, suitable for the employees to whom it is issued and maintained in serviceable condition.
12. **Transport and Traffic Routes**
All vehicles are maintained in good condition, regularly serviced and inspected, in accordance with legal requirements. Appropriate records are maintained. Only authorised, competent drivers operate vehicles. Safe, clearly signed traffic routes (off) loading and parking areas are established, maintained and speed limits are adhered to.

PRODUCTION MANAGER

Responsibility for the implementation of the company Health & Safety Policy in the workshops, paint shop, stores, storage yard, and transport is that of the Production Manager. He is directly responsible to the HR Director and must ensure that:

1. The company Health & Safety Policy is brought to the notice of all employees under his control and is displayed in prominent locations.
2. Workshop supervisors are adequately trained, fully understand and are competent to carry out their duties with regard to Health & Safety.
3. Maintenance personnel are adequately trained and instructed to work safely, identifying risks, taking adequate safeguards and applying isolation and permit to work procedures where and when appropriate. Isolation tags are displayed on isolators and control panels when isolations are made before guards and safety devices are removed, or inhibited, until they have been securely replaced or re-instated. All redundant parts, materials, maintenance tools and equipment are returned to appropriate storage facilities, or safely disposed of and the floor areas are thoroughly cleaned of any spillages and debris.
4. All buildings, plant, machinery, equipment and services are identified and entered in the plant register. They are regularly and routinely inspected and repairs effected promptly.
5. All statutory examinations of electrical installations, portable electrical appliances, lifting equipment accessories, pressurised and local exhaust ventilation systems etc are carried out according to the examination schedules and are properly recorded in the appropriate register.
6. New equipment, plant, and machinery is the subject of Risk Assessment to ensure that it conforms with appropriate safety standards, and that adequate training is given in new methods of work.
7. All machinery, equipment, portable tools and hand tools are properly maintained in a safe condition and are used only in accordance with the manufacturer's recommendations. Machinery is guarded in accordance with the appropriate BS/EN Standards
8. All employees receive adequate training, in-house or by an accredited training organisation, to enable them to work safely. Vehicle drivers' licence and insurance details are maintained and renewals are made in good time. Any endorsements are reported and recorded.

9. The workshops and storage yard is laid out and maintained in such a way, as to minimise the risk of accidents in transporting, (off) loading and storage of materials either manually or by mechanical means.
10. Good standards of housekeeping are maintained in all areas under his control.
11. All assessments of risk to Health & Safety with relation to the workplace, work equipment, hazardous substances, noise, and manual and mechanical handling operations, are carried out and reviewed as appropriate. Safe Working Procedures (SWP) are developed and introduced in accordance with the results of the Risk Assessments.
12. A COSHH file is revised regularly and is kept available for reference by employees.
13. Appropriate fire fighting equipment is provided, easy to access, and regularly inspected and maintained. Escape routes and Fire Exits are clearly defined and kept free from obstruction.
14. Employees are adequately trained in Fire and Evacuation procedures including the use of First aid Fire Fighting Appliances.
15. Appropriate first aid and welfare facilities are provided and maintained.
First aiders are adequately trained and their names and locations shown on Safety notice boards.
16. All accidents, dangerous occurrences, "near misses" and incidents of property damage, are promptly reported to the immediate supervisor/manager who will investigate and record the incident(s) and report them to the appropriate responsible person(s).

Ensure that major and reportable injuries and conditions are reported to HSE NI in compliance with the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations, NI 1997.
17. Establish effective communication and consultation procedures with employees, and with any contractors employed on the premises. Encourage a positive attitude to Health & Safety. Encourage employees to make suggestions to improve safety standards and when queries or observations are made they are responded to promptly, referred to the HR Director or, if necessary, to the Company Safety Adviser.
18. PPE provided is appropriate to the prevailing risks and suitable for the employees concerned and is used/worn correctly. All employees must be trained and instructed in the use of PPE. Issues and replacements of PPE are recorded and controlled.

19. All office equipment is safe, mechanically and electrically, properly maintained and undergoes Statutory Thorough Examination when appropriate.
20. Visitors report to reception, are briefed on safety hazards and precautions, are issued with appropriate PPE and are not allowed into workshops unless accompanied by a responsible employee.
21. He liases with the HR Director, on a regular basis to review safety performance, and agree actions necessary to further implement the Company Health & Safety Plan and 3 month Action Plan.
22. Breaches of the Policy and procedures are subject to the Company disciplinary procedure.

CHIEF EXECUTIVE OFFICER

The General Manager is responsible for the day-to-day implementation of the Company Health & Safety Policy in the areas under her control.

She is responsible to the Chairman and must ensure:

1. That the Company Health & Safety Policy is brought to the notice of all office staff, including cleaning staff.
2. Regular inspections are conducted to ensure that good standards of filing, storage and housekeeping are maintained in all offices and submit a formal monthly report to the Chairman. Hazards and risks identified should be eliminated or reduced promptly.
3. Adequate first aid and welfare facilities are provided and maintained. First aid facilities and the names and locations of first aiders should be clearly signed.
4. All office staff are trained in the safe use of office equipment, particularly when new or modified equipment is introduced, and to ensure that any defects in office equipment are promptly reported and rectified.
5. Before leaving their workstations unattended, at the end of the day/week staff check to detect any risk of fire in the form of smoke, abnormal heat or smouldering in waste bins or at electrical connections. Where permissible and practicable, electrical appliances should be switched off and unplugged when not in use.
6. All portable electrical appliances are identified registered and undergo scheduled Statutory Thorough Examinations.
7. All accidents, illnesses and dangerous occurrences are reported, investigated and recorded as per the Accident Reporting and Recording Procedure. Statistics are compiled of accidents, illnesses, absences and Employers & Public Liability Claims.
8. Encourage a positive attitude to health & safety among her staff by establishing effective communication and consultation procedures with them. Any queries or observations raised should be responded to promptly or, where appropriate, referred to the HR Director and/or the Health & Safety Adviser. Encourage all employees to make suggestions for improving safety standards by eliminating or reducing risks.
9. Risk assessments are conducted and the appropriate action taken to reduce risk so far as is reasonably practicable.

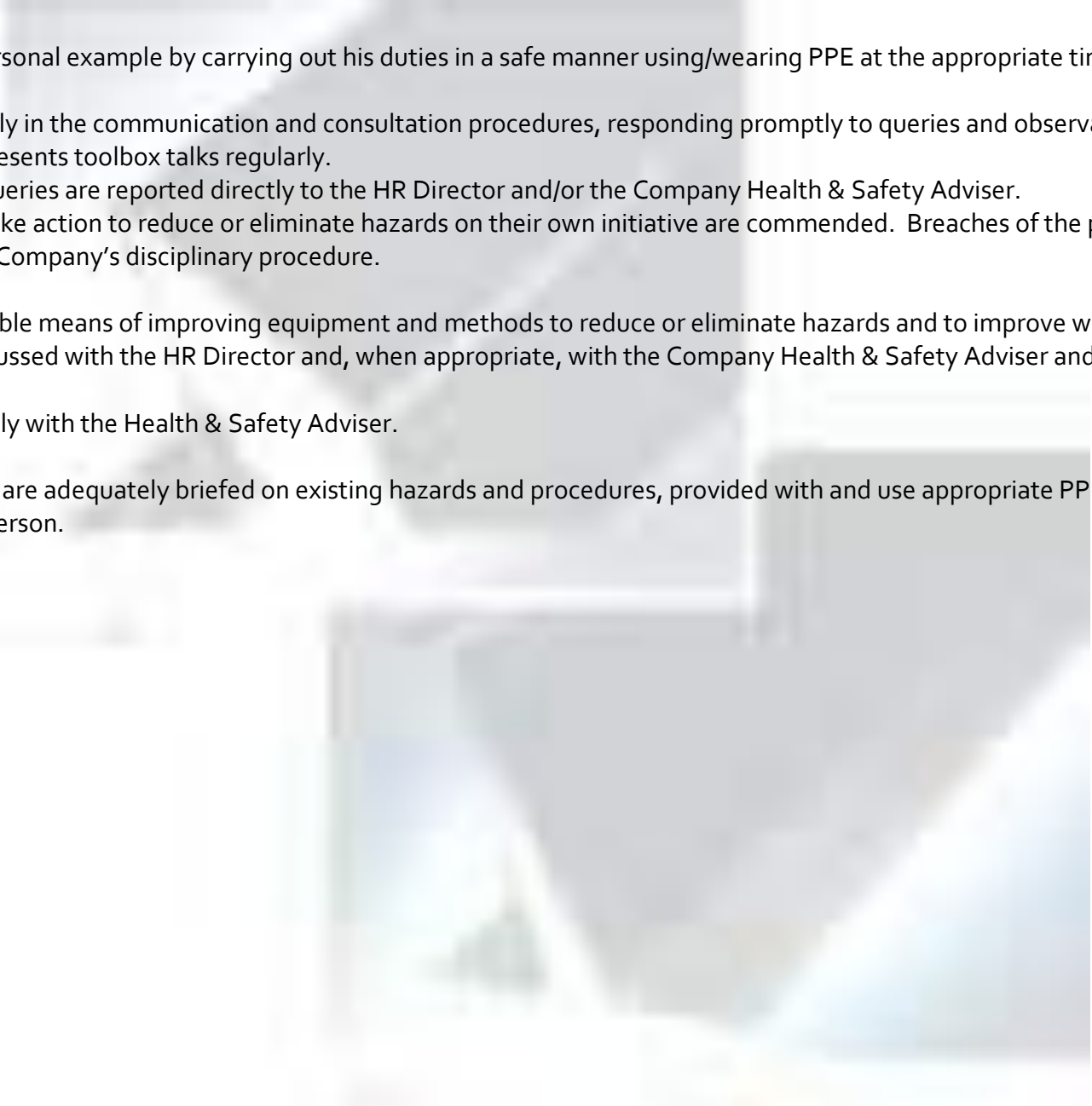
10. Appropriate Fire fighting equipment is provided, adequate training given and regular inspection and necessary maintenance are carried out. Ensure that there is always clear access to fire fighting equipment, and that fire/emergency exits and escape routes are clearly signed and free from obstruction. Arrange evacuation practice at least annually and maintain records of inspection, maintenance and practices.
11. Maintain records of all training, maintenance and Statutory Thorough Examination and of driving licence and insurance details of drivers of company vehicles.
12. Appropriate insurances are arranged and that all reports and information required by insurers are provided.
13. Regular liaison with HR Director to review safety performance and agree actions necessary to conform with the Company Health & Safety Plan.

TECHNICAL MANAGER

The Technical Manager is responsible to the Chief Executive Officer for ensuring that the Company Safety Policy is applied in all areas under his control.

He must ensure that:

1. The Policy is brought to the notice of all employees under his control and that a copy is available, for reference.
2. Risk Assessments are completed for all plant, machinery, equipment, workplaces and work activities and, where significant, recorded and Safe Working Procedures (SWP) developed. Employees are informed of the risks and the appropriate precautions and are trained in the SWP. COSHH and Noise assessments are incorporated with the above and a site safety file is maintained. Only competent, authorised employees are permitted to operate plant and machinery, including powered tools.
3. An adequate level of supervision is maintained at all times, relative to the task and experience of employees.
4. Personal Protective Equipment (PPE) provided is appropriate to the prevailing risks and suitable for the employee(s) concerned. All employees are trained and instructed in its use, limitations and maintenance.
5. The factory is inspected regularly. Any defects observed are promptly rectified. Employee's daily checks of equipment are monitored. Conditions, which he cannot rectify, are reported to the Chief Executive Officer.
6. Plant, machinery and equipment are securely guarded and maintained in a safe condition. Where necessary they have undergone their Statutory Thorough Examinations according to schedule. Test/examination certificates are available.
7. All accidents and dangerous occurrences are reported and recorded in the accident book immediately they occur. They are fully investigated at the earliest opportunity and the Incident Reports submitted. "Near Miss" and property damage incidents are also reported, investigated and corrective action taken.
8. All personnel attend induction prior to commencing work and are familiar with their respective SWP. Copies of (significant) Risk Assessments and SWP are available and regularly reviewed. Records of attendance is maintained

- 
9. He sets a good personal example by carrying out his duties in a safe manner using/wearing PPE at the appropriate times.
 10. He participates fully in the communication and consultation procedures, responding promptly to queries and observations raised by employees. He presents toolbox talks regularly.
Health & Safety queries are reported directly to the HR Director and/or the Company Health & Safety Adviser.
Employees who take action to reduce or eliminate hazards on their own initiative are commended. Breaches of the policy and procedures are subject to the Company's disciplinary procedure.
 11. He is alert to possible means of improving equipment and methods to reduce or eliminate hazards and to improve working conditions. Proposals are discussed with the HR Director and, when appropriate, with the Company Health & Safety Adviser and/or Chairman.
 12. He co-operates fully with the Health & Safety Adviser.
 13. Visitors to the site are adequately briefed on existing hazards and procedures, provided with and use appropriate PPE and are accompanied by a responsible person.

MAINTENANCE ENGINEER

The Maintenance Engineer is responsible to the Production Manager for the maintenance of company buildings, structures, premises and services and for the installation and maintenance of plant, machinery, equipment and vehicles in safe and serviceable condition.

He will liaise closely with the manager and ensure that:

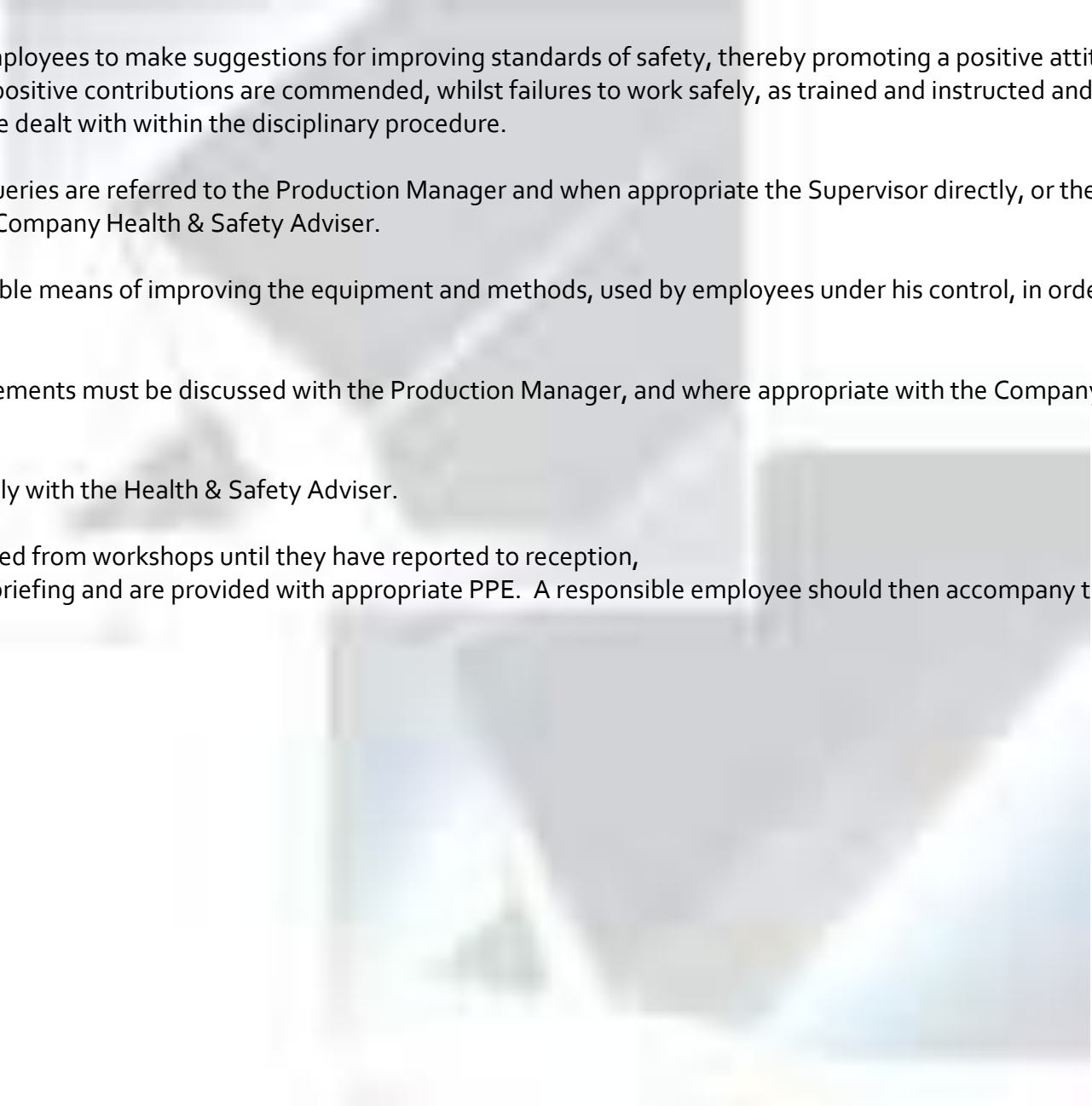
1. Plant, machinery and equipment are securely guarded, or otherwise adequately protected by safety devices, immediately after completion of maintenance and repair, and during use, in compliance with the Provision and Use of Work Equipment Regulations and appropriate BS/EN Standards.
2. Statutory Thorough Examinations and Tests of all portable electrical tools and appliances, lifting equipment and accessories, including externally maintained Forklift trucks, pressure systems, exhaust ventilation and electrical services are completed according to their respective schedules, by competent persons(s). Records and certificates are maintained in the plant register. Any defects reported as a result of a Statutory Thorough Examination will be promptly rectified.
3. Risk assessments are completed for each work activity and, where risks are significant, they are recorded and safe-working procedures developed. During maintenance and repair, plant, machinery and equipment are properly isolated and high risk activities are covered by a permit to work issued only by himself or by the Production Manager.
4. Accidents, dangerous occurrences, "near misses" and damage are reported promptly. He will investigate damage incidents as soon as is practicable and submit appropriate Incident reports to the Production Manager.
5. Comply at all times with the duties and responsibilities of Employees.

PRODUCTION SUPERVISORS

Each Production Supervisor is responsible to the Production Manager for ensuring that the Company Safety Policy is applied in all areas under their control.

The Production Supervisors must ensure that: -

1. The Policy is brought to the notice of all employees under his control and that a copy is prominently displayed at an areas accessible to all employees.
2. All machinery and equipment operated and used by employees under their control is maintained in a safe condition. Risk assessments are completed for all plant, machinery, equipment, workplaces and work activities and, where significant, recorded and safe-working procedures (SWP) developed. Employees are informed of the risks and trained in the SWP. Only authorised, competent employees operate plant, machinery and equipment.
3. Personal Protective Equipment (PPE) provided is appropriate to the prevailing risks, suitable for the employee(s) concerned and correctly used/worn. All employees must be trained and instructed in the use and maintenance of PPE. Issues and replacements are recorded and controlled.
4. Monitor employees' workstation daily safety checks.
5. The workplace is inspected regularly to ensure good standards of safety and housekeeping are being maintained. Any defects observed are promptly rectified. A formal inspection report is submitted weekly to the Production Manager.
6. All accidents, dangerous occurrences, "near misses" and incidents of property damage are reported, and recorded immediately they occur. The circumstances of accidents and incidents are investigated at the earliest opportunity and a completed Incident Report is submitted to the Production Manager.
7. He sets a personal example by carrying out his duties in a safe manner and using the appropriate personal protective equipment at all times.
8. He participates fully in the communication and consultation procedures and responds promptly to all queries and observations raised by employees. He presents toolbox talks at appropriate intervals.

- 
9. He encourages employees to make suggestions for improving standards of safety, thereby promoting a positive attitude to health & safety. Those who make positive contributions are commended, whilst failures to work safely, as trained and instructed and breaches of the Policy and procedures are dealt with within the disciplinary procedure.
 10. Health & Safety queries are referred to the Production Manager and when appropriate the Supervisor directly, or the Production Manager, will liaise with the Company Health & Safety Adviser.
 11. He is alert to possible means of improving the equipment and methods, used by employees under his control, in order to reduce or eliminate hazards.
 - 12.
 13. Proposed improvements must be discussed with the Production Manager, and where appropriate with the Company Health & Safety Adviser.
 14. He co-operates fully with the Health & Safety Adviser.
 15. Visitors are excluded from workshops until they have reported to reception, received a safety briefing and are provided with appropriate PPE. A responsible employee should then accompany them until their departure.

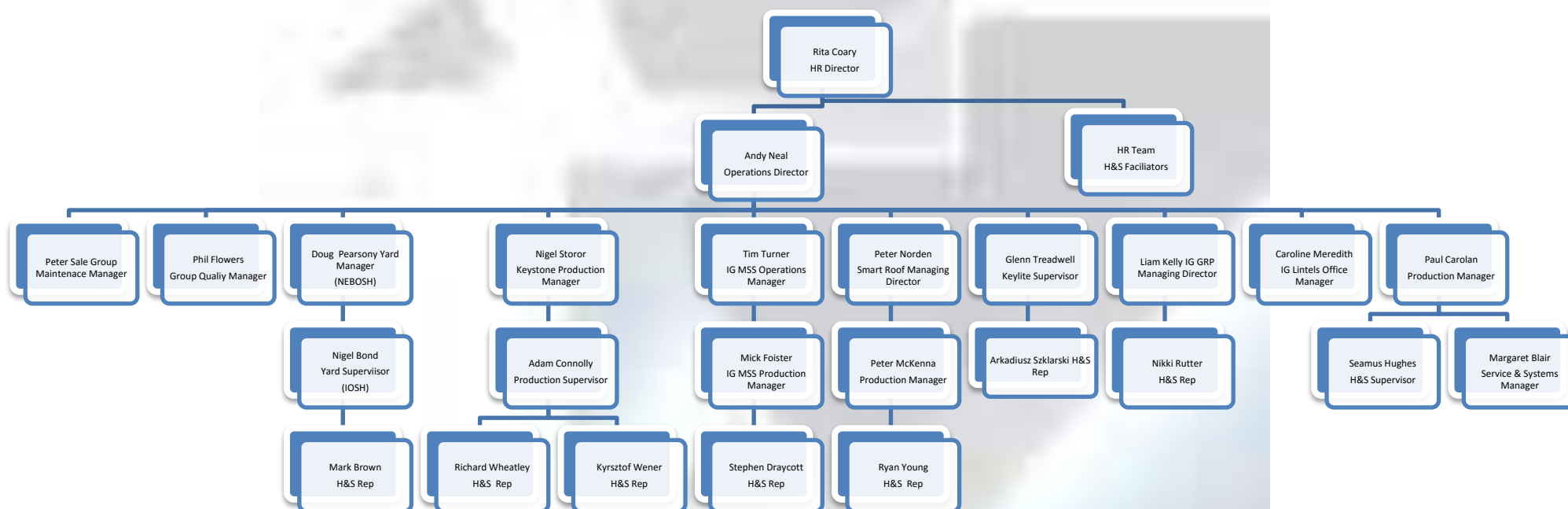
EMPLOYEES

It is the duty and responsibility of all employees to work safely and avoid causing risk of injury or ill health to themselves and to others.

In particular employees must:

1. Understand the Health & Safety Policy and comply with its requirements and procedures at all times.
2. Co-operate with the company in all matters relating to health & safety.
3. Not interfere with or mis-use anything provided in the interest of health, safety and welfare.
4. Report all accidents and dangerous occurrences, "near misses" and damage incidents as soon as possible to their immediate supervisor. Have injuries treated by the First aider.
5. Always use the correct tools and equipment for the job in hand and check before use that they are safe to use. Maintain them in safe condition.
6. Check plant, machinery, tools and equipment daily before use and ensure in safe condition. Report any defects in tools, plant machinery, PPE and other equipment or any conditions considered to be hazardous to their immediate supervisor for repair or replacement.
7. Wear or use properly any Personal Protective Equipment (PPE) for the risks for which it is provided. Maintain it in good condition and report any defects to the immediate supervisor.
8. Operate plant, machinery and equipment only as trained and follow the safe working procedures at all times, including safe manual handling procedures.
9. Not use any plant or machinery if not properly trained and authorised to do so.
10. Maintain high standards of housekeeping, cleanliness and hygiene in the workplace and in the welfare and hygiene facilities.
11. Use the hygiene facilities provided before eating, before and after using the toilet and before leaving work.

12. Raise any concerns relating to health & safety with their immediate supervisor and participate fully in the communication and consultation procedure.
13. Discuss any ideas for the improvement of health & safety with their immediate supervisor.
14. Ensure that smoking is not conducted within the Keystone factory.
15. Breaches of Health & Safety procedures and rules will be dealt with within the disciplinary procedure.



ARRANGEMENTS & PROCEDURES

Part 3

1. SAFETY TRAINING:

Induction training is presented to new employees, followed by post training and specialist training.

A programme is maintained to ensure that all employees, line management and operatives, are adequately trained in their respective work operations and responsibilities.

Further training will take place on the introduction of new systems of work.

Refresher and Familiarisation training will be provided when considered necessary by management.

2. AUDITS & INSPECTIONS:

Audit reviews and inspections will be conducted regularly by the company's Health & Safety Advisers to monitor Health & Safety performance and measure the continued effectiveness of the policy, organisation and arrangements/procedures. Reports will be discussed with line management and Board of Directors as appropriate.

Regular inspections will also be carried out by Managers of their work places and work equipment.

Employees are required to report any unsafe working condition to their immediate supervisor.

Records of audits and inspections, of all types, will be maintained for the statutory, or otherwise appropriate, periods.

3. ACCIDENT REPORTING

Details of all injuries sustained at work will be reported to the immediate supervisor and will be recorded in the accident book. Serious injuries will be reported immediately to Head Office and to the Safety Adviser, who may be requested by the company to carry out an investigation.

The immediate supervisor will investigate each incident, immediately he/she is notified and the completed Incident Report form passed, as soon as possible, to head office.

Records are maintained at head office from where external notification/reports are submitted to HSE (NI), in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), and to the company's insurers when appropriate.

A detailed procedure is followed at head office to maintain an accident register and to circulate information as necessary.

"Near misses" and damage incidents will also be reported and investigated by the immediate supervisor.

4. **FIRST AID**

- 4.1 First aid facilities are maintained.
- 4.2 The names and location of first aiders and appointed persons are displayed on notices with clear instruction for summoning aid.
- 4.3 The procedure and phone numbers for summoning medical assistance in an emergency are posted.

5. **FIRE & EVACUATION**

- 5.1 The procedures to be followed in the event of fire, or other emergencies are displayed in each work place.
- 5.2 Evacuation procedures will be practised at least annually. Supervisors will marshal them.
- 5.3 Sufficient first aid and fire fighting appliances are provided in each workplace and employees are trained in their use.
- 5.4 First aid fire fighting appliances are inspected annually, under contract by a competent person, and are also included in internal inspection routines.
- 5.5 Records are maintained of all inspections, maintenance and practices.

6. **RISK ASSESSMENTS AND SAFE WORKING PROCEDURES**

- 6.1 Risk Assessments are completed by competent persons, managers and supervisors, in each workplace in accordance with the Management of Health & Safety at Work Regulations. Further assessments are completed as required by the Control of Substances Hazardous to Health (COSHH) Regulations and the Control of Noise and Control of Vibration at Work Regulations.
- 6.1.1 So far as is reasonably practicable, significant risks are eliminated, reduced and or adequately controlled to ensure safe and healthy working conditions and practices.
- 6.1.2 Employees are informed of all significant risks and of the procedures to be followed to avoid injury or ill health.
- 6.2 Safe Working Procedures (SWP) are developed for work activities, taking into account the findings of the risk assessments. Isolation and permit to work procedures are included for electrical, mechanical maintenance, hot work, and confined spaces and for other high-risk work.
- 6.3 Employees are trained and inducted in SWPs and are required to comply with them at all times.
- 6.4 Copies of SWPs and COSHH File are available in workplaces for reference.

7. **TRANSPORT**

- 7.1 The company transport policy applies to the safe driving, loading and off loading of vehicles and to load security.
- 7.2 Vehicle drivers are required to report to reception, to the Yardman or Site Manager, on arrival and departure from site. They will be briefed on Health & Safety requirements including the appropriate personal protective equipment (PPE) to be worn.
- 7.3 Traffic routes, parking areas and loading areas are clearly defined and are to be respected.
- 7.4 The maximum speed limit in work premises and work areas is 10 mph.
- 7.5 Goods vehicles, FLT and mobile site plant, will be fitted with reversing alarms.
- 7.6 Drivers are responsible for the security of their loads and their vehicles. They are required to drive safely in accordance with the Highway Code and prevailing conditions.

- 7.7 Vehicles left unattended outside company premises must be secured and, where possible, immobilised.
- 7.8 Accidents and incidents resulting in injury, damage, cautioning by police, or other road traffic authority, or complaints should be reported at the earliest opportunity to the immediate supervisor.
- 7.9 Driving licences and insurances must be renewed in good time, and details of expiry dates, endorsements and restrictions submitted to Head Office.

8. **C.O.S.H.H.**

A C.O.S.H.H. assessor will be appointed and a C.O.S.H.H. file will be maintained. Operatives will be informed during induction of any product which may affect their health / welfare.

9. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 9.1 PPE, suitable for the task and associated risks, will be provided to employees where necessary to ensure safe, healthy working.
- 9.2 Employees are required to wear the PPE properly as and when necessary and to maintain it in serviceable condition. Any loss or damage must be reported to the employee's immediate supervisor to arrange repair or replacement.

10 **COMMUNICATION & CONSULTATION**

- 10.1 Health, Safety and Welfare are included as agenda items at all management meetings.
- 10.2 All matters concerning the Health, Safety and Welfare of employees are communicated through line management, and discussed with employee representatives, individuals or groups of employees as appropriate to the topic. Employees are encouraged to raise with, or make representation to, their immediate supervisors any matters which cause them concern regarding work equipment, materials, procedures and conditions.
Where a response cannot be given the matters will be referred to the Chairman and if still not resolved, to the Company's Health & Safety Advisers.

10.3 In the absence of an immediate line manager employees have direct access to their next senior supervisor/manager.

10.4.1 The statutory notice 'Health and Safety Law – what you should know' will be displayed prominently as will copies of first aid, fire and other emergency procedures. Copies of Method Statements, COSHH files and Risk Assessments etc will be maintained for reference in the appropriate offices

11. VISITORS

Visitors at head office are required to report to reception and they will be accompanied by a responsible person whilst on company premises.

12. CONTRACTORS AND SUB CONTRACTORS

12.1 Contractors and sub-contractors will be vetted to provide evidence of their Health & Safety competence, prior to being engaged.

12.2 On being awarded a tender, contractors will submit their risk assessments and method statements for approval before being permitted to commence work.

12.3 Contractors will be required to comply with the Company's Health and Safety rules and procedures.

13. SITE WORK

13.1 All work conducted on a site will be subject to an initial site survey taking account of Health & Safety and environmental aspects of the immediate and adjoining locations.

13.2 Site-specific risk assessments and method statements will be completed for work activities.

14. SAFETY PROCEDURES

For specific operations the company uses the Construction Safety Manual published by the C.I.T.B.

15. WELFARE FACILITIES

The Company will meet its statutory obligations to ensure provision of adequate welfare facilities.

16. PROVISION AND USE OF WORK EQUIPMENT

The Company will ensure that all plant, equipment and tools are fit for the purpose intended. Where certification is required, the relevant documents will be available on site for inspection.

17. WORK AT HEIGHT

All work at height will be risk assessed and where practicable mobile elevated working platforms, mobile scaffolding or podium type access platforms will be used access platforms deployed will be erected or operated by trained and competent personnel only. Guardrails and toe boards will be in place and safety harnesses will be worn by operatives who use mobile elevated working platforms. Ladders will only be used for short duration work and even then they will be used at correct angles, tied and be footed by a second operative. No persons are permitted onto a roof unless authorised.

18 NOISE AND VIBRATION

Risk Assessments will look to identify the possibility of noise or vibration being present or created by the works.

19 MANUAL HANDLING

All operatives will receive manual handling training, further to this loads will be kept to the lowest practicable weight. Where this has not been achieved then operatives will get assistance with loads through team lifting or via mechanical aids.

20 MOBILE PHONE POLICY



1. Company mobile phone users must not answer calls
 - a. if their car is not fitted with a hands free kit

- b. if the company van is not fitted with a hands free kit
- 2. Factory employees must answer mobiles phones only in designated areas.

21 LIFTING OPERATIONS.

All lifting operations will be undertaken in accordance with the Lifting Operations and Lifting Equipment Regulations and with BS 7121. An Appointed Person will be responsible for ordering any crane and will prepare a lift plan accordingly. Banksmen and Slings will be in place and be fully certified. All lifting operations will be risk assessed and will have a save method of work in place prior to commencement.

22 PERMIT TO WORK

The Site Manager will use a 'Permit to Work' system for any hot works & roof work.

23 PORTABLE ELECTRICAL EQUIPMENT

Portable Electrical Equipment is to be 110 volt via Centre Tapped Transformer, Primary winding to have 30mA RCD protection. 230V sockets are permitted for charging purposes provided they are fitted with 30mA RCD protection. Equipment used will be tested and 'in-date' for the duration of the project, all hired electrical equipment will also have evidence of appropriate testing, where this is not evident the on site electrician should check the item and record the details in the PAT register found in the relevant safety folder.



24 DRUGS AND ALCOHOL POLICY

The company does not permit any person to enter site for any purpose whilst under the influence of either alcohol or drugs. Persons on prescribed drugs must make management aware of the prescription drugs being taken. Where one is suspected of having consumed alcohol or drugs it will be at the discretion of management to refuse entry to site or escort them from the site until further notice.

25 YOUNG PERSONS

The company will only permit a young person onto site after a risk assessment has been carried out for that person. Control measures insisted upon will include the close supervision of the young person.

26 SMOKING POLICY



1. Smoking is not permitted in the factory or in company vans at any time.
2. All site personnel are asked to adhere to the non-smoking policies as required by Principal contractors or Clients.

27 VISUAL DISPLAY UNITS



Problems of aches and pains (upper limb disorders) can often be avoided by good workplace design, so that you can work comfortably and by good working practices (like taking short breaks from the VDU).

28 FIRE EVACUATION PROCEDURE





Office

Follow procedures highlighted in the various office areas. Follow signage to Muster Point and answer roll call.

TACKLING THE FIRE

Only if it is safe for you to do so and you have been training in handling fire extinguishers. Do not put yourself at risk.


<u>Health & Safety (and Road Transport) Regulations – KEYSTONE LINTELS</u>			
	Regulation	Other References	Annual check


1	*Chemicals (Hazard Information and Packaging) Regulations (NI) SR 2009/238 2015	L130 The Compilation of Safety Data Sheets - Approved Code of Practice (ACoP) L131 Approved Classification/ Labelling Guide HSG 228 CHIP for Everyone INDG 352 Read the label: How to find out if chemicals are dangerous INDG 353 Why do I need a Safety Data Sheet	These regs place duties on suppliers of chemicals to classify them, supply safety data sheets, package them correctly and label them according to a series of standards Updated 30/7/2015	 Reg 02 CHIP	01/09 -ok
2	Control of Asbestos Regulations (NI) SR2012/179	L143 Managing and Working with Asbestos Products HSG53 Respiratory protective equipment at work HSG166 Formula for Health and Safety: guidance in the chemical industry HSG210 Asbestos essentials: A task manual for building, maintenance and allied trades on non licensed asbestos work	Fundamental duty to manage asbestos - survey, log, mark up, warn, management and inspection plan based on location, condition etc Updated 30/7/2015	 Reg 03 Control of Asbestos	01/09 -ok
3	*Confined Spaces Regulations (NI) 1997/2005	L101 Safe Work in Confined Spaces ACoP INDG258 Confined Spaces	Regs relate to any confined space - avoid working in confined spaces wherever possible. If it can't be avoided, risk-assess, use a safe system of work, have emergency proc's in place, train etc Updated 30/7/2015	 Reg 05 Confined Spaces	01/09 -ok
4	*Construction (Design & Management) Regulations (NI) 2007/2015	HSG 224 Managing H&S in Construction ACoP HSG 185 Health & Safety in Excavations HSG 33 Health & Safety in Roof Work CIS 39 The Role of the Client CIS 40 The Role of the Planning Supervisor CIS 41 The Role of the Designer CIS 42 The Pre-Tender H&S Plan CIS 43 The Construction Phase H&S Plan CIS 44 The Health & Safety File MISC 193 Having Construction Work Done?	These regs place a series of duties on different people involved in a construction project. The regs apply to most construction activities, and always to demolition/dismantling. Some projects are notifiable to the HSE dependent on scale/duration. Updated 30/7/2015	 Reg 06 CDM	01/09 -ok


5	Construction (Head Protection) Regulations 1989	L102 A Guide to the Regulations	In relation to building operations / engineering construction, head protection (selected via risk assessment) must be supplied by employers and worn by employees	 Reg 07 Construction Head Protection	01/09 -ok
6	Construction (Health, Safety & Welfare) Regulations 1996	HSG 150 Health & Safety in Construction HSG 144 Safe use of Vehicles on Construction Sites INDG 220 A Guide to the Regulations	Broad based legislation aimed at protecting the health, safety and welfare of people on construction sites (whether transient or not). They are similar to the Workplace (HSW) Regs, but place more focus on issues such as falls, excavations, explosives, secure site boundaries etc.	 Reg 08 Construction HSW	01/09 -ok
7	Control of Major Accident Hazards Regulations (COMAH) (NI) 1999/2015 *COMAH (Amendment) Regs SR 2005/305	L111 A Guide to COMAH Regulations HSG 190 Preparing Safety Reports HSG 191 Emergency Planning for Major Accidents	The regs aim to reduce the chances of a major accident and to mitigate its effects on people and the environment. They apply where a dangerous substance is present above a prescribed quantity. Integrated sites will be affected by COMAH – CDBS sites on an integrated site should familiarise themselves with the emergency arrangements relevant to that site. Updated 30/7/2015		01/09 -ok
8	Control of Substances Hazardous to Health Regulations (NI) 2002 COSHH (Amendment) Regs 2003 COSHH (Amendment) Regs 2004 *COSHH (Amendment) Regs SR 2005/165	L5 Control of Substances Hazardous to Health L8 Control of Legionella in Water Systems HSG 37 An Introduction to Local Exhaust Ventilation HSG 53 Selection, use etc of RPE HSG 54 Maintenance etc of Local Exhaust Ventilation HSG61 Health Surveillance at Work HSG 97 A Guide to COSHH Assessment HSG 193 COSHH Essentials HSG 110 Successful substitution of hazardous substances HSG 203 Controlling exposure to coating powders INDG 136 COSHH A Brief Guide INDG 233 Preventing Dermatitis at Work EH40 Occupational Exposure Limits	Identifies controls / systems required to reduce risks to health from any potentially hazardous substance. Requirement for risk assessment, avoidance of risk/substitution where reasonably practicable, implementation of controls, requirements for LEV etc. Wide-ranging requirements. There are special requirements for particular substances such as carcinogens. 2004 Amendments introduce Workplace Exposure Limits and a schedule providing specific guidance on requirements for “adequate control” Updated 30/7/2015	 Reg 12 COSHH	01/09 -ok

9	*Dangerous Substances and Explosive Atmospheres Regulations 2002/2012 (DSEAR)	L138 Dangerous Substances and Explosive Atmospheres ACoP L135 Storage of Dangerous Substances ACoP L136 Control and Mitigation Measures ACoP L137 Safe maintenance, repair & cleaning procedures ACoP INDG 370 How safe is your workplace? L131 Guidance on CHIP Regulations	These concern protection against risks from fire, explosion etc arising from dangerous substances. These include those designated as explosive, oxidising, flammable/highly flammable/extremely flammable, or dusts which could form an explosive atmosphere. Updated 30/7/2015	01/09 -ok
10	*Electrical Equipment (Safety) Regulations (UK) 1994/2014		Applies to low voltage equipment, placing duties on manufacturers / suppliers to ensure equipment complies with relevant BS EN standards, is safe, CE marked etc. Updated 30/7/2015	01/09 -ok
11	*Electricity at Work Regulations (NI) 1989/2006	HSR 25 Electricity at Work Regs - Guidance HSG85 Electricity at Work HSG 107 Maintaining Portable Electrical Equipment INDG 231 Electrical Safety and You IEE 16th Edition	These require precautions to be taken in relation to any electrical system at work to prevent injury or death through electrocution. Updated 30/7/2015	01/09 -ok
12	Employers Liability (Compulsory Insurance) Act 1969 *Employer's Liability (Compulsory Insurance) (Amendment) Regulations (Northern Ireland) SR 2015/80		All employers must have insurance cover for employees' civil claims of negligence, breach of statutory duty etc. Copies of insurance certs must be prominently displayed. Updated 30/7/2015	01/09 -ok
13	Equipment and Protective Systems for Use in Potentially Explosive Atmospheres Regulations 1996 *Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres (Amendment) Regulations (Northern Ireland)	L138 Dangerous Substances and Explosive Atmospheres ACoP L134 Design of Plant/Equipment etc - DSEAR ACoP	Duties are placed on suppliers of equipment that may be used in potentially explosive atmospheres. It covers electrical and mechanical equipment. All such new equipment must meet EPS. Updated 30/7/2015	01/09 -ok

	SR 2008/422.			
14	*Factories Act 1961/2015	L24 Workplace Health Safety and Welfare, ACoP to the Workplace HSW regulations.	Following the Health & Safety at Work Act and subsequent regulations, most relevant sections of this act have been repealed. Formerly the principle legislation on Factory Safety, it was very prescriptive on most issues. Section 24 on Teagle openings is no longer applicable – See Work at Height Regs. Updated 30/7/2015	01/09 -ok
15	Fire Precautions Act 1971 Fire Precautions (Factories, Offices, Shops & Railway Premises) Order	Fire Safety: An Employers Guide ISBN 0 1134 1229 0	Requires businesses with more than 20 people (more than 10 not on the ground floor) to apply for a fire certificate. Means of escape, raising the alarm and fighting fire are described. Act is enforced by the local fire authority. Some businesses may be exempted by the fire authority.	01/09 -ok
16	*Fire Precautions (Workplace) Regulation (NI) SR 2001/348 2005		Through risk assessment, businesses should establish and maintain fire fighting equipment, signage, competent employees for fire duties and escape routes etc. Updated 30/7/2015	01/09 -ok
17	*Gas Appliances (Safety) Regulations (UK) SI 1995/1629 2012	INDG 238 Gas Appliances - Get them Checked	Appliances burning gaseous fuel (cookers, heaters etc) must be CE marked and certified as meeting all the essential safety requirements. Onus is on suppliers, manufacturers to provide information. Updated 30/7/2015	01/09 -ok
18	*Gas Safety (Installation and Use) Regulations (NI) 1998/2005	L56 Safety in the installation and use of gas systems and appliances ACoP COP 20 Standards of Training in Safe Gas Installation ACoP	These address the safe installation, maintenance and use of gas systems (natural and LPG) including fittings, appliances and flues. Only competent persons (CORGI registered) should work on such systems. The regulations are complex and wide-ranging. Updated 30/7/2015	01/09 -ok
19	*Gas Safety (Management) Regulations(NI) 1996/2012	L80 A guide to the regulations	These apply to significant gas networks. Bulk delivery by tanker to a storage tank on site would not come under these regs. Updated 30/7/2015	01/09 -ok

20	*Health and Safety at Work Act (UK) 1974/2015	Principles of Health & Safety at Work - Allan St John Holt (IOSH) ISBN 0 9013 5724 3 Health & Safety Guidelines - National Association of Steel Stockholders (NASS) HSG65 Successful Health & Safety Management HSE5 The Employment Medical Advisory Service and You INDG 343 Directors Responsibilities on H&S	The overriding piece of H&S legislation in the UK, provides the basic duties of employers and employees, effectively putting into statute the common law duty of care. Also covers H&S policies, enforcing authority powers, levels of fines/imprisonment and enabling of future goal-based legislation etc. Updated 30/7/2015	01/09 -ok
21	*Health & Safety (Consultation with Employees) Regulations 1996/2005	HSG 217 Involving Employees in Health & Safety L95 A Guide to the Regulations INDG 232 Consulting Employees on H&S	Places a duty on employers to consult with employees in non-unionised workplaces. Consultation can be carried out either individually or as a group. Provides for the appointment of "Representatives of Employee Safety". Identifies three specific areas on which employees should be consulted. Updated 30/7/2015	01/09 -ok
22	Health & Safety (Display Screen Equipment) Regulations 1992	L26 Work with Display Screen Equipment HSG 57 Seating at Work HSG 60 Upper Limb Disorders in the Workplace HSG 90 The Law on VDU's INDG 36 Working with VDU's	Places duties on employers regarding users of any VDU's / other display screen equipment. Workstation design (ergonomics), designation of users, provision of eye tests etc are included. Focus is on prevention of WRULDs. Updated 30/7/2015	01/09 -ok
23	*Health & Safety (Enforcing Authority) Regulations 1998/2015		These clarify whether the enforcing authority for a particular workplace will be the local authority (relatively low risk) or the HSE (relatively high risk) Updated 30/7/2015	01/09 -ok
24	*Health & Safety (First Aid) Regulations 1981/2006	L74 First Aid at Work ACoP HSG 212 The Training of First Aid at Work INDG 214 First Aid at Work INDG 347 Basic Advice on First Aid at Work	These identify how first aid should be provided in the workplace - facilities, first aiders, and training. Decisions are based on risk assessment. Cover needs to be provided throughout the working day. Competent persons should be trained using approved courses. Updated 30/7/2015	 Reg 29 First Aid 01/09 -ok


25	Health & Safety (Information for Employees) Regulations 1989 * Health and Safety Information for Employees (Amendment) Regulations (Northern Ireland) SR 2009/192.	Health & Safety Law Poster ISBN 0 7176 1779 3	Prescribed information must be provided to employees - normally by putting up a standard poster in the workplace. Updated 30/7/2015	 Reg 30 Info for Employees	01/09 -ok
26	*Health & Safety (Safety Signs and Signals) Regulations (NI) 1996/2010	L64 Safety Signs and Signals - Guidance INDG 184 Signpost to the H&S (Signs and Signals) Regulations	Appropriate signage should be posted around sites indicating hazards, prohibitions etc. Signs must comply with the shape/colour/content described in the regulations. Duties also cover illuminated & acoustic signage. Updated 30/7/2015		01/09 -ok
27	*Ionising Radiation Regulations (NI) 1999/2012	L121 Work with Ionising Radiation ACoP	Applies to any work involving radioactive substances, or operation of electrical equipment emitting ionising radiation over a given threshold. Requirements are wide-ranging and complex, including notification, risk assessment, restricting exposure, dose limitation, provision of PPE, need for RPA's & RPS's etc Updated 30/7/2015		01/09 -ok
28	*Lifting Operations and Lifting Equipment Regulations 1998/2015 (LOLER)	L113 Safe use of Lifting Equipment ACoP L117 Rider Operated Lift Trucks ACoP HSG6 Safety in Working with Lift Trucks INDG 290 A Simple Guide to LOLER INDG 313 Safe Unloading of Steel Stock INDG 339 Thorough Examination & Testing of Lifts	Duties are placed on employers to ensure all lifting operations are properly planned and controlled, using suitable equipment. Inspection, examination and testing regimes are specified. Updated 30/7/2015		01/09 -ok
29	Management of Health & Safety at Work Regulations 1999	L21 Management of H&S at Work ACoP HSG 61 Health Surveillance at Work HSG 65 Successful H&S Management	Wide ranging legislation, applicable in every workplace, placing duties on employers and employees. Risk Assessment is a main requirement, but other parts cover competence, availability of		01/09 -ok

	*Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations (Northern Ireland) SR 2003/454	HSG 122 New and expectant mothers at work HSG 165 Young People at Work INDG 163 Five Steps to Risk Assessment INDG 218 A Guide to Risk Assessment Requirements INDG 275 Managing Health & Safety INDG 304 Understanding Health Surveillance at Work	advice, provision of information, young persons, procedures for serious/imminent danger, pregnant women/new mothers and so on. Updated 30/7/2015	
30	*Manual Handling Operations Regulations (NI) 1992/2006	L23 Manual Handling HSG 60 Work Related Upper Limb Disorders HSG 115 Manual Handling - Solutions you can Handle HSG 121 A Pain in Your Workplace: Ergonomic Problems & Solutions INDG 90 If the Task Fits: Ergonomics at Work INDG 143 Getting to Grips with Manual Handling	Applies to all issues of manual handling - lifting, pulling, pushing etc. Requires assessment of manual handling, avoidance of risk or reduction SFARP. Task, Load and environment should be considered. Updated 30/7/2015	01/09 -ok
31	*Control of Noise at Work Regulations (NI) 2005/2006	L108 Reducing Noise at Work - Guidance HSG 138 Sound Solutions INDG 298 Ear Protection INDG 362 Noise at Work INDG 363 Protect Your Hearing or Lose It!	Employers must assess risks associated with noise and reduce them as much as reasonably practicable. Various action levels are set requiring provision and/or enforcement of PPE. Information must be provided to employees, and hearing protection zones established as appropriate. Updated 30/7/2015	 Reg 38 Noise 01/09 -ok
32	*Occupiers Liability Act (NI) 1957/2007		Identifies duties of occupiers of premises in relation to lawful visitors - general duty of care. Updated 30/7/2015	01/09 -ok
33	Occupiers Liability Act 1984		Identifies duties of occupiers of premises to unlawful visitors - trespassers, or other visitors who stray into unauthorised areas. Particular attention should be given to children in the vicinity, school holiday periods and "lures"	01/09 -ok
34	*Personal Protective Equipment at Work	L5 Control of Substances Hazardous to Health Regulations ACoP	PPE needs should be assessed. PPE is regarded as a last resort. If required, suitable PPE should be provided and maintained. If several	01/09 -ok

	Regulations 1992/2012	L25 Personal Protective Equipment at Work - Guidance on Regulations HSG 53 Respiratory Protective Equipment INDG 174 A short guide to the regulations INDG 330 Selecting Gloves (Chemicals) CIS 28 - 35 Information on PPE in Construction	items of PPE are necessary they must be compatible. Duties regarding information, training and storage of PPE are included. Updated 30/7/2015	
35	*Personal Protective Equipment Regulations 2002/2012		Provides duties on suppliers and manufacturers of PPE - CE Marking, certification, type examination. Updated 30/7/2015	01/09 -ok
36	*Pipelines Safety Regulations (NI) 1996/2015	L82 A Guide to the Regulations	These apply to the design and operation of pipelines. They do not apply to any pipeline contained entirely within a site (eg compressed air systems, propane fed from a tank on site etc). Updated 30/7/2015	01/09 -ok
37	Pressure Equipment Regulations 1999 *Pressure Equipment (Amendment) Regulations SI 2015/399		This implements a European Directive to harmonise the design, manufacture and conformity of pressure equipment and assemblies. Equipment should be safe, meet essential safety requirements and be CE marked, certified and type approved. Updated 30/7/2015	01/09 -ok
38	*Pressure Systems Safety Regulations NI 2004/2010	L122 Safety of Pressure Systems - ACoP L82 A Guide to the Pipelines Safety Regulations INDG 261 Pressure Systems Safety and You	Relate to the prevention of injury from the hazard of stored energy as a result of the failure of a pressure system or one of its component parts. It applies to steam, and any gas/liquid which can exert a pressure/vapour pressure above a specified threshold - compressed air systems are an example. Updated 30/7/2015	01/09 -ok
39	*Provision and Use of Work Equipment Regulations 1999/2015 (PUWER)	L22 Safe Use of Work Equipment - ACoP L112 Safe Use of Power Presses - ACoP L114 Safe Use of Woodworking m/c ACoP L117 Rider Operated Lift Trucks HSG 24 Safe use of Guillotines HSG 42 Safety in the Use of Guillotines HSG 43 Industrial Robot Safety HSG 129 Safety in Engineering Workshops	Work Equipment has a broad definition, and the regulations apply in every workplace. Duties apply in relation to every aspect of equipment - CE conformity, guarding, controls, information, training, isolation, inspection & maintenance. There are also specific sections on mobile plant and power presses. Updated 30/7/2015	01/09 -ok

		HSG 136 Workplace Transport Safety INDG 229 Using Work Equipment Safely INDG 271 Buying New Machinery INDG 291 A Simple Guide to PUWER BS EN 292 Safety of Machinery - General BS EN 953 Safety of Machinery - Guards PM Series - specific guidance on many types of machinery eg PM 55 Safe Working with OHTC		
40	*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) SR 1997/455 SI 2013/1471	L73 A Guide to RIDDOR HSE 31 RIDDOR Explained	Certain categories of incident are reportable to the Health & Safety Executive. Duties are placed on the employer and, in some circumstances, the occupiers of premises. All businesses come within the scope of these regulations Updated 30/7/2015	01/09 -ok
41	*Safety Representatives and Safety Committees Regulations (NI) 1979/2006	L87 Safety Representatives and Safety Committees ACoP INDG 232 Consulting Employees on H&S	These provide a duty to consult with Safety Representatives, and to form a Safety Committee in unionised workplaces. Safety reps have five main functions. Consultation must cover some specific issues as a minimum. Updated 30/7/2015	01/09 -ok
42	*Supply of Machinery (Safety) Regulations (UK) 2008/2015	DTI Product Standards - Supply of Machinery (Safety) Regulations INDG 270 Supplying New Machinery	These place duties on manufacturers and suppliers of machinery. Machines should comply with essential safety requirements, be CE marked and certified correctly. Updated 30/7/2015	01/09 -ok
43	Working Time Regulations (NI) 1998/2014 *Working Time (Amendment) Regulations (Northern Ireland) SR 2009/266		European origin, limit the number of hours that can be worked in a particular reference period, define minimum rest periods etc. Additional requirements apply to night workers, such as periodic health assessments. Updated 30/7/2015	01/09 -ok

44	*Workplace Health Safety and Welfare Regulations 1992/2015	<p>L24 Workplace Health Safety & Welfare ACoP HSG 33 H&S in Roof Work HSG 37 An introduction to LEV HSG 38 Lighting at Work HSG 57 Seating at Work HSG 136 Workplace Transport Safety HSG 194 Thermal Comfort in the Workplace HSG 202 General Ventilation in the Workplace INDG 63 Passive Smoking at Work INDG 148 Reversing Vehicles INDG 173 Officewise INDG 199 Managing Vehicle Safety INDG 225 Preventing Slips & Trips at Work INDG 244 Workplace Health Safety & Welfare INDG 284 Working on Roofs INDG 293 Welfare at Work</p>	<p>Places duties on employers in all workplaces regarding: Health - Maintenance, temperature, ventilation etc Safety - Floors, traffic routes, falls/work at height etc Welfare - Rest Facilities, Sanitation, drinking water</p> <p>Updated 30/7/2015</p>	01/09 -ok	
45	H&S (Miscellaneous Amendments) Regulations 2002 * Health and Safety (Miscellaneous Repeals, Revocations and Amendments) Regulations (Northern Ireland) SR 2015/223		<p>These regulations effected a number of minor changes to other legislation including PUWER, H&S (Display Screen Equipment) Regs, H&S (First Aid) Regs, Manual Handling Operations Regs, PPE at Work Regs and the Workplace (Health Safety and Welfare) Regs. For guidance see specific legislation.</p> <p>Updated 30/7/2015</p>	01/09 -ok	
46	*Work at Height Regulations (NI) 2005/2015	<p>HSG 33 H&S in Roof Work INDG 401 Work at Height Regulations – A Brief Guide CIS 49 General Access Scaffolds and Ladders</p>	<p>These regulations replace certain parts of the Construction (Health Safety & Welfare) Regs and the Workplace Regs, pulling together requirements for work at height. They do not fundamentally change controls necessary – compliance under previous regime effectively = compliance under new regime. Effective April 2005.</p> <p>Updated 30/7/2015</p>	 Reg 58 Work at Height	01/09 -ok



47	Control of Vibration (NI) at Work Regulations 2005	L140 Hand Arm Vibration L141 Whole Body Vibration INDG 175 Control the Risks from Hand/Arm Vibration INDG 296 Hand Arm Vibration Advice for Employees	These Regulations introduce requirements arising from an EU directive on vibration. Exposure limits are set, and controls are required along similar lines to those identified for noise. Updated 30/7/2015	 Reg 59 Vibration	01/09 -ok
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Environmental Legislation

	Regulation	Other References	Comments	Annual check
E1	Pollution Prevention and Control Act 1999 * Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) SR 2013/160	Environment Agency Website www.environment-agency.gov.uk/netregs Engineering Employers Federation - Register of Environmental Legislation.	The act provides a single legislative framework for regulation of IPPC installations. It succeeds the Environmental Protection Act 1990, being fully operational by 2007. Updated 30/7/2015	01/09
E2	Pollution Prevention and Control (England and Wales) Regulations 2000 *The Pollution Prevention and Control (England and Wales) (Amendment) Regulations 2007	As Above.	Identifies activities and installations that come under the PPC Act. Such activities require a license from DEFRA (Parts A1 and A2 processes) or the relevant local authority (Part B processes). Painting processes using VOC's are included in part B (dependent on volume used). Originally produced in 2000, there have already been several amendments to the regulations. Updated 30/7/2015	01/09
E3	*Environmental Protection Act Part I (UK) 1990/2015	As Above.	This set the framework for implementation of the original European IPC directive. Prescribed processes must be authorised to operate. Applications should be based on Best Available Techniques Not Entailing Excessive Cost to prevent, minimise or render harmless any releases. Updated 30/7/2015	01/09
E4	Environmental Protection (Prescribed Processes and Substances) Regulations 1991	As Above.	Originally made in 1991, many amendments have been made since. These define the processes that fall under the EPA and list the substances that must be controlled when released to the environment. These regulations (and the	01/09

	*The Environmental Protection (Prescribed Processes and Substances) (Amendment) Regulations 1995		EPA) are to be phased out with the introduction of PPCA & PPC Regs between now and 2007.	
E5	Environmental Protection (Applications, Appeals & Registers) Regulations 1991	As Above.	These lay down the procedures and information requirements when applying for an authorisation or when making an appeal, including requirements regarding the advertisement of the application.	01/09
E6	*Clean Air Act (UK) 199/2015	As Above.	Largely concerned with the emission of dark and black smoke from chimneys or industrial premises in general. Several sets of regulations have been made under this act Updated 30/7/2015	01/09
E7	*Environmental Protection Act Part III (UK) 1990/2015	As Above.	Sets out the regime for Local Authorities to take action against a number of nuisances defined as statutory nuisances. These include noise, vibration, smoke, dust, odour, accumulations or deposits. Updated 30/7/2015	01/09
E8	Contaminated Land Regulations 2000	As Above. DEFRA Circular 2000/1 - Statutory Guidance	Set out the requirements for contaminated land regulatory regime. Local authorities are under a duty to inspect their area from time to time to identify "contaminated land".	01/09
E9	*Environment Protection Act Part II (UK) 1990/2015	As Above.	This and its regulations require remediation (clean-up) of land contamination either causing or likely to cause significant environmental harm or water pollution. Duties are imposed on the person who caused (or knowingly permitted) the contamination or, when this cannot be determined, the current owner/occupier of the land. This Part also covers businesses that import, produce, carry, keep, treat or dispose of controlled waste (which includes waste from our businesses). Updated 30/7/2015	01/09

E10	Environmental Protection (Duty of Care) Regulations 1991	As Above.	These require that all controlled waste must only be transferred to authorised persons - i.e. registered waste carriers. They set out the requirements for the mandatory system of transfer notes.	01/09
E11	Controlled Waste Regulations 1992	As Above.	These define waste which is to be treated as controlled waste - includes most wastes from industry and commerce.	01/09
E12	Environment Act Part V 1990	As Above.	Sets out provisions for the introduction of regulations to promote and secure increases in re-use, recovery or recycling, including producer responsibility.	01/09
E13	Special Waste Regulations 1996	As Above.	Identify which wastes are classified as "special" - waste oils and paints are examples. There are particular requirements regarding notification to the authorities and use of consignment notes rather than transfer notes applied to normal "controlled" waste.	01/09
E14	Producer Responsibility Obligations (Packaging Waste) Regulations 1997 *Producer Responsibility Obligations (Packaging Waste) (Amendment) Regulations (Northern Ireland) SR 2014/276	As Above.	Place obligations to register with the Environment Agency, to recover/recycle specific tonnages of packaging waste and to certify that these recovery/recycling obligations have been met. These are the regs that require an annual return on packaging use etc to Head Office. Updated 30/7/2015	01/09
E15	Water Resources Act 1991	As Above.	Sets out provisions for the protection & improvement of the quality of controlled waters (effectively all natural waters including groundwater). It is an offence to cause/knowingly permit any pollution / solid waste to enter controlled waters unless subject to a formal consent.	01/09
E16	Groundwater Regulations 1998 *Groundwater (Amendment) Regulations (Northern Ireland) SR 2014/208	As Above.	These aim to prevent pollution of groundwater by controlling discharges of substances listed in EU groundwater directive. These include mineral oils, and any carcinogenic/mutagenic substance. Updated 30/7/2015	01/09
E17	Anti-Pollution Works Regulations 1999 * Anti-Pollution Works Regulations (Northern Ireland) SR 2003/7 2007	As Above.	These prescribe the contents of an anti-pollution notice which the Environment Agency can place on people or sites in the event of actual or potential pollution incidents. Updated 30/7/2015	01/09 -ok

<p>E18</p>	<p>Control of Pollution (Oil Storage) Regulations 2001 * Control of Pollution (Oil Storage) Regulations (Northern Ireland) SR 2010/412 2011</p>	<p>As Above.</p>	<p>Apply to any company that stores more than 200 litres of oil. Cover the structural integrity of containers, bunding and so on. Regs will be enforced from Sept 2005.</p> <p>Updated 30/7/2015</p>	 Reg E 18 Oil Storage	<p>01/09 -ok</p>
<p>E19</p>	<p>Hazardous Waste Regulations 2005 * Hazardous Waste (Amendment) Regulations (Northern Ireland) SR 2015/238</p>	<p>As Above</p>	<p>Defines hazardous waste, and requires all producers of such waste to be registered with the Environment Agency. Movement of hazardous waste is controlled via a consignment note system.</p> <p>Updated 30/7/2015</p>	 Reg E 19 Hazardous Waste	<p>01/09 -ok</p>

The Road Traffic Act 1991

A person is guilty of using a vehicle in a dangerous condition if he uses, or causes or permits another to use, a motor vehicle or trailer on a road when the purpose for which it is used or the weight position or distribution of its load, or the manner in which it is secured is such that the use of the motor vehicle or trailer involves a danger of injury to any person.

THE MAX PENALTY FOR THIS OFFENCE IF COMMITTED IN RESPECT OF A GOODS VEHICLE IS A £5000 FINE, PLUS 3 PENALTY POINTS AND DISQUALIFICATION

A person is to be regarded as driving dangerously if it would be obvious to a competent and careful driver that driving the vehicle in its current state would be dangerous. In determining the state of the vehicle for this purpose, regard may be had to anything attached to or carried on or in it and to the manner in which it is attached or carried.

THE MAXIMUM PENALTY FOR DANGEROUS DRIVING IS 2 YEARS IMPRISONMENT.

THE MAXIMUM PENALTY FOR CAUSING DEATH BY DANGEROUS DRIVING IS 10 YEARS IMPRISONMENT.

If a load, or part of a load, falls into water and causes pollution, and the waters are controlled, this is an offence under the Water Resources Act 1991. This could attract a maximum fine of £20,000, together with the cost of cleaning up the affected water.

It is the vehicle operator's responsibility to provide suitable vehicles and securing equipment for each load carried and to ensure that drivers and loading staff are competent and have received sufficient instruction in its use. It is the driver's duty to check and ensure that the load is adequately secured at all times, not just at the start of the journey. This is especially true after a violent manoeuvre such as heavy braking or swerving. It should be noted that with certain bed materials such as aluminium, frictional forces helping to restrain the load could be lower than expected, this is also true if the bed is wet.

The design and construction of the vehicle and its bodywork should be suitable for the loads that it is likely to carry, particularly in terms of the characteristics and strengths of the materials used. Anti corrosion treatments of load bearing components are highly desirable. When a vehicle is to be carried on a ship, as in ferry operations, provision should be made for the extra load restraint needed and for chassis anchorage points to secure the vehicle to the deck.

The maximum expected load on the vehicle floor should be known so that the floor itself and the section and spacing of supporting crossbeams is sufficient. Strength calculations should account not only for the load itself but also any extra forces due

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	<p><u>Road Vehicles (Construction and Use) Regulations 1986.</u></p> <p>*The Road Vehicles (Construction and Use) (Amendment) Regulations 2015</p>	<p>There are many factors in the choice of vehicle for carriage of dangerous goods. Flatbed vehicles may be used provided that the goods are properly secured.(see section 6) Strong cages fitted to vehicles will help prevent shedding of goods onto the carriageway. Before dangerous goods are carried, the relevant publication in Appendix B should be consulted</p> <p>Before a vehicle is loaded, it should be checked to ensure that its load platform, bodywork, and anchorage points (and twist locks where fitted), are appropriate for the load, and are in a sound and serviceable condition.</p> <p>It is a legal requirement that the maximum permitted axle and gross weight limits are not exceeded. Where a part of the load is to be picked up or removed in the course of a journey, the effect on gross weight, individual axle weights and on the securing and stability of the load must not be overlooked. Although removal of part of the load will reduce the gross vehicle weight the change in weight distribution may cause individual axles to become overloaded</p> <p>Updated 30/7/2015</p>		01/09
	<p><u>Road Vehicles Lighting Regulations 1989</u></p> <p>*The Road Vehicles Lighting (Amendment) Regulations (Northern Ireland) 2011</p>	<p>Normally the load should be arranged so that it does not obstruct the driver's field of vision including rear view through the driving mirrors. In the case of wide or long projecting loads or where the load obscures obligatory lights, reflectors, rear markings or registration plates care must be taken to ensure that the requirements of the Road Vehicles Lighting Regulations 1989 (SI No 1796) continue to be complied with.</p> <p>Updated 30/7/2015</p>		01/09

Note that these are the main acts and regulations applicable to Distribution and Building Systems sites. The descriptions refer to legislation applicable in England and Wales, enforced through the environment agency / DEFRA. In the majority of cases, similar legislation specific to Scotland, Northern Ireland is in place. There are very few differences in approach, though enforcement will be through the local agency (eg Scottish Environmental Protection Agency SEPA). Further guidance is available from the Health & Safety Function.

