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Health, Safety & Welfare Policy (Incorporating Environmental Policy)

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Introduction

This document has been produced in accordance with the requirements of Section 2(3.) of the Health & Safety at Work etc. Act 1974 and Network Traffic Installations Ltd (hereinafter called the Company) Statement of Health and Safety & Welfare Policy. The Network Traffic Installations Ltd Health and Safety Welfare Policy (hereinafter called the Policy) will be reviewed as necessary, with any revisions brought to the attention of all employees.

The Policy is supported by the production of the Safety Manual which contains details of safety procedures and/or guidance notes on various activities within the Company's organisation. These procedures and guidance notes incorporate requirements of any relevant risk assessment carried out in accordance with the Management of Health and Safety at Work Regulations 1992.

The Policy and support manual have been compiled to give guidance to managers and other employees on the arrangements for health, safety and welfare within the Company and its operations. The documents listed although comprehensive, are not exhaustive therefore all employees are required to take reasonable precautions at all times whilst at work and to bring to the attention of the Company Health & Safety Manager, via their respective manager / supervisor any potential risks not covered by these documents.

The below listed terms are used throughout the Policy and support manuals to identify group(s) of employees having a particular responsibility or role within the Company and such definitions should be constructed accordingly:-

- a) Managers are employees who by their role or status are responsible for the supervision and / or control of either employees and / or work activities (including those of sub-contractors).
- b) Operatives are deemed to be all those employees including office staff, workshop fitters, maintenance staff etc. who by definition or role are not supervisors or managers.

For the sake of simplicity this policy has been written in the male gender, and all references to he, his and him should be taken to include females.

Health and Safety Legislation

The Company policy and all works will comply with the following legislation as amended, and other relevant legislation as applicable.

Chapter 8 Traffic Signs Manual 1991
Construction (General Provisions) Regulations 1961
Construction (Health, Safety and Welfare) Regulations 1996
Control of Substances Hazardous to Health (COSHH) Regulations 1994
Environmental Protection Act 1990
Health and Safety at Work etc. Act 1974
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (First Aid) Regulations 1981
Highly Flammable & Liquefied Petroleum Gas Regulations 1982
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
New Roads and Streetworks Act 1991
Noise at Work Regulations 1989
Offices, Shops and Railway Premises Act 1963
Personal Protective Equipment (PPE) Regulations 1992
Provision and Use of Work Equipment Regulations 1992
RIDDOR Regulations 1995
Safety Signs and Signals Regulations 1996
Workplace (Health Safety & Welfare) Regulations 1992

Distribution

The policy and support manuals are to be kept readily available for inspection by any employee during all normal working hours. Therefore controlled copies will be held in the general office of:

Network Traffic Installations Ltd
Unit B , Tongefoldmill
Clegg st
Bolton
Lancashire
BL2 6BL

In addition controlled copies will be held by:-

- a) Operations Administration Office
- b) All Managers in order that they may ensure availability for inspection etc. by employees.

The arrangements set out in the Policy may be subject to amendment from time to time and copies of such amendments will be issued to all employees.

Each employee will, as appropriate, received detailed advice, instruction and training on health, safety and welfare in the form of Safety Codes / Procedures relating to their particular employment. These codes and procedures will be found in the Company Safety Manual which is produced in support of the Policy.

This policy shall be continually under review and incorporate amendments where required to comply with current legislation or best practice.

HEALTH, SAFETY & WELFARE STATEMENT

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Management and Supervisory Staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Network Traffic Installations Ltd will provide adequate money, time and any other resources necessary to ensure that legal obligations for health and safety are met.

Neil Jones is the Executive having particular responsibility for Health, Safety and Welfare. Reference should be made to him in the event of any difficulty arising in the implementation of this Policy.

This Statement of Company Policy will be displayed prominently at all sites and work places.

The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.

Signed:

Date:

ENVIRONMENTAL POLICY

Network Traffic Installations Ltd are civil engineering , slotcutting and traffic management contractor and undertake work throughout the United Kingdom.

We recognise that our construction activities may have a significant impact on the environment and that practical concern for the environment is an integral and fundamental part of our business and that of our clients.

We are committed to promoting continual improvement of our environmental performance and to the prevention of pollution through the design and construction of our projects. We aim to operate our business in a sustainable manner.

We seek to comply with pertinent environmental legislation and regulations concerning our activities whilst delivered quality projects efficiently, cost effectively and with minimum disruption to the environment. Best Available Technology Not Excessive Cost (BATNEEC) will be employed where construction works can affect the environment. These decisions are based on professional advice and close liaison with relevant authorities and agencies to minimise the impact.

With this in mind we have developed our Policy as described below:

1. Where practical, all sub-standard equipment will be recycled.
2. Sites will be kept clear of debris at all times.
3. National Traffic Installations will only utilise suppliers of plant equipment that have been approved by our Quality Manager as an environmentally considerate supplier.
4. Vehicles shall comply with DoT exhaust emission levels.
5. Vehicle engines shall not be left idling unnecessarily.

Our environmental policy is communicated to our employees and copies are available to the public on request.

SPECIFIC RESPONSIBILITIES

HEALTH & SAFETY MANAGER

The Health & Safety Manager will provide advice and guidance to Management on matters of Health & Safety in accordance with Company Policy and other statutory requirements. Additionally, contact will be maintained with the Enforcing Authorities and their Safety Agents and encourage employee initiatives.

Notwithstanding the role of the Health & Safety Manager, the responsibility for Health & Safety Manager, the responsibility for Health & Safety management rests firmly within the line management structure of the company.

MANAGERS

Review and keep up to date a statement of the company policy for Health, Safety & Welfare and provide the organisation necessary for its implementation.

Be aware of the statutory requirements affecting the company operations and seek further advice when necessary.

Ensure that staff at all levels receive appropriate training.

Monitor the safety performance of sites and take appropriate action whenever a site's safety performance is not up to company standards.

When placing sub-contract orders ensure that the Sub-Contract Engagement Policy is followed.

Set a personal example when visiting sites by wearing the appropriate protective clothing.

Actively promote at all levels the Company's commitment to effective safety management.

Ensure that safety is included in monthly progress meetings and that all sub-contractors are made aware of responsibilities for safety on your contract.

TEAM LEADERS, OPERATIVES AND ALL OTHER EMPLOYEES

Understand the policy and ensure that arrangements are made on your site to instruct all new employees including sub-contract employees, on the Traffic Control Services Safety Instructions.

Carry out work to ensure to comply standards and brings to the attention of the Contracts Manager any improvements required or problems being encountered.

Organise and plan sites so that work is carried out to the company standards with minimum risk to employees, other contractors, members of the public, equipment, and materials.

Plan safety into site operations and when necessary ensure method statements or job instructions are produced and adhered to and brought to the attention of operatives.

Report directly to Contracts Manager all accidents and Health and Safety Executive visits to your contract.

To actively promote at all levels the company's commitment to effective safety management.

Wear protective equipment e.g. safety helmets, high visibility jackets, protective footwear etc.

Work in a safe manner at all times.

Use the correct tools and equipment for work in hand

Do not play dangerous or practical jokes on site

Notify all injuries and unsafe situations to Traffic Control Services Ltd supervision.

Follow instructions – **IF IN DOUBT ASK**

SUB-CONTRACT ENGAGEMENT POLICY

Applicable to all sub-contractors:

The sub-contractor will be expected to provide a full time on-site supervisor, the name of this person being provided to National Traffic Installations Ltd main office.

The sub-contractor's operatives on site must wear specified safety equipment at all times. The sub-contractor must provide safety equipment. If provided by Network Traffic Installations Ltd relevant costs will be contra-charged to the sub-contractor's account.

If the sub-contract company has more than five employees, their safety Policy must be presented to the contractor.

A method statement must be provided before work begins – a copy to be sent to National Traffic Installations Ltd and a copy to be held on site by the sub-contract supervisor. Work must not be allowed to start if the method statement is unsatisfactory.

DISCIPLINARY PROCEDURES

It will be a condition of employment that ALL EMPLOYEES will comply with the Company Health & Safety Policy.

Breaches of the Health & Safety Policy, failure to comply with current regulations or codes of practice as amended or, disregard for safety rules put in place will be considered as a disciplinary matter.

ACCIDENTS AND ILL HEALTH

All accidents to be recorded in the Site Accident Book. Serious injury, dangerous occurrence or fire, to be reported forthwith to the National Traffic Installations Director. Copies of Form F2508 relating to notifiable accidents and dangerous occurrences to be forwarded to National Traffic Installations Director.

All accidents, ill health or near miss situations arising from the work activity are recorded in accordance with the accident reporting procedure and where necessary thoroughly investigate to prevent reoccurrence.

ALCOHOL & DRUGS

No persons will report for work having just consumed or under the influence of alcohol or drugs. Alcohol is not permitted on any site. Only drugs prescribed for medical treatment are permitted and provided that such use does not affect a persons ability to carry out their work safely.

COMMUNICATION & CONSULTATION

The Health & safety Manager is to be informed of any unsafe acts or breaches of statutory requirements that cannot be effectively remedied.

Health & Safety should be discussed at monthly management meetings. Related matters should be discussed and actioned as deemed appropriate and ensure compliance to the Policy.

Managers should communicate health & safety information to all employees under their control. Any safety issue that cannot be resolved locally should be passed back to the Health & Safety Manager to deal with.

COMPRESSED GASES

Cylinders containing compressed gases must always be used and stored in a vertical position, the cylinders and associated equipment must be serviceable and comply with current legislation. Burners and cylinders should not obstruct any means of access/egress. Bottle spanners must be immediately available to isolate the supply.

LPG cylinders will be stored in a secure open mesh cage and kept in an upright position. Empty cylinders should be treated as full. Suitable fire extinguishers are available and warning signs are proved.

CONSIDERATE CONSTRUCTORS SCHEME (CODE OF PRACTICE)

The Company appreciates that main contractors support the Considerate Constructors Scheme. The code practiced by members will be followed by the company's employees.

CONTRACT SITE WORKS

All employees and sub-contractors should comply with Company Policy and ensure that they are competent to carry out their work in a safe manner. They must be fully aware of hazards on the site as identified in risk assessments.

All employees and sub-contractor personnel must ensure that they are trained, competent and authorised to drive, operate and use vehicle, mobile plant which they use during the course of the contract and that they possess a recognised training qualification.

Where requested all sub-contractors should provide method statements prior to the commencement of the contract.

FIRE PRECAUTIONS

Adequate fire prevention measures are in place and suitable fire fighting equipment is available and personnel training in its use. The fire evacuation procedure is practiced biannually.

A suitable inspection and maintenance programme for fire fighting equipment is in place and all escape routes, fire doors and fire exits are checked regularly. These should be kept clear at all times.

FIRST AID

Sufficient first aid kits and appointed persons are available to deal with minor accidents and emergencies. All accidents should be reported in the Accident Book kept within each department.

If an Accident Book is held at a site office, please ensure that you inform the person responsible for making the entry.

HAZARDOUS MATERIALS

Wherever possible the least hazardous materials are chosen for use.

All substances falling into the category are detailed in the COSHH handbook.

Transportation of hazardous substances complies with current legislation and Company Policy.

HEALTH SURVEILLANCE

Health Surveillance of personnel is provided where required under statutory legislation or where it would be beneficial in maintaining health, safety and welfare.

HOUSEKEEPING

All employees have a responsibility to maintain storage and welfare areas in a clean and tidy condition and not allow excess materials, debris and rubbish to accumulate or infringe safe access. Hazardous and flammable waste must be separated from other waste materials.

MANUAL HANDLING

The company will comply with The Manual Handling Regulations 1992 and take all reasonable steps to avoid the need for manual handling operations that may involve the risk of injury. More detailed information with regard to this can be found on page of the Safety Manual.

METHOD STATEMENTS

When identified as being necessary as a result of a risk assessment the Company will produce a comprehensive method statement for specific operations detailing safe systems of work and identifying the precautionary methods equipped to be put in place before work begins. More detailed information with regard to this can be found on page of the Safety Manual.

NEW EMPLOYEES

All new employees shall be given a comprehensive induction in accordance with the Personnel Department and issued with a copy of this policy.

NOISE

Network Traffic Installations Ltd adhere to the Noise at Work Regulations 1989 which governs the measures which should be taken at work to control exposure to noise at the workplace.

Our main aims are:

- To reduce the risk of any damage to the hearing of employees and others arising out of work activities, to the lowest level reasonably practicable
- Make, review and retain noise assessment records

- Reduce the risk to damage to hearing of employees by reducing their exposure to noise
- Provide, and at specified levels ensure, the wearing of personal ear protectors
- Provide information, instruction and training to employees who are likely to be exposed to specified noise levels.

OFFICE

All office equipment is safe with suitable guards in position and where applicable a programme of inspections and maintenance is in place. Adequate ventilation, temperature and lighting is provided and maintained.

PERSONAL PROTECTIVE EQUIPMENT

The Company will ensure that all employees are issued with personal protective equipment as determined by the Personal Protective Equipment Regulations 1992, The COSHH Regulations 1994 and as deemed necessary by the Company.

Personal issues must be kept in good order, lost or damaged equipment will be replaced but any unreasonable neglect will be charged against the employee.

RIDDOR (Reporting of Dangerous Occurrences & Diseases)

The Company will comply with the requirements of the R I D D O R Regulations 1995. Employees will report all accidents, near misses or dangerous occurrences to their respective line managers. In the event of a notifiable incident, the Health & Safety Manager must be informed.

RISK ASSESSMENTS

The Company will comply with the Management of Health & Safety at Work 1992, as amended, and will undertake suitable risk assessments of working activities.

The company will make arrangement for putting into practice the preventative and protective measures, training and monitoring that follow from the assessment.

Employees will be consulted as to the hazards which may be associated with their work.

ROADWORK SIGNING AND TRAFFIC MANAGEMENT

All signing and traffic management provision shall be in accordance with the requirements of Chapter 8 of the Traffic Signs Manual which is an approved code for interpretations of the guarding and signing requirements of the Highways Act.

All operatives are trained within 6 months of joining the company to Sector Scheme 12a/12b standard.

All traffic management will be installed / maintained / removed in strict accordance to the Company Procedures.

SUB-CONTRACTORS

All sub-contractors, shall as a condition of contract with the Company, ensure compliance with all relevant statutory enactment's including those relevant to Construction (Design & Management), risk assessments, protective clothing and equipment, noise, COSHH, road signing and safety inspections.

Sub-contractors must adhere to the Company's Sub-Contractors Engagement Policy defined within this document.

TRAINING

Managers and employees should be adequately trained to carry out their health & safety responsibilities as identified within the Health & Safety Policy Statement.

Training is provided to ensure that staff and employees are suitably trained and competent in their work activity. This will include induction of new employees starting on a new site.

TRANSPORT

Drivers of Company vehicles must be in possession of a current appropriate licence. No driver must drive until authorised to do so by Personnel.

A documented inspection and maintenance schedule is in operation for road vehicles.

Faults in vehicles, plant or equipment should be reported immediately and remedied as quickly as possible. Defective or dangerous vehicles, plant or equipment should be withdrawn from use immediately.

Rotating amber beacons shall be fitted to and displayed by all vehicles when:-

Entering or leaving a site

Necessary to be stationary on live carriageway, hard-shoulder, verge or similar other unprotected area to carry out works.

Carrying out low-speed operations whilst on live carriageway

Moving around the site

Rotating amber beacons shall not displayed during normal manoeuvres on the public highway.

VIBRATION

HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools such as roadbreakers, hand-guided equipment such as lawn mowers, or by holding materials being processed by machines such as pedestal grinders.

Regular and frequent exposure to high levels of vibration can lead to permanent injury. For these reasons the company will ensure that employees are exposed to the minimum risk possible through a variety of ways. These include information, training and controlling the risk (for example minimising use of equipment and best practice).

WELFARE

Adequate welfare facilities are provided at base by the Company and on most sites by Main Contractors and should be kept in a clean and serviceable condition.