

**Severfield Plc:**

**SAFETY, HEALTH &  
ENVIRONMENTAL POLICY**

**January 2018**

## Severfield PLC

The Group Board of Directors recognise: that the needs of its employees, others for whom the Company provides employment, and the prosperity of the Company, are inextricably linked.

The Directors of each operating company, through the implementation of the Group Safety, Health & Environment philosophy, will encourage each Company's employees and sub-contractors to constantly strive for the best Safety, Health and Environment practices that can be achieved. To achieve this objective a Health, Safety and Environmental management system has been implemented that satisfies the requirements of BS EN OHSAS 18001: 2007 and BS EN ISO 14001:2015.

A principal aim of the Group Board of Directors is to ensure, through example and encouragement that each operating company and its directors, managers and employees, behave ethically and responsibly, particularly in the fields of Safety, Health and Environment Management.

Our company understands its responsibilities in relation to both its own employees and those of its clients, sub or work package contractors, and others affected by our work and accordingly we comply with all applicable UK legislation and European Directives.

Within this Policy, summaries are provided of the individual responsibilities allocated. More detailed duties are provided to the appropriate employees. In addition, the Policy contains various Safe Working Procedures and arrangements. These procedures cover the safe operation of plant and equipment, processes and systems which can be found on Workspace.

# Managing Director

## Individual responsibilities in safety, health and environmental (SHE) matters

- a) Arrange for adequate funds and facilities to meet the requirements of the policy.  
Be aware of legislation, codes of practice, guidance notes and good working practices relevant to the work activities. The Group SHE department will provide advice in these matters.
- b) Co-ordinate the efforts of directors and staff in SHE matters.  
Enforce the company disciplinary procedure in relation to breaches of SHE procedure, policy or practice.
- c) Ensure arrangements are made to bring the SHE policy and other SHE procedures to the notice of all employees and sub / work package contractors.  
Ensure discussion at each board or management meeting of all reports on SHE matters.  
Have prepared annual SHE objectives that incorporate all Severfield Business units.  
Have prepared and overseen the effective application of the SHE policy and ensure sufficient cover.  
Monitor the effectiveness of the SHE policy, organisation and arrangements and take action to remedy inadequacies when identified.  
Monitor that SHE issues are taken into account in tenders and in planning new work.
- d) Ensure that SEVERFIELD Companies comply with the Group SHE Policy and that policy is populated on SHE website when approved.
- e) Chair and lead the Safety Leadership Team.
- m) Ensure that Severfield PLC works to reduce its carbon footprint and minimise the environmental impact of its operations.
- n) Ensure that all products are sourced and procured in accordance with BES 6001 Responsible Sourcing of Construction Products.

# Severfield PLC (UK, D&B, NI, P&P) Limited

## Director with SHE responsibility

### Individual responsibilities in safety, health and environmental (SHE) matters

- a) Be aware of legislation, codes of practice, guidance notes and good working practices relevant to the work activities. Take advice from the Group SHE department in these matters. Oversee and have direct responsibility for the implementation and the application of the SHE policy.
- b) Will ensure that all employees understand the objectives of this Policy and observe all safety rules and procedures.
- c) Will ensure that effective channels of communication are provided and ensure that when any hazard is reported, prompt remedial action is taken by Management.
- d) Will ensure that safety or environmental training which has been identified and relevant is implemented in the business.
- e) Will be made aware by the SHE Department of relevant Regulations, Codes of Practice, Guidance and Principles which govern the activities undertaken.
- f) Will make available adequate resource to ensure that employees are provided with suitable protective clothing and equipment and ensure that it is used.
- g) Will ensure that adequate provision has been made and maintained for emergency; fighting fire or environmentally damaging incidents and that employees are aware of action to take in the event of any emergency.
- h) Will ensure that all employees have been made aware through induction of the first aid facilities which have been provided for dealing with any injury or accident.
- i) Co-ordinate the efforts of other directors in SHE matters.
- j) Oversee annual SHE objectives and Monitor progress.
- k) Present to the board/management meetings written reports on SHE matters. Ensure that a copy is forwarded to the Group SHE Director.
- l) Receive written reports monthly from the SHE department providing accident and incident statistics, together with an analysis of trends, which allow monitoring of the effectiveness of the policy, organisation and arrangements. Take action to remedy inadequacies when identified.
- m) Review as appropriate the SHE policy, organisation and arrangements and make recommendations for revisions in conjunction with Group SHE department.
- n) Where necessary seek the advice and assistance of the Group SHE department.
- o) Liaise with SHE Manager to ensure that all improvement opportunities generated from audits are suitably discussed and actions implemented where required.
- p) Chair monthly SHE Meeting's inviting participation of union recognised safety representative(s). Produce and post minutes from this meeting.

# Severfield PLC (UK, NI, D&B, P&P) Limited

## Department Directors

### Individual responsibilities in safety, health and environmental (SHE) matters

- b) Act immediately on any breach of SHE rules, unsafe situation or potential threat to the environment, which, comes to their attention and report such breaches to SHE Department.
- c) Be aware of legislation, codes of practice, guidance notes and good working practices relevant to the work activities. Take advice from the Group SHE department in these matters.
- d) Enforce the company disciplinary procedure in relation to breaches of SHE procedure, policy or practice.
- e) Monitor the effectiveness of the SHE policy, its arrangements or rules and where inadequacies are identified, ensure that appropriate action is taken.
- f) Monitor that senior persons in control of work location and/or other managers under their control, implement appropriate systems for the effective management of SHE matters.
- g) Read, understand and implement the SHE policy, organisation and arrangements.
- h) Where a SHE training need has been identified, implement training for those who require it through liaison with Training Department.
- i) Ensure that all accidents and dangerous occurrences are investigated and the Managing Director advised as necessary.
- j) Be fully conversant with the responsibilities of their Managers, Supervisors, Foremen and employees, and ensure that they are carried out.
- k) Ensure safe storage of all materials and equipment.
- l) Ensure that all activities are adequately covered by Risk Assessments and Safe Systems of Work and that employees are provided with information, instruction and training regarding these assessments.

# Severfield (UK) Limited

## Departmental Managers

### Individual responsibilities in safety, health and environmental (SHE) matters

- a) Will be aware of and assist the Department Director or Works Manager in the implementation of the Group SHE and Zero Carbon Policies.
- b) Act immediately on any breach of SHE rules, unsafe situations or potential threats to the environment, which come to their attention.
- c) Be aware of legislation, codes of practice, guidance notes and safe working practices relevant to the work activities. Take advice from the Group SHE department in these matters.
- d) Enforce the company disciplinary procedure in relation to breaches of SHE procedure, policy or practice.
- e) Ensure that plant, equipment and materials supplied are adequate for the job in hand and that sufficient information is provided with them to use them within their limits or specification with minimum risk to persons and the environment.
- f) Give staff and contractors under their control clear instructions as to their responsibilities to ensure correct working methods where risk of physical harm or environmental damage exists.
- g) Ensure compliance with all aspects of the CDM Regulations 2015 as applicable to each individual project.
- h) Identify SHE training needs and have the necessary training arranged. When arranged, release those who require training. Ensure that staff's operating plant is fully trained and, where necessary hold a relevant qualification.
- i) Make arrangements for safety induction training for all new starters at the workplace under their control.
- j) Monitor the effectiveness of the SHE policy, its arrangements or rules and where inadequacies are identified; ensure that appropriate action is taken.
- k) Provide for their employees and implement, or, where necessary, agree or determine for others, safe and environmentally sound methods of working and systems, which identify hazards at each place of work within their responsibility.
- l) Read, understand and implement the SHE policy, organisation and arrangements.
- m) Participate in SHE meetings when requested.

# Severfield PLC (UK, D&B, NI, P&P) Limited

## SHE Manager

Individual responsibilities in safety, health and environmental (SHE) matters

- a) Co-ordinate the health, safety and environmental programme on all projects within their geographical area whilst maintaining an arm's length approach i.e. not relieving the site team of their SHE responsibilities;
- b) Advise the site teams on all matters of SHE and maintain a functional responsibility to the Chief SHE Manager – Construction;
- c) Assist in the development and maintenance of project SHE plan(s) and coordinate the implementation of the SHE system projects to ensure the company policy and standards are met;
- d) Support other SHE team members wherever possible to ensure we are striving towards our goal;
- e) Proactively advise and support the Construction, Project and Site Managers to ensure that all projects achieve the highest standards of SHE performance;
- f) Monitor sub-contractors for their compliance on site with our standards, including PPE;
- g) Identify any on site SHE training requirements and liaise strongly with the SHE training Manager to ensure any short falls are addressed;
- h) Attend pre-start meetings to ensure any SHE concerns are noted and addressed and provide any advice required on risk control measures before the project commences on site;
- i) Maintain communication as appropriate with the client, their safety representative(s) and where necessary the Principal Contractor, Principal Designer, HSE, Emergency Services, Local Authorities etc.;
- j) Complete weekly and monthly SHE reports for the Group SHE team and undertake specific inspections and audits, as directed, and submit them within agreed timescales;
- k) Carry out safety inspections and report findings in writing. Issue said reports to the site and the Group SHE team in an expedient manner (normally within 24 hours);
- l) Represent the business at client SHE meetings and incident investigation meetings as required;
- m) Ensure that all legal statutes, statutory instruments and guidance documents are followed by the site teams and where there is a case of imminent danger, suspend operations and act accordingly;
- n) Lead by example at all times i.e. wear the correct PPE, adhere to walkways, obey site rules;
- o) Support the Group SHE team by 'selling' corporate SHE campaigns, erecting communication material and delivering training etc.;
- p) Communicate lessons learned and proactively share knowledge across projects and businesses;
- q) Investigate SHE incidents, near misses and dangerous occurrences and produce a written report making recommendations to prevent further occurrences; maintain a record of site accident statistics, identify trends and take remedial action;
- r) Attend Group SHE Managers meetings as required;
- s) Maintain CPD ;
- t) Maintain regular contact with the SHE team including the SHE Director;

- u) Understand and ensure compliance with Site Environmental Aspects and Impacts, assist site teams in compliance with Severfield and clients environmental requirements.



## **Severfield (UK,D&B,NI, P&P) Limited**

### **Procurement personnel (EG; Buyers, Surveyors, Stores personnel and Maintenance Department involved in procurement of sub-contractors, Labour Agency personnel, plant, goods, services and supplies)**

#### **Individual responsibilities in safety, health and environmental (SHE) matters**

- a). Before placing contracts with sub-contractors and Labour Agencies, ensure that they are competent and adequately resourced for the work;
- b). Ensure all sub-contractors are required, through the contract, to comply with the Standard Rules for Sub-Contractors on Safety, Health and the Environment;
- c). Ensure no undertakings, either verbal or written, are given to any supplier relieving them of their SHE responsibilities;
- d). Ensure that suppliers provide all necessary information and operating instructions so that their products can safely be used without risk to persons or the environment. Ensure that such information is passed on to the persons who will use the materials, plant and equipment, etc.;
- e). Ensure that tendering sub-contractors and Labour Agency managers are made aware of company requirements and any known environmental control notice requirements, and that these have been allowed for in their successful quotations;
- f). In placing an order for procurement of personnel, plant or materials ensure that sufficient detail is quoted to the supplier so that it adequately describes the purpose for which they are required;
- g). Read, understand and implement the SHE policy, organisation and arrangements;
- h). When new or unusual products are being ordered, consult with the Group SHE Department in order that any special methods of use can be defined and training needs identified;
- i). When unsure of SHE implications or individual responsibilities seek the advice of the Group SHE Department;
- j). Ensure that all products are sourced and procured in accordance with BES 6001 Responsible Sourcing of Construction Products;
- k). Ensure they inform Works Engineer at either Lostock, Dalton, Sherburn or Enniskillen of any new electrical equipment purchased for the company to ensure compliance with PAT Procedure;

# Severfield (UK, D&B, NI, P&P) Limited

## General Manager /Production Manager /Logistics Manager

### Individual responsibilities in safety, health and environmental (SHE) matters

- a). Act immediately on any breach of SHE rules, unsafe situation or potential threat to the environment, which comes to their attention;
- b). Be aware of legislation, codes of practice, guidance notes and safe working practices relevant to the work activities. Take advice from the Group SHE department in these matters;
- c). Enforce the company disciplinary procedure in relation to breaches of SHE procedure, policy or practice;
- d). Ensure that plant, equipment and materials supplied are adequate for the job in hand and that sufficient information is provided with them to use them within their limits or specification with minimum risk to persons and the environment;
- e). Give staff and contractors under their control clear instructions as to their responsibilities to ensure correct working methods where risk of physical harm or environmental damage exists;
- f). Identify SHE training needs and have the necessary training arranged. When arranged, release those who require training. Ensure that staff, operating plant is fully trained and, where necessary hold a relevant qualification;
- g). Make arrangements for safety induction training for all new starters at the workplace under their control;
- h). Will assist SHE and HR Departments in reviewing occupational health reports and referrals and effectively planning for work adjustments.
- i). Monitor the effectiveness of the SHE policy, its arrangements or rules and where inadequacies are identified ensure that appropriate action is taken;
- j). Provide for their employees and implement, or, where necessary, agree or determine for others, safe and environmentally sound methods of working and systems, which identify hazards at each place of work within their responsibility;
- k). Read, understand and implement the SHE policy, organisation and arrangements.
- l). Participate in Health and Safety meetings when requested;
- m). Ensure that all the Supervisors and employees are informed of any new information or proposed changes that may affect their Health and Safety;
- n). Make available to Supervisors and bring to their attention the appropriate sections of the Safety Health and Environment Policy;
- o). In the absence of the SHE Manager, accompany members of relevant enforcing authorities, e.g. HSE (Health and Safety Executive), EA (Environment Agency), etc. when they are carrying out site visits;
- p). Ensure that written method statements, risk assessments and/or factory SHE rules are brought to the attention of those affected and in addition and when appropriate, post copies at relevant points at the work place. Refresh and re-issue revised information as soon as issued. Seek the advice of the Group SHE Department in these matters;
- q). Ensure that suitable procedures are in place for the effective control of changes to planned methods of working;
- r). Assist SHE Manager in the investigation of accidents and incidents;
- s). Ensure they are fully aware of Serious Accident/Illness procedure;

- t). Make provision for Waste segregation and management and will consult with group SHE department as required;
- u). Ensure they are fully aware of Environmental Emergency Response Plan;
- v). Make adequate provision for welfare facilities, protective clothing and equipment and first aid relevant to the work places under their control;
- w). Ensure that all their employees know the fire exit locations and assembly points and that in the event of any significant change in workplace (E.G installation of a new machine) that Fire Risk Assessment is reviewed accordingly;
- x). Ensure they are fully aware of Fire/Evacuation procedures and bring to the attention of SHE Manager any opportunities for improvement in this procedure;
- y). Monitor the effectiveness of the SHE policy, its arrangements or rules and where inadequacies are identified ensure that appropriate action is taken;
- z). Plan and organise work to be carried out to the required standard with minimum risk to persons or environment. To this end arrange for adequate discussion of SHE matters at meetings so that potential hazards/risks can be identified;
- aa). Ensure that information for any new substances applicable under COSHH regulations is provided to SHE Manager for assessment BEFORE being issued for usage;
- bb). In conjunction with SHE Manager issue Safety Violations to employees regarding breaches of health, safety or environmental rules or procedures;
- cc). Will ensure that all their staff make available ALL electrical equipment for PAT testing at the scheduled times;
- dd). Ensure that any contractors employed are competent and on the Approved Suppliers list. All contractors used in the fabrication facility must be inducted on their first visit.

# Severfield (UK, D&B, NI, P&P) Limited

## Works Engineer / Maintenance Manager

### Individual responsibilities in safety, health and environmental (SHE) matters

- a). Co-operate with site staff in the selection of the correct type of plant and equipment for the particular operation;
- b). Ensure that all plant and equipment is tested, carries the necessary notices and is in full compliance with statute and relevant codes of practice;
- c). Ensure that trained personnel carry out all repairs and maintenance work in a proper manner and that all training requirements for the personnel within their department has been identified and met in conjunction with Severfield Plc Training Department;
- d). Ensure that any lifting accessory that fails inspection due to it being unsafe through damage or wear is removed from use and if this equipment fails during a lifting operations that appropriate authorities are informed if required;
- e). Ensure that inspection, planned preventative maintenance and periodic tests and statutory thorough examinations are carried out and that results are recorded, and where necessary that external experts are used to satisfy this requirement;
- f). Ensure that only fully trained operators for a particular machine/plant are employed and that, where necessary, they are in possession of a certificate of authorisation and/or licence or that notice is given of the requirement for trained operators where such operators are not supplied;
- g). Ensure that plant and equipment hired in is from a reputable company and that it has current inspection/thorough examination certificates available with it. Any new equipment purchased considers the company carbon agenda (energy usage etc.), noise and vibration;
- h). Ensure that sufficient information is available regarding the use of all plant, equipment and materials and that this information accompanies the item when leaving the depot or store;
- i). Give prompt attention to all plant and equipment defects notified and ensure the plant and equipment is immediately put out of service if it is unsafe or a risk to the environment.
- j). Ensure they are fully aware of Fire/Evacuation procedures and bring to the attention of SHE Manager any opportunities for improvement in this procedure;
- k). Ensure they are fully aware of Serious Accident/Illness procedure and that any accidents or incidents involving their staff are investigated with the cooperation of the SHE Manager;
- l). Will ensure company complies with Hazardous Waste Regulations and collates all required information as necessary. Will also provide facilities and/or arrangements for the safe storage and disposal of substances on site;
- m). Ensure they are fully aware of Environmental Emergency Response Plan;
- n). Ensure that information for any new substances applicable under COSHH regulations is provided to SHE Manager for assessment BEFORE being issued for usage;

- o). Will ensure compliance with Electricity at Work Regulations 1989 and IEE Wiring Editions 17<sup>th</sup> Edition through an inspection and maintenance program for all electrical installations and portable hand tools;
- p). Make arrangements for safety induction training for all new starters and contractors at the workplace under their control;
- q). In conjunction with SHE Manager will ensure Permit to Work is issued for all relevant contractual work on site;
- r). Will ensure that contracted work in the factory and/or offices is checked and approved before being signed off;
- s). Plan and organise work to be carried out to the required standard with minimum risk to persons or environment. To this end arrange for adequate discussion of SHE matters at meetings so that potential hazards/risks can be identified to cover activities and that their employees are provided with information, instruction and training regarding the risks identified and how they are to be adequately controlled;
- t). Prior to commencement of contract works, ensure that all contractors are informed of the need for all their operations to be carried out in a safe and environmentally sound manner, and in accordance with Watson's rules and procedures;
- u). Make arrangements to ensure all transport, plant and equipment on leaving its depot or store is safe and fully efficient; that it is guarded and equipped with the necessary devices and that relevant test certificates and licences are carried with that item of plant;
- v). Read, understand and implement the SHE policy, organisation and arrangements;
- w). Make available to their staff and bring to their attention the appropriate sections of the Safety Health and Environment Policy;
- x). Ensure that any contractors employed are competent and on the Approved Suppliers list. All contractors used in the fabrication facility must be inducted on their first visit.

# Severfield (UK, D&B, NI, P&P) Limited

## Supervisory Staff and Foremen

### Individual responsibilities in safety, health and environmental (SHE) matters

- a). Will be aware of and assist the Works/Production Manager in the implementation of the company SHE policy, Zero Carbon Agenda and Sustainable Procurement Policy;
- b). Be aware of legislation, codes of practice, guidance notes and good working practices relevant to the work activities. Take advice from the Group SHE Department and site SHE manager on these matters;
- c). Initiate and assist in conducting disciplinary procedures against those staff under your supervision that breach company SHE policy, work procedure or rules;
- d). Discourage 'horseplay' and activities that may cause environmental damage;
- e). Encourage operatives to identify and report hazards and to be involved in the review and implementation of Safe Systems of Work and applicable Risk Assessments;
- f). Ensure provision exists for:
  - Adequate welfare facilities and the maintenance of it.
  - Where appropriate, a qualified first aider or appointed person.
  - Appropriate first aid equipment and facilities.
  - Identifying to the workforce the first aid arrangements and location.
- g). Ensure that new employees and young persons are properly guided and supervised and have access to the relevant risk assessments for their work activities;
- h). Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored;
- i). Ensure that all employees under their control are competent and trained to carry out their duties and in this regard identify training needs and arrange delivery of training and refresher training as required through Plc SHE Training Department. No untrained personnel to operate any plant or machinery that they have not been certified to operate or assessed for competency;
- j). Ensure that the plant and equipment supplied is adequate for the job in hand and that sufficient information is provided with it to safely use that plant within its limits and to prevent environmental damage;
- k). Ensure that the results of any inspections of plant and/or equipment are properly recorded and brought to the attention of appropriate management. Ensure that all basic checks are completed and recorded using the appropriate means – Scaff-Tag system or written checklists. Completed checklists should be returned to SHE Manager each month;
- l). Ensure that all substances being used in their work areas have up to date COSHH information and if not, bring immediately to the attention of the SHE Manager;
- m). Ensure that any Occupational Health issues raised by their staff are brought to the attention of appropriate manager and SHE Manager;
- n). Stop any task that they believe to be unsafe and report to relevant manager;

- o). Ensure that staff makes available ALL electrical equipment during scheduled inspections and testing. This includes all appliances held within personal toolboxes and ANY electrical equipment brought into the works e.g. radios.
- p). Ensure personal HAVMETERS are being used by their staff for all vibrating tools in their work area;
- q). Ensure that no changes or deviations to Work Procedures, Safe Systems of Work or Method Statements occur without prior authorisation from SHE Manager;
- r). Ensure that fire exits and exit routes remain clear and unobstructed and the use of any fire-fighting equipment is reported to SHE Manager. Ensure, in the event of an emergency their work area is clear of all persons;
- s). Ensure in the event of inclement weather (in particular - high winds) that the Bad Weather Procedure is followed by their staff.
- t). Establish, prior to commencement of sub contract works, the sub-contractor is aware of the need for all his operations to be carried out in a safe and environmentally sound manner and the identity is known of the person appointed to be responsible for the sub-contractor operatives' SHE matters;
- u). In the absence of the SHE or Works/Production Manager, accompany members of relevant enforcing authorities, e.g. HSE (Health and Safety Executive), EA (Environment Agency), etc. when they are carrying out site visits;
- v). Organise work to be carried out to the required standard with minimum risk to persons or the environment. Give all employees and sub-contractors under their control clear instruction on their responsibilities to ensure correct working methods are adopted. Ensure operatives are briefed in the requirements of Risk Assessments/method statements/Safe Systems of Work produced and provide all staff with sufficient time to read and understand this documentation;
- w). See that accidents and incidents are dealt with and reported immediately to the relevant manager and the Group SHE Department. Assist with any Accident Investigation conducted by the SHE Manager as required;
- x). See that unattended plant, materials and premises are left in a condition that does not present a risk to persons or the environment;
- y). Deliver toolbox talks to employees and record attendance.

# Severfield PLC (UK, D&B, NI, P&P) Limited

## All Employees

### Individual responsibilities in safety, health and environmental (SHE) matters (in addition to any of the foregoing responsibilities applicable to your post)

- a). Read, understand and comply with the SHE policy arrangements/procedures and rules as issued;
- b). Be aware of and understand Stop Look Anticipate Manage (S.L.A.M.);
- c). Be aware the company has an agenda to reduce its carbon footprint year on year;
- d). Always work in accordance with Safe Systems of Work, Work Procedures, Risk Assessments and any job specific Method Statements as provided;
- e). Co-operate with the company in all matters of health, safety and environmental protection and make their contribution to reducing accidents and conserving natural resources;
- f). Develop a concern for personal safety and the safety of others, particularly new employees and young persons;
- g). Inform management of any safety issue. This can be reported confidentially to a SHE team member, if you feel that you cannot report it to your immediate supervisor. Hazard and Near Miss cards are located on the SHE notice boards.
- h). Never deviate from an agreed method of working unless the supervisor or relevant manager has been notified and authorisation has been obtained;
- i). Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so;
- j). Always check tools and equipment before use and report defects. Avoid any improvisations or equipment modifications;
- k). Make available ALL electrical appliances and equipment to maintenance department for inspection and testing at 6 monthly intervals;
- l). Report any personal industrial injury or industrial disease to their immediate supervisor and ensure that an entry is made in the accident book at their place of work at the earliest possible time;
- m). Report to immediate supervisor all incidents (Near Misses), which have or could result in personal injury, environmental, equipment or plant damage. Use the Hazard / Near Miss card to report this;
- n). Report to immediate supervisor any defects in plant or equipment or unsafe methods of work and ensure that plant, equipment and premises are left in a safe and secure state and place when unattended. Do not operate any item of plant or equipment, which has become defective or that does not carry the correct colour code or dated PAT tag;
- o). Set a good personal example;
- p). Take care of their own health and safety whilst at work; ensure their activities do not adversely affect the health and safety of others e.g. Platers and welders respecting each other's work areas and each other from Flash and from grinding sparks etc.;



- q). Undertake all daily inspections and complete the daily inspection reports or Scaff Tags as required by your employed position. i.e. Forklift Operative, Overhead Crane Operative, Machine Operator or Shunter driver;
- r). Use the correct tools and equipment for the job; use safety equipment and personal protective equipment, which is made available and issued when required. Look after your protective equipment and store it properly;
- s). Take care of company property provided for their use including welfare facilities. Refrain from 'horseplay' and activities that may cause environmental damage or workplace incidents;
- t). Attend Toolbox Talks and training sessions when provided;
- u). Attend any Occupational Health Surveillance as requested by the company;
- v). Observe the Fire and Emergency Procedure and be aware of the position of your nearest fire-fighting equipment and exit route.

# Severfield PLC

## Arrangements

### **HEALTH AND SAFETY RESPONSIBILITIES**

The responsibilities of all our employees have been formulated to ensure that there is an overlap between each area.

Management accepts its overall responsibility for providing instruction, training and supervision in order to ensure that the responsibilities shown are fully understood and met.

### **SAFETY RULES**

#### INTRODUCTION

The general details of Severfield Plc arrangements for the management of health, safety and environment are provided within this section. In addition to and supporting these arrangements, detailed health safety and environmental procedures for specific workplaces and activities are set out in the Procedures available on Workspace.

All SHE documents are available on the company System Workspace.

#### **A. SAFE WORKING PRACTICES**

Details regarding all working practices are available on the company system Workspace.

The following points are the most significant aspects of the fabrication/Construction facilities safe working practices;

1. Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so. Anyone operating a fixed machine must have received a Machine Competency Assessment by a member of the training department or SHE Manager.
2. Employees must make full and proper use of all equipment guarding and safety devices, including checking that these are operable on a daily basis. Daily checklists or Scaff Tags should be filled in on each shift by the first operator or designated person. For Fork-Lift Trucks, Side-Loaders and Shunt Drivers each operator should carry out the checks detailed on the Scaff-tag and NOT just the first operator.
3. Employees must report to Supervisor immediately any fault, damage, defect or malfunction in any item of plant, equipment, implements or utensil using the standard maintenance defect reporting procedure.
4. Employees must isolate plant or equipment before carrying out any cleaning or consumable change. Refer to specific machine Safe System of Work for isolation procedures if required or contact the maintenance department.
5. Employees must not leave any item of plant or equipment in motion whilst unattended unless this is stated in the applicable Safe System of Work or if this has been authorised by their supervisor.
6. Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision with a designated Mentor.
7. Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.

8. Employees must use all substances, chemicals, liquids, etc., in accordance with written instructions and have access to safety data sheets if required. Material Safety Data Sheets (MSDS) & COSHH Assessments for all substances are available on Alcumus.
9. Employees must return all substances, chemicals, liquids, etc., to their designated safe storage area when not in use and at the end of the working period. Employees must only store substances, chemicals or liquids in clearly marked/designated containers and NEVER use an unmarked container for any application.
10. Employees must observe all pedestrian and vehicle controls at their place of work and use designated walkways where provided.

## **B. HAZARD / WARNING SIGNS AND NOTICES**

1. Employees must comply with all hazard / warning signs and notices displayed.

## **C. GENERAL WORKING CONDITIONS AND ENVIRONMENTAL CONSIDERATIONS**

1. Employees must keep stairways, passageways, designated walkways, fire exits and work areas clear and in a clean and tidy condition.
2. The Group aims to encourage reduction and recycling of resources by Company personnel and its sub-contractors and ensures that all employees directly or indirectly employed are responsible for the implementation of this policy.
3. Through design improvements, Severfield endeavours to reduce the amount of materials used for core business activities, therefore reducing waste. The company will also promote the re-use and recycling of materials throughout the company wherever possible and where practicable, materials/products made from or including recycled material will be purchased.
4. Employees must dispose of all General waste, scrap and waste materials within the working area, using the facilities provided. There are clearly defined segregated waste streams comprising of; General Waste, Wood Only, Aerosol Only, Metal Only, Swarf Only, Plasma Dust Only, Shot-Blast Dust Only, Fluorescent Lighting and Plastic Welding Reels Only. Sites waste may be under the control of the PC, this will be informed during the site induction.
5. Employees must clear up spillage or liquids within the work area in the prescribed manner. If unsure of the TYPE of liquid or spill, employees must contact their supervisor before clearing and disposing. Maintenance department hold Spill Response kits on site at all times. Sites have spill kits with machinery and in Foreman's cabins.
6. Employees must deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner e.g. aerosol disposal bins.
7. Employees must not pollute water courses, sewers or drains with chemicals, or substances and must be aware of ways of entry to water courses.

To comply with legislative requirements, Severfield is required to produce and complete a monitoring schedule for processes and procedures which potentially may cause damage to the environment. This is inclusive of Air Monitoring (both static and personal monitoring), Local Exhaust Ventilation, STACKS monitoring (for the Paint Bay) and Isocyanates. This will be done by external approved contractors or suitably qualified group employees.

#### **D. ENVIRONMENTAL AUDITS AND PLAN**

1. Environmental Audits will be carried out by the SHE Manager at agreed stages throughout the year. Alongside this, a revised Environmental Impact Assessment for all sites is completed every 2 years.
2. The Local Authority – Bolton Council/Hambleton/Enniskillen will conduct an audit annually to ensure compliance and re-issue of Permit which allows coating processes to take place on site.
3. Any reports by consulting bodies e.g. SCCS will be held at Head Office by the SHE Systems Manager and copies sent to Group SHE Department and the relevant site or factory.
4. Site Environmental Emergency Response Plan will be reviewed annually (or following any serious incident or legislative change) and updated on the company System Workspace as required by SHE Manager.

#### **E. PROTECTIVE CLOTHING AND EQUIPMENT**

1. Employees must use all items of protective clothing / equipment as instructed and provided. Specific tasks and activities on site will require additional PPE. Factory Risk Assessments, Factory Work Procedures and Safe Systems of Work all detail equipment required. ALL EMPLOYEES MUST OBSERVE THESE REQUIREMENTS. Supervisors are responsible for ensuring compliance with this arrangement.
2. All employees have read and signed to say they fully understand the PPE requirements for their particular job role.
3. Employees must store and maintain protective clothing / equipment in the approved manner.
4. Employees must report any damage, loss, fault or unsuitability of protective clothing / equipment to their supervisor.

#### **F. FIRE PRECAUTIONS**

Fire Risk Assessments for the Works, Offices and Sites are available on the company System Workspace.

Factory Fire and Office Fire Procedure are reviewed annually by SHE Managers and SHE Director and are available on the company System Workspace. Site Fire Procedures will be reviewed as the site changes.

1. Employees must comply with all laid down emergency procedures.
2. Employees must not obstruct any fire escape route, fire equipment or fire doors.
3. Employees must report any use of fire-fighting equipment to their Foreman/Supervisor.
4. Works/Site Managers and SHE Managers to ensure that all their employees know the fire exit locations and assembly points and that in the event of any significant change in workplace (e.g. installation of a new machine) that Fire Risk Assessment is reviewed accordingly. Adequate information and instructions regarding the findings of the Fire Risk Assessment will be communicated to affected staff.

## **G. WORKPLACE TRANSPORT**

1. Employees making or receiving phone calls whilst driving must follow the Mobile Phone Policy.
2. Employees must carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedure and training.
3. Employees must not drive or operate any vehicle for which they do not hold the appropriate driving license or permit. This can be checked on the Workspace Training Matrix.
4. Employees must not carry unauthorised passengers or unauthorised loads.
5. Employees must not use vehicles for unauthorised purposes.
6. Employees must not overload vehicles beyond the stated capacity – if in doubt STOP and check with your supervisor/foreman.
7. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability. Employees have a duty to report to their supervisor any prescribed medication they are taking which may affect their ability to operate workplace vehicles safely.
8. Employees must not operate vehicles whilst under the influence of drugs or alcohol.
9. Employees must report ANY accidental damage to the vehicle being operated or any structural damage caused whilst operating the vehicle.
10. Prior to using a company vehicle / pool car, employees are responsible for carrying out basic vehicle checks e.g. condition of tyres.
11. Employees must observe all on site signage including speed limits.

### **Use of Mobile Phones whilst Driving**

Whenever possible, employees should endeavour to make and receive calls during breaks from driving.

- a). Calls made from Company Vehicles please refer to the Section 'Use of Mobiles Whilst Driving at Work' within the Company Mobile Phone Policy.
- b). Calls made from Employees own Vehicles please refer to the Section 'Use of Mobiles Whilst Driving at Work' within the Company Mobile Phone policy.
- c). Texting is strictly prohibited whilst driving.

## **H. ACCIDENTS**

Company has a specific Work Procedure (Serious incident/response plan) which details the procedure to be followed in the event of serious accident or illness on site or within a factory/office.

SHE Managers will lead the investigations of all accidents and enter the details onto the group H&S System. The Investigation procedure WP02 is to be followed by all trained in accident/incident investigation. SHE Department forms will require completing (Witness Statements, Injured Party Statements). All these can be found within the Health & Safety Section of Workspace.

In the absence of the SHE Manager, the Works Manager and/or applicable trained manager or supervisor will carry out the initial investigation and take statements as required. The SHE Manager on their return will add all relevant documentation to the group H&S system.

1. Employees must seek medical treatment for any injury they may receive and report to their supervisor/foreman on return to work. First aiders must complete the accident report form.
2. Near Misses must be reported using the appropriate reporting card.
3. Damage caused to property, machinery or equipment must be reported to their line Manager.

## **I. HEALTH / HEALTH SURVEILLANCE AND MEDICAL PROVISION**

### **NOMINATED INDIVIDUALS**

Members of staff who have been trained to the recognized standard and hold a current certificate for First Aid at Work obtained within the previous 3 years. They are responsible for administering first aid treatment, maintaining first aid kits and facilities, summoning medical assistance if required and maintaining records.

All works First Aiders have been given a demonstration on how to access COSHH/Material Safety Data Sheets from Alcumus.

### **FIRST AID KITS**

These are maintained to HSE guidelines.

### **RECORD OF TREATMENT**

Accident record books are maintained and retained for 10 years since the date of the last entry. All accident entries are also entered onto the group H&S system online by the SHE Manager.

A treatment record form is used to record details of treatments given by the First Aiders and this is located in the First Aid room.

### **OCCUPATIONAL HEALTH PROVISION**

Management will monitor the Health and Safety of employees giving attention to any particular physical or health impairment, which potentially might:

- Seriously affect the individual.
- Cause the condition to deteriorate.
- Affect their work, ability or efficiency.
- Increase risk levels of their work colleagues.

Management will consult with our medical advisors and Employment Medical Advisory Service.

Occupational Health Provision is provided by Peritus Health Management and comprises of annual health checks for all factory/site employees inclusive of Audiometric Testing, Lung Function Testing, and Skin checks, Vision Test and HAVS. Full Safety Critical every 3 years. These annual checks are mandatory for all factory/site employees.

Office Staff Health Surveillance comprises of Audio, Vision, Blood Pressure and Cholesterol checks and is optional for all office based employees.

Any employees symptomatic of Hand Arm Vibration Syndrome will be tested every 6 months by Occupational Health Nurse or suitably qualified physician.

Any further requirement recommended by Occupational Health Nurse e.g. referral to company doctor or specialist advice must be agreed with HR, SHE Manager and Works/Construction Manager.

All employees using vibrating tools must be monitored with HAV Meters this is controlled by the SHE Manager and any new employees or employees changing position will receive the necessary training on the HAV Meter equipment. Information from the units is collected and downloaded for monitoring purposes and to ensure compliance with current legislation.

1. Employees must report to Management any medical condition or medication which could affect the safety of themselves or others.
2. Employees must co-operate with the Management on the implementation of the medical and occupational health provisions.

### **PROVISIONS**

The company will provide appropriate protection, i.e.

- Barrier creams
- Cleansing and washing creams
- Adequate welfare facilities
- Personal protection

### **J. MANUAL HANDLING**

ALL employees will receive Manual Handling Training on a 5 yearly basis (including office based employees). This will be conducted by the Group training department or an approved training provider.

For all activities, suitable mechanical means MUST be used whenever and wherever possible.

If an employee is unsure about the weight of any material, they should speak to their supervisor or foreman.

Any new employees will be given guidance on manual handling during the Induction process.

Following any amendments to Manual Handling Regulations, SHE Dept. will review all appropriate procedures and systems of work.

Musculoskeletal checks will also be carried out by Occupational Health provider during the Safety Critical Examination.

### **K. MACHINERY**

All machinery on site is subject to a specific Risk Assessment and Work Procedure or Safe System of Work. All authorized operators of machinery will assist in reviewing the documentation associated with the machine and will receive a Machine Competency Assessment by the Group Training department.

Any new machinery purchased will comply with legislative requirements and will have a risk assessment and work procedure completed before it is issued to factory/Site.

A Training Matrix-located on Workspace is updated by the SHE Training Dept. and lists all employees and the machines for which they are authorized to operate.

### **L. ALCOHOL AND DRUGS**

The use of alcohol and / or drugs at work can cause a serious threat to Health and Safety not only to the person taking the substances but also their work colleagues. Note: This also includes the use of prescribed drugs, which may cause drowsiness.

The long-term physical and psychological effects of substance abuse are well documented and so are road accidents attributable to the overindulgence of alcohol.

In light of this Severfield Plc. have compiled a Company **Drug and Alcohol Policy** communicated it with their employees and placed it on Workspace to refer to. All new starters are given the Policy.

NO EMPLOYEE is permitted to be at work under the influence of drink or drugs.

ANY EMPLOYEE who notices a work colleague under the influence of drink or drugs must report it to their line Manager. This will be treated in the strictest confidence.

Supervisors and Management must also be vigilant in looking for the warning signs which are laid out in the Drug and Alcohol Policy.

All employees must make their line manager aware of any prescribed medication that could affect their work.

### **M. RULES COVERING GROSS MISCONDUCT**

An employee will be liable to summary dismissal if they are found to have acted in any of the ways set out within the Disciplinary Policy and Procedure Document i.e. serious or wilful breach of Safety Rules.

### **N. MANAGEMENT OF SAFETY, HEALTH AND ENVIRONMENT**

In accordance with the Management of Health and Safety at Work Regulations 1999 the Company has carried out Risk Assessments for the activities undertaken on their sites and factories.

Risk Assessments with the cooperation of the employees are completed for the specified activity or task.

The Assessments are based on the hazards encountered and the controls required to reduce or eliminate the risk.

Management will ensure control measures identified are followed, and any identified remedial actions are completed, for hazards identified as a result of these Risk Assessments.

Employees will co-operate fully with Management and follow all control measures designed to reduce the risk to them from the hazards at work.

NB. Any short falls in the control measures will be brought to the immediate attention of Management.

These Assessments will be reviewed and updated as required dependent on the risk rating given to the activity (higher risk activities will be reviewed more often than lower risk). Assessments will also be conducted for any new activity or change in method or technology, or where new legislation affects working practices. Employees will also be involved in the review process.

Assessments and applicable Work Procedures and Safe Systems of Work will also be reviewed following any serious incident / accident.

All risk assessments, Work Procedures and Safe Systems of Work are located on Workspace.

### **O. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Severfield Plc will comply with Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended). By:



Hazard data sheets for any substances used on site are readily available for viewing by employees. Supervisors and First Aiders who have been instructed on how to access the COSHH Assessments on Alcumus System and have a viewer's log in.

COSHH Assessments are completed by Alcumus for all substances used. These are available to all employees.

Assessments will be reviewed by Alcumus following:

- Any manufacturers change or production of new safety data
- Any change to Workplace Exposure Limits by the appropriate body
- Any incident or accident involving the substance
- When the review date is reached

All substances are used according to the manufacturers' instructions and stored as recommended.

Any new products purchased must be referred to SHE Manager for assessment and approval before being used on the premises

Following the COSHH assessment, the use of particular products / substances may require a specific procedure to be produced. In this instance, SHE Systems & Procedures manager and appropriate manager will generate a procedure regarding the usage of this substance. Any procedures will then be reviewed by employees and added to Workspace.

## **P. ELECTRICAL SAFETY**

Any electrical faults should be reported to Management immediately and the equipment withdrawn from use.

*Main Distribution boards located within the Factories will have tests/inspections carried out annually – this must be done in the winter months during maximum load condition. Electrical Installations within the factories are on a 3 year rolling program of inspection and maintenance. The office blocks are to be considered a commercial unit and therefore requires a 5 year rolling program of inspection and maintenance.*

Portable electrical equipment will be tested at appropriate intervals and dependent on the environment in which the equipment will be used –3 monthly for site equipment, 6 monthly for works and maintenance tools and annually for office based equipment. Company has produced a Work Procedure specifically for PAT Testing and this is available on Workspace.

Electrical Safety is also covered in the company's internal Hand Tool training program which all works employees must attend.

Any defect noticed by employees **between** inspections must be reported to the Management. Management will arrange for the fault to be corrected. Where applicable the equipment / appliance are to be withdrawn from use until repairs have been carried out.

## **Q. NOISE**

To ensure Severfield complies with the Noise at Work Regulations 2005: There is a procedure in place WP25 which is to be followed by all Severfield employees on sites or in factories the procedure is available to download and view from Workspace, Health & Safety section. This procedure will be reviewed on a regular basis to reflect any changes in Legislation or working practices.

Noise Assessments will be carried out every 2 years within the factories and as and when required on sites, by SHE Department or approved contractor to ensure that anyone likely to be exposed to the first action level is identified.

Hearing protection zones will be identified and marked with the appropriate signs.

Risk Assessments and Safe Systems of Work will identify specific hearing protection requirements for all activities on site.

Whenever risk to employees hearing exists then audiometric testing will be carried out with the aim of detecting any deterioration of employees hearing. Where results of the audiometric tests indicate then employees will be referred to their own medical practitioner.

Employees are required to co-operate with any hearing conservation programme and wear hearing protection where a requirement has been identified. They are also required to co-operate with any hearing testing deemed necessary by the Company.

## **R. RIDDOR**

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and requires that injuries, diseases and dangerous occurrences in specified categories are to be reported to the relevant enforcing authority. Severfield have serious incident plans to be followed within the factories and on Sites the Principle Contractors emergency procedure must be followed. The work procedure WP02 will be followed to complete an investigation on any accident/incident

SHE Managers will contact the enforcing authority regarding any reportable incident under the regulation.

All the above procedures and plans are available on Workspace.

## **S. COMMUNICATION**

### **1. EMPLOYEES**

Employees who are suffering from any medical condition or are aware of any unsafe conditions which may affect the Health and Safety of themselves or other persons or who require information regarding any health and safety topic, must use the following channels of communication: -

- 1.1 Report to their immediate Supervisor/Foreman who will investigate the matter;
- 1.2 In the absence of the immediate supervisor, a report should be made to the Manager responsible or SHE Manager directly.

### **2. SUPERVISOR**

- 1.1 Investigate any matters brought to their attention;
- 2.2 Refer to the appropriate Manager any hazards or unsafe conditions observed or reported which are outside their area of control or authorization;
- 1.2 Inform employees of any changes or new information that could affect their working activities and bring to their attention the appropriate sections of the Health and Safety Policy;
- 1.3 Provide their employees with necessary time to attend training sessions and toolbox talks

### 3. DEPARTMENT MANAGER

- 3.1 Ensure that all the Supervisors and employees are informed of any new information or proposed changes that may affect their or their teams Health and Safety.
3. Make available to Supervisors and bring to their attention the appropriate sections of the Safety Health and Environment Policy.

### 4. SAFETY, HEALTH AND ENVIRONMENT MANAGER

- 4.1 Ensure that all staff are informed of any changes to working practices which may affect their health, safety and environment.
- 4.2 Produce and deliver Toolbox Talks on relevant topics.
- 4.3 Ensure all employees are given the opportunity to review any safety. Health and environment documentation relating to their job role.
4. Ensure all SHE notice boards contain up to date and required information for employees.

### 5. COMPANY

- 5.1 Will conduct a monthly SHE Meeting inviting participation of union recognised safety representative, produce and post minutes from these meetings.

## **T. TRAINING OF STAFF**

SHE training is performed to enable staff to carry out their jobs in a safe and healthy manner.

All staff are given SHE Awareness training covering the Company's Safety, Health and Environmental Policy.

This training will be carried out as soon as possible after an employee commences employment. The objective is to ensure that new employees are familiar with all aspects of Safety, Health and the Environment, which relate to their work.

SHE/Site Manager will carry out all employee inductions using the standard employee forms located on Workspace. In the absence of SHE Manager, Works Manager another member of the SHE Team will carry out the induction. Copy of induction is to be kept with SHE/Site Manager and entered onto the training section of Workspace. For contractors working on Severfield premises, the Works Engineer or Assistant Works Engineer may carry out the induction.

Office Staff Induction forms and Visitor/Contractor Induction forms are also located on Workspace.

### **Job Specific Training**

- 1) Job specific training is carried out in house where possible and is recorded on the Authorised Operators Form contained within the Safe System of Work (where applicable) and logged on Workspace.
- 2) Employees required to operate machines will trained under supervision.
- 3) The training will include full and careful instruction in the hazards associated with the machine or task.
- 4) Followed by actual demonstrations then active and close supervision.
- 5) For specialist tasks outside help may be sought to fulfil training requirements e.g. new machinery.

Training Department will collate all information on employee training and update this on the Training Matrix on Workspace as required. All hard copy training records will be kept by training department. Any training requirements identified by management team must go through Group SHE Training Manager.

SHE Department, Business units and She Training Department will review and produce an annual training plan taking into account changes in legislation, high-risk activities and any incidence's of ill health, near misses or accidents.

For all machinery in the works, Machine Competency Assessments will be carried out on all authorised operators across both shifts.

## **U. FLOODING**

The ground at some sites is potentially subject to some issues of flooding – in particular affecting access and egress of site. There are alternative ways to access the sites and all employees are made aware of the alternative routes. There are formal flood procedures in place at all locations where there is a risk of flooding, this is communicated to all employees and relevant parties and is available to view and download from Workspace.

Signed by

A handwritten signature in black ink, appearing to read 'Alan Dunsmore', written in a cursive style.

Alan Dunsmore

Chief Executive Officer