



COMPANY HEALTH AND SAFETY POLICY

Everybody who works for Carroll Limited is responsible for health, safety and the environment. It is as critical to the success of our business as cost, time and quality.

People are our most important asset and we recognise that their health, safety and welfare, and that of others affected by our activities, is paramount. Equally we accept our responsibility to minimise environmental impact by controlling waste, reducing pollution and at all times, acting as a good neighbour to those who may be affected by our operations.

Our company goal is simply stated – it is to eliminate accidents and harm to people, the environment and the business.

The minimum operating standards applied on sites are those as set-out in the CITB GE700.

We will appoint staff who are competent and have the awareness of best practice and statutory requirements will be promoted by management systems, communications, consultation, auditing and expert advice.

A director has been appointed to monitor and regularly review this policy. Managers are accountable for its practical application at the workplace, supported by adequately resourced company specialists. All employees on their part are encouraged to contribute actively to the successful implementation of this policy.

1.1 STATEMENT OF POLICY

The company will:-

- Promote the awareness of safety in general throughout the company and the personal responsibilities of all concerned.
- Provide the necessary training at all levels to enable each person to carry out their duties in a safe and responsible manner.
- Provide proper and safe equipment, plant, materials and, where necessary, adequate protective clothing.
- Provide safe systems of work, with a competent workforce and efficient supervision.
- Make provision when necessary for Health and Safety consultation between management and operatives and recognised trade unions.
- Review the effectiveness of this policy on a periodic basis.
- To undertake our operations with a respect for the local environment.

A handwritten signature in black ink, appearing to read 'James Carroll', written over a light blue horizontal line.

Mr James Carroll
Managing Director
Carroll Limited

February 2012



1.2 STATEMENT OF INTENT

Carroll Limited accept their obligations under the requirements of the Health and Safety at Work etc Act 1974, that require the Directors to implement fully the Health and Safety Policy as an essential part of the general responsibilities for the management of the company.

The Directors accept the commitment to comply with the provisions of the Health and Safety at Work etc Act 1974, and all other relevant United Kingdom and European Community Directives and Statutory Regulations, and the responsibility placed on them to provide, so far as practicable, a safe and healthy working environment for all employees.

Without distracting from the responsibility of the Directors, Managers and Supervisors to ensure safe conditions of work, the company will seek to provide or secure competent technical advice, information and training on all health and safety matters.

The Directors will ensure that adequate provisions are in place within the company Health & Safety Management System.

Culture and Core Values

Carroll Limited have an open, constructive culture and fosters mutual trust between management and staff. All staff and contractors are expected to take personal responsibility for the safety of themselves and their colleagues.

Staff are expected to take every opportunity to learn from events and take timely action to prevent recurrence.

Goals and Targets

Carroll Limited's aim is to achieve zero lost time from accidents and staff are encouraged to view every accident as avoidable. All staff and contractors are expected to co-operate with and learn from investigations into every incident and accident.

In order to assess the company and contractors performance, annual targets for Health and Safety are set. Health and Safety statistics are recorded and are discussed during business progress meetings.

This policy shall be brought to the attention of all concerned by the following:-

Provide each employee with a copy of the current company Health and Safety Policy Statement and require them to undergo a formal induction including the company's health & safety operating procedures in order for them to understand and appreciate their duties and responsibilities within the policy.



2.0 CHAIN OF RESPONSIBILITIES

2.1 Managing Director

It is the responsibility of the Managing Director to:-

- Initiate the company policy for Health and Safety to prevent injury or ill health to all its employees and other who may be affected by its work activities.
- Ensure that all managers are aware of their responsibilities under current legislation and that each administers and promotes the requirements of the Carroll Limited Safety Management System.
- Ensure that material and financial resources are available to meet the requirements of the safety policy.
- Provide the necessary training at all levels of the organisation, to ensure that competency levels are maintained to industry standards and that all employees carry out their duties in a safe and responsible manner.
- Set a personal example to the workforce when visiting projects by wearing the appropriate personal protective equipment.
- Ensure compliance with the Safety Management System by periodically monitoring its effectiveness.
- Implement arrangements necessary to meet the requirements of this policy, and review the effectiveness of this policy by means of periodic consultation between all levels within the organisation.
- Implement provisions for consultation between all levels of the organisation on issues regarding Health & Safety, ensuring that all employees are informed of all policy or legislative changes.

2.2 Safety Consultants

It is the policy of Carroll Limited to, when necessary, employ external Safety Consultants. The requirements of these said consultants will be to:-

- Familiarise themselves with the Carroll Limited Safety Policy and operating safety procedures.
- Promote the use and requirements of these documents at the workplace.
- Conduct safety inspections / audits on Carroll Limited sites and other workplaces when required.
- Inform Carroll Limited immediately of any serious breach of statutory regulations.
- Actively promote Safety, Health and Welfare and set a good example to all site personnel, in particular in the use of personal protective equipment.



2.3 Site Managers

It is the responsibility of the site managers to:-

- Ensure, before work commences, that all necessary risk assessments are in place and are adequate for the nature of the works being undertaken.
- Ensure, before commencement of work activities, that Safety Method Statements have been developed, procured or obtained.
- Ensure Safety Method Statements are received and correctly implemented at all levels of the workforce.
- Develop and implement site specific Project Health and Safety Plan and where relevant Project Lifting Plans before commencement of work activities.
- Ensure Project Safety Plans and Project Lifting Plans are authorised by a Senior Manager before commencement of work activities.
- Ensure all operational personnel obtain suitable induction training before commencement of work activities.
- Review and implement regular workplace safety training.
- Familiarise themselves with the company Safety Policy and Safety Procedures.
- Actively promote Safety, Health and Welfare.
- Set a personal example at all times in particular in the use of personal protective equipment.
- Advise their senior manager of any reportable accident or dangerous occurrence.
- Advise their senior manager of any H.S.E. activity.
- Take immediate action to rectify any contravention or recommendations received from the H.S.E.
- Review all site safety inspection reports, ensure implementation of items raised, and when requested confirm to their manager that implementation has taken place.
- Report to their senior manager any blatant or persistent disregard of safety matters.
- Ensure adequate and suitable personal protection equipment (PPE) is available for use on projects under their control.
- Ensure the availability of safety checked plant and equipment for use when required, for use in conjunction with the correct PPE.
- Implement procedures to discipline and, if necessary, dismiss individuals who persistently disregard safety matters.



2.3 Site Managers [continued]

- Where applicable undertake periodic, formal safety inspections to ensure that the requirements of the company safety policy are being maintained.
- Ensure sub-contractors are fully aware of the company safety policy and the high standard of safety required from them.

2.4 Foreman / Supervisors / Charge-hands

These personnel have a responsibility to:-

- Report and bring to the attention of site management any blatant disregard of acceptable safety standards.
- Always ensure that on site personnel are aware of the contents of their risk assessments or method statements before allowing them to start work.
- Ensure safe access to and from all places of work is maintained.
- Maintain a tidy well organised workplace.
- Ensure suitable personal protective equipment is available, maintained and used.
- Ensure the welfare facilities are regularly cleaned and kept fully stocked.
- Co-operate fully with any requirement or advice given by the Health and Safety Executive and visiting safety consultants.
- Participate if requested in Safety Induction Training when undertaken.
- If requested ensure all statutory registers, forms and registers are completed as and when necessary.
- Actively promote Safety, Health and Welfare.
- Set a personal example by wearing appropriate safety equipment, i.e. safety helmets, safety footwear etc. when at the workplace.
- Ensure all accidents are recorded as specified within the company's accident reporting and recording procedure.

2.5 Employees

All employees have a responsibility to:-

- Exercise reasonable care for the health and well-being of themselves and others who may be affected by their acts and omissions.
- Co-operate with their employer in all matters relating to Safety, Health and Welfare.



2.5 Employees [continued]

- Work within any method statement or risk assessment which applies to their work operations.
- Report any accident or dangerous occurrence to their employer.
- Wear items of personal protection equipment when required or when instructed.
- Report any defective plant or equipment to their employer.
- Refrain from horseplay, disorderly behaviour, alcohol use or any other activity which could cause personal injury or injury to others.

2.6 Summary (applicable to everyone)

All Employees are reminded of their duties under Section (7) of the Health and Safety at Work etc Act 1974 to take care of their own safety and that of other employees and persons who may be affected by their work, and also to co-operation with their employer so far as is necessary to enable them to carry out their own responsibilities successfully.