



Policy
Health and Safety

Revision: 7

Document Number: OPT 001

HEALTH & SAFETY POLICY

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Introduction

The following objectives in relation to the Health & Safety Policy are the concern of all employees, sub-contractors and agency workers involved with Options Energy Group Limited.

- The company recognizes the continuing responsibility to maintain and improve the company's Health & Safety performance.
- The Health & Safety Policy refers not only to the employees but the company also has a responsibility to any members of the general public who maybe affected by the company's operations
- The development of the employees regarding Health & Safety will contribute to successful business performance, thus reducing losses associated with accidents and incidents
- The company will make progressive improvements in the Health & Safety performance by means of reactive and active management, including site inspections and incident investigations, as well as trend analysis and regular audits.
- In recognizing hazards within the company's activities, areas will be identified that will require
 - Continual training to ensure competence to work in a safe manner using all relevant plant and equipment
 - The elimination or substitution of a task that exposes an employee to hazards or risk of hazards.
 - The need to consult all employees regarding Health & Safety issues and the implementation of a two way information flow.
 - The provision of the correct PPE for the job involved
 - Constant management supervision to ensure that all statutory obligations are fulfilled
- Options Energy Group Limited. Health and Safety standards are based on the commitment of every person working with the company. It is therefore essential that every employee, sub- contractor and agency worker contributes to the continuous improvement of Health & Safety within the company
- It is the intention of the Health & Safety policy and associated procedures to help prevent accidents and incidents, and to improve the company's Health & Safety performance.
- The Health & Safety policy is the concern of every person involved in the company.

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PART 1: HEALTH & SAFETY POLICY STATEMENT

As required under section 2 (3) of the Health & Safety at Work Act 1974

AIM

The function of the Health & Safety policy is to ensure that the responsibility has been adequately discharged - **creating accountability** - which is the primary route for a successful Health & Safety culture within the company.

GENERAL POLICY

- It is the policy of Options Energy Group Limited to take all reasonable measures, including adequate resources, to ensure the health, safety and welfare of all employees, sub-contractors and agency workers, and to include visitors to our worksites and depots. These measures will also be aimed at members of the general public who may be affected by the companies operations.
- It is for the Management Team within the company, so far as is reasonably practicable, to provide working conditions which are safe and to ensure prevention of injury and ill-health.
- The employees, sub-contractors and agency workers must understand however, that they are to co-operate with the employer so far as is necessary to enable the employer to comply with his duties under the Health and Safety at Work Act 1974.
- The company will maintain close liaisons with clients, suppliers, sub-contractors, HSE and other authoritative bodies to ensure, so far as is reasonably practicable, that the procedures and practices are continually improving and compliant with current legislation.
- Every reasonable effort will be made to promote amongst the Options Energy Group Limited workforce a genuine awareness of Health & Safety matters, so as to create an understanding of the importance of safe working practices.
- The Options Energy Group Limited workforce will be encouraged to involve themselves in the safety activities and the reporting of unsafe conditions or practices.
- Options Energy Group Limited will establish and maintain appropriate documented procedures which will define responsibility and accountability at all levels throughout the company.
- The appointed Safety Advisor will provide information and guidance on all Health & Safety matters, and ensure safe working systems are put in place and maintained.

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- Investigations will be carried out on all incidents, accidents and dangerous occurrences, reports written and recommendations made relating to improved methods and procedures, where required.
- An organisation with clearly defined responsibilities will be developed which actively supports risk management and includes involvement from the entire company workforce.
- Copies of this policy will be displayed on all notice boards to bring to the attention of employees and all persons working for the organisation, the importance of the progressive Health & Safety culture within the company.
- This policy will be reviewed every twelve months to ensure it meets the requirements of any acts, regulations, codes of practice which are relevant to the company business.

SIGNED: -



John Flannery

Date: 02/01/2018

SIGNED: -



Steve Wignall

Date: 02/01/2018

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PART 2

ORGANISATION AND RESPONSIBILITIES

TABLE OF RESPONSIBILITY & COMMUNICATION

<u>Job Title</u>	<u>Name</u>	<u>Role</u>
Directors	John Flannery and Steve Wignall	Top level responsibility for Health and Safety issues and communication within OEG
Director of Compliance & Support	Mick Kennedy	Responsible for Health and Safety Compliance, support and communication within OEG.
Health, Safety, Quality & Environmental Manager	Kevin Barnwell	Responsible for Health and Safety issues and communication within OEG.
Director of Operations	Martin Giles	Responsible for Health and Safety issues and communication within OEG.
Management Team	Various	Responsible for day to day Health and Safety issues for relevant departmental operations.
Site Agents	Various	Responsible for enforcing on-site Health and Safety procedures.
General Operatives and all other company employees	Various	Responsible for carrying out work in accordance with Health and Safety procedures, and bring to notice any relevant issues encountered in their work.
Authorising Officer (NERS)	John Flannery	Assume overall responsibility for the Health and Safety and all other criteria relating to the work being undertaken within the NERS scheme
Assessing Officer (NERS)	Kevin Barnwell	Assume a support and guidance role for the Health and Safety and all other criteria relating to the work being undertaken within the NERS scheme.
Qualified Supervisor (NERS)	Michael Heslin	Assume direct responsibility for the safety, quality and technical standard of work undertaken within the NERS scheme.

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Directors

- Holds overall responsibility for resources and the successful working of the Health & Safety policy within the company.
- Will periodically assess the effectiveness of the policy and ensure any necessary changes are implemented and brought to the notice of all employees.
- Ensure that responsibilities are assigned correctly, accepted by all concerned and are continually reviewed.
- Ensure that the company's liabilities are adequately covered by insurance, and arrange for funds and facilities to meet requirements of the company policy.
- Will be involved in activities to a level that will ensure that no work is carried out which is liable to expose any employee to any substance hazardous to health, unless an assessment has been carried out by a competent person.
- Ensure that tenders are adequate in respect to the provision of proper welfare facilities, safe working practices and equipment suitable to execute the proposed work.
- Set a personal example when visiting sites by wearing appropriate protective clothing.

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Director of Compliance and Support

- Will be responsible for understanding the Health and Safety policy and ensure that it is readily available at each depot and will regularly examine it to establish if improvements or additions could be made.
- Where the company is appointed as 'The Principal Contractor', ensures that the necessary Health and Safety plan is developed before work commences, ensuring that all relevant risk assessments are conducted and communicated to all parties correctly.
- Where the company is appointed as a sub-contractor, ensure that Health and Safety guidelines are followed, not only with our policy but also with the Principal contractor, ensuring that all relevant parties are made aware of their responsibilities.
- Ensure that responsibilities are assigned correctly and accepted by those concerned and continually review those responsibilities on a regular basis.
- Will review the Safety Manager's reports and hold regular Health and Safety meetings and take any necessary action to reduce unfavorable trends and eliminate any potential hazards.
- Will evaluate all risks within the company relating to Health and Safety and ensure all incidents and accidents that caused, or may have caused harm, to any person in or around any company worksite are brought to the attention of the Safety Manager.
- Ensure that the Options Energy Group Limited. liabilities are adequately covered by insurance and arrange for funds and facilities to be available to satisfy company needs pursuant to the company policy.
- Will be involved in company activities to a level that ensures that no work is carried out which is liable to expose any company employee to any substance hazardous to health, unless the correct risk assessment has been carried out, by a competent person.
- Ensure that tenders are adequate in respect to the provision of proper welfare facilities, safe working practices and equipment suitable to carry out the proposed works.
- Will discipline any member of the OEG workforce for failing to observe safety responsibilities whether in relation to himself or towards others.
- Will set a personal example when visiting work sites by wearing the appropriate Personal protective equipment.

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HSQE Manager

- Holds responsibility for Health & Safety documentation and its issue with OEG.
- Monitoring the company's Health & Safety activities and issuing formal reports in line with the company procedures, recommending corrective action where necessary.
- Reporting the findings and recommendations from site inspections and investigations.
- To monitor any relevant Health & Safety information, documentation and legislation appertaining to the work that the company undertakes and produce the necessary information for the companies benefit.
- Shall investigate and record all incidents resulting in injury illness or damage and recommend any remedial action to reduce the risks involved and ensure that those injuries that are recordable are reported correctly.
- Ensure that assessments of all substances falling under the COSHH regulations are completed and all parties concerned are aware of the risks.
- Will monitor any training needs in order for company employees and staff to continue their duties safely and keep adequate training records.
- In liaison with the Management team will implement workplace precautions and risk control systems for all potentially hazardous situations that are identified in work situations.
- To ensure that Health & Safety matters are communicated and administered correctly to form a fully integral part of the company's working practices.
- To undertake liaison with clients and authoritative bodies, to ensure that employees have adequate training and instruction to carry out their work.
- To monitor training needs to enable company employees and staff to continue to work safely and to keep an accurate record of such training.
- Communicate with the Management team and site agents regarding new legislation suggesting new working methods and advising on safety products which become newly available.
- Carry out all necessary Health & Safety audits and report to the General Manager with regards to improvements that could be made.
- To liaise with clients and authoritative bodies and attend safety and contract meetings.
- Will endeavor to influence attitudes towards Health & Safety and lead others by personal involvement and example.
- Set a personal example when visiting sites by wearing the appropriate Personal Protective Equipment.

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Director of Operations

- Will be responsible for understanding the company Health & Safety policy and ensure that it is readily available at each depot and regularly examine it to establish if improvements or additions could be made.
- Where the company is appointed as 'The Principal Contractor' they must ensure that the necessary Health & Safety plan is developed before work starts. Ensure that all risk assessments are carried out and brought to the attention of all parties involved.
- Where the company is appointed as a sub-contractor, ensure that Health & Safety guidelines are followed; not only with our policy, but also with the principal contractors and all parties involved are made aware of their responsibilities.
- Will detail method statements and risk assessments when unusual hazards are present and will establish safe working practices and precautions before work commences.
- Ensure that an assessment of all substances falling under the COSHH regulations has been completed and all parties involved are aware of the risks.
- Will discipline any member of staff for failing to observe safety responsibilities satisfactorily.
- To liaise with the HSQE Manager with regards method statements, traffic diversion plans, safe working practices and to obtain Health & Safety policies from our sub-contractors, where applicable.
- Will ensure that Health & Safety matters are communicated to all parties involved within the company.
- Consider any additional training needed for staff to carry out their duties safely and inform the HSQE Manager of such training.
- Advise the HSQE Manager of any sites that have unusual access methods or high risk Health & Safety hazards.
- Ensure that there are competent people to deal with first-aid and current fire legislation.
- Will set a personal example when visiting site by wearing the appropriate Personal Protective Equipment.

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Departmental Managers

- Will be responsible for understanding the company Health & Safety policy and ensure that it is readily available at each depot and regularly examine it to establish if improvements or additions could be made.
- Where the company is appointed as 'The Principal Contractor' they must ensure that the necessary Health & Safety plan is developed before work starts. Ensure that all risk assessments are carried out and brought to the attention of all parties involved.
- Where the company is appointed as a sub-contractor, ensure that Health & Safety guidelines are followed; not only with our policy, but also with the principal contractors and all parties involved are made aware of their responsibilities.
- Will detail method statements and risk assessments when unusual hazards are present and will establish safe working practices and precautions before work commences.
- Ensure that an assessment of all substances falling under the COSHH regulations has been completed and all parties involved are aware of the risks.
- Will discipline any member of staff for failing to observe safety responsibilities satisfactorily.
- To liaise with the HSQE Manager with regards method statements, traffic diversion plans, safe working practices and to obtain Health & Safety policies from our sub-contractors, where applicable.
- Will ensure that Health & Safety matters are communicated to all parties involved within the company.
- Consider any additional training needed for staff to carry out their duties safely and inform the HSQE Manager of such training.
- Advise the HSQE Manager of any sites that have unusual access methods or high risk Health & Safety hazards.
- Ensure that there are competent people to deal with first-aid and current fire legislation.
- Will set a personal example when visiting site by wearing the appropriate Personal Protective Equipment.

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Site Agents

- Will be responsible for reading and understanding the company's Health & Safety policy and work in accordance with its requirements.
- Will ensure that all General Operatives under their control know what safety equipment is available to them and ensure that they are familiar with its use.
- Will identify any training requirements of General Operatives under their control and raise the issue with the HSQE Manager.
- Will relate any Health & Safety matters or new legislation to anybody under their supervision and ensure that the information is understood.
- Will advise the HSQE Manager of any breach of statutory requirement and report any incidents that are recordable under RIDDOR to the HSQE Manager as soon as practicable.
- Will ensure that details of ALL accidents, regardless of their nature, are entered into the Accident Book and the HSQE Manager informed. There is a copy of the Accident book at each depot.
- Will ensure that Health and Safety legislation is being adhered to by General Operatives under their control, both on work sites and at depots ensuring that all suitable PPE is being worn and the operatives are aware of first-aid facilities, emergency procedures (OEF51), health controls and welfare facilities.
- When supervising work, any matter concerning Health & Safety brought up by any General Operative under his control is communicated to the HSQE Manager as soon as practicable.
- Will ensure that General Operatives under their control have been adequately trained and instructed to perform all the tasks required of them and are made aware of the hazards which may exist within the operation of these tasks.
- Will ensure that all General Operatives under their control are taking all steps that are available to them to safeguard their own personal safety as well the safety of other persons whom their work site may affect.
- Will ensure that all General Operatives under their control are completing all necessary paperwork in respect to Risk assessment, COSHH substances and testing for hazards on site. The recording of risks identified will be entered in the onsite diary and recorded in the company paperwork.
- Will ensure that all documentation and legislation is available for each of the operatives under their supervision. Any deficiencies found should be reported to the HSQE Manager so that amendments or updates can be issued.
- Will endeavor to influence attitudes towards Health & Safety and minimizing risk, and lead others by personal involvement and example.
- Will set a personal example by wearing the appropriate PPE when on site.

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Office Staff

- Will be responsible for reading and understanding the company Health & Safety policy and carry out duties in accordance with its requirements.
- Must report all safety hazards to the HSQE Manager and not attempt to repair any office equipment or machinery for which they have not received training or instruction.
- Must familiarise themselves with the position of first-aid boxes and the relevant fire procedures.
- Ensure gangways and fire exits are kept clear from obstructions.
- Suggest ways of eliminating hazards and of improving working methods.
- Must not attempt to lift items that may be too heavy. Must lift items within the guidelines of Manual Handling training, as incorrect lifting techniques may cause injury to themselves or others.
- Must avoid any activity or practice which could create an unnecessary risk to their personal safety and to the safety of others.
- Must be safely and sensibly dressed and must conduct themselves in an orderly manner in the workplace.
- Must attend any training designed to further the needs and requirements of Health & Safety.
- Must, when using chemical substances, such as cleaners and developers, comply with any risk or COSHH assessment, made for its safe use. If there is any doubt, consult the manufacturer or their line manager.
- Must conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.

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Plant – Transport – Depot Managers

- Will be responsible for reading and understanding the company Health & Safety policy and carry out their duties in accordance with its requirements.
- Must ensure that all General Operatives working under his control are in possession of and wear the correct Personal Protective Equipment whilst in the depot and when attending work sites.
- Must ensure all vehicles are roadworthy, taxed, tested and adequately insured for their current use and the driver has the correct license for the vehicle they are driving.
- Must carry out regular depot inspections with the HSQE Manager and ensure all potential hazards are dealt with promptly and correctly.
- When ordering excavators, must ensure that the General Operative using the plant has the correct license to operate the machine.
- Ensure that driver's hour limits are complied with and log books are completed in accordance with the Department of Transport Regulations.
- Arrange for regular servicing and maintenance of all plant and vehicles and ensure any defects are dealt with promptly and efficiently.
- Familiarize themselves with first-aid locations and current fire evacuation procedures.
- Liaise with the HSQE Manager and act on his recommendations with regards to Health & Safety matters arising from depot activity.
- Ensure any power tools, PPE, or other equipment sent from the depot are suitable for the proposed job and are in a good working condition.
- Must not attempt to repair any equipment unless they are qualified to do so and have had formal training or instruction.
- Ensure that a reasonable level of PPE is held in the stores and is available for issue at any time during normal working hours.
- Ensure the depot is kept in a reasonably tidy manner so as not to create potential hazards.
- Ensure all accidents or incidents are reported to the HSQE Manager as soon as is reasonably practicable.
- Ensure that all materials are stored correctly so as not to cause potential hazard or contamination.
- Set a personal example whilst at work by wearing the appropriate Personal Protective Equipment and using all yard equipment in a safe manner.

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Drivers of Company Vehicles

- Will be responsible for reading and understanding the company Health and Safety policy and carry out their duties in accordance with its requirements.
- Must drive in accordance with road traffic legislation and the highway code at all times. When on sites be sure to adhere to site speed limits and other restrictions that maybe imposed.
- Must, when reversing a lorry, use a banksman if their view is obscured or obstructed.
- Must ensure that when a load has been tipped, the body of the vehicle is lowered before moving the vehicle. This is especially important when there are overhead cables in the vicinity.
- Must report all accidents or incidents, however minor, to their supervisor or to the HSQE Manager.
- Must check their vehicle lights, tyres, oil, water and windscreen wash at least once a week and report any faults immediately to their line manager.
- Must attend any training courses provided, which may further the needs of health and safety within the company
- Ensure that any hazardous loads are carried in accordance with instructions and are well secured to the vehicle and that the vehicle is not over loaded.
- Ensure that company vehicles are serviced in accordance with manufacturer's recommendations.
- Must not under any circumstances whatsoever, take alcohol, drugs or medication that could affect their driving ability, before or whilst at work.
- Must conform to all written or verbal instruction given to them to ensure their own personal safety or the safety of others.
- Must set a personal example when attending work sites by wearing the correct Personal Protective Equipment for their type of work.

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General Operatives

- Will be responsible for reading and understanding the company Health & Safety policy and carry out their duties in accordance with its requirements.
- Must not use any machinery or plant unless they have been given the correct training and instruction on how to use it safely and effectively.
- Must keep all company equipment in good working condition and report any damage or faults to their agent or the site manager immediately.
- Must report any accidents, incidents or dangerous occurrences immediately, whether to the HSQE Manager or their agent, however small they may appear.
- Must use all Personal Protective Equipment in their possession for the purpose that it was designed for.
- Must be dressed sensibly for their particular working environment and conduct themselves in an orderly manner at all times.
- Must ensure that all work sites are safe and comply with current legislation which will protect themselves and any members of the public that may be affected by the work site from potential hazards.
- Must ensure that where necessary, a COSHH assessment and risk assessment are completed when works involve any unusual hazards or harmful substance. If there is any doubt contact the agent concerned or the HSQE Manager. All risks identified must be entered in the on-site diary and recorded in the company paperwork.
- Must attend any training planned in order to enhance their Health and Safety awareness and become more highly trained in different aspects of their employment.
- Must ensure that prior to starting work that the guidelines contained in the 'Codes of Practice' under the 'New Roads and Street Works Act' in relation to the setting up of work sites are adhered to and the correct Signing, Lighting and Guarding are in place.
- Ensure that any suggestions they have for ways of improving Health and Safety matters or of eliminating hazards are communicated to their agent or another line manager.
- Must conform to all written or verbal instructions given to them to ensure their personal safety or the safety of others.
- Must not take alcohol, drugs or medication which could affect their ability to carry out their employment, unless under the instruction or control of a Registered Medical Practitioner.

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GENERAL RESPONSIBILITIES

In addition to the aforementioned responsibilities, the Health & Safety at Work Act 1974 places legal duties and statutory responsibilities on all employees

Section 7 of the Health & Safety at Work Act 1974 states;-

- a) The employees must take all reasonable care of their own Health & Safety and of others who maybe affected by their acts or omissions at work.
- b) The employee must also co-operate with their employer to comply with their duties under the act.

Section 8 of the Health & Safety at Work Act 1974 states;-

- a) It is an offence for anybody to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare

These clauses apply to everybody within the structure of the company from the directors to the most junior employee and include sub-contract staff and agency workers.

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Part 3: Arrangements

The following paragraphs outline the basic principles for the management of the company, in particular the planning and implementation of the company policy and includes the measurement and review of company performance.

A1 - ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

If an accident or incident occurs, Options Energy Group Limited will comply with the current legislation and put in place appropriate forms to help investigate and prevent any re-occurrence, in line with procedure OEPD 117.

A2 - ASBESTOS

Options Energy Group Limited employees are NOT trained to handle asbestos -asbestos removal is complex and requires considerable expertise. If asbestos is discovered, work should cease immediately and the line manager contacted.

A3 - COMPRESSED AIR / GASES

Options Energy Group Limited employees may come into contact with LPG on a regular basis. Safe storage on the LPG will be maintained, in line with recommended guidelines and procedures.

A4 - CONFINED SPACES

If an employee is required to work in a confined area, a site specific risk assessment will be completed by a competent person, and all safety rules and safety procedures will be fully adhered to. Operational control procedure OEPD 111 provides further details.

A5 - CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

Options Energy Group Limited is aware of its responsibilities as a contractor under this legislation, and its duties are defined in document OEL 127 'Summary of Duties under the CDM Regulations 2015'. Site Agents will ensure that contracts are completed in line with the legislation and will monitor appropriate implementation by site inspections (see part 4 of ACOP).

A6 - CONSULTATION AND COMMUNICATION

Communication of Health and Safety information will be carried out in a clear and concise manner that conveys OEG's policies and objectives through its procedures and processes to all employees and all parties involved in OEG's work activities. Equally, consultation with employees allows OEG to test the effectiveness of its SQE management system and to gain their views and feedback on changes to the system, thus ensuring the co-operation of all staff for a safe working environment.

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With the above in mind, OEG will comply with all required regulations by holding regular review H&S meetings with a cross-section of the workforce, with minutes issued accordingly. Further details are documented in procedure OEPD 112.

A7 - CONTROL OF CONTRACTORS WORKING WITHIN THE YARD

All contractors will be briefed on the emergency arrangements within the yard prior to commencing any work. In addition, all contractors will be supervised at all times by a competent Options employee. Contractors to carry out site specific risk assessment prior to commencing works.

A8 - DISPLAY SCREEN EQUIPMENT

All employees' workstations will be set-up to conform to the current legislation. A full DSE assessment is carried out for each workstation, and OEG will bear the cost of any corrective action required. Further details are documented in OEPD 115.

A9 - DRUGS AND ALCOHOL

All employees are expected to report for work alcohol and drug free. Any medically prescribed or over-the-counter drugs being taken must be reported to the line manager, where a decision will be made on the nature of the employees work for the course of the treatment.

A10 – ELECTRICAL APPLIANCES

Use of electrical equipment (including portable equipment) or electricity on-site will be safe, carefully controlled and maintained in line with current legislation. Portable appliances will be labeled with appropriate PAT label, with all PAT testing records held at the head office.

A11 - FIRE CONTROL

A fire risk assessment will be carried out and controls put in place to reduce the exposure to risk. Fire extinguishers will be installed and checked by an approved body. Fire alarm and fire evacuation practices will routinely take place. Further details are given in OEPD 110

A12 - FIRST-AID - ACCIDENTS OR INCIDENTS

All employees will be made aware of the first-aid facilities in their induction. There will be accredited 'First-aid volunteers' within the company, in line with current legislation. In addition, at least one member of each gang will have been trained as an appointed person. First-aid kits will be stored within the Site Office, in the main office at satellite depots and in every vehicle. Further details are given in OEPD 110. Please see notice boards for identification of first aid volunteers.

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A13 - FLAMMABLE SUBSTANCES

Flammable substances are stored in a secure, lockable area, and all flammable substances are allocated to employees by a competent person. There is to be strictly no smoking in these areas.

A14 - HAZARDOUS SUBSTANCES - COSHH

All hazardous substances used or generated by the company's activities shall be identified and assessed in line with the legislation. A register of COSHH substances and assessments shall be held by the HSQE Department. Before a new substance is introduced, an assessment will be carried out and written up. Further details are given in OEPD 114.

A15 - HEALTH AND SAFETY ADVICE – ‘COMPETENT PERSONS’

Options Energy Group Limited engages the services of a HSQE Manager and a third party consultant to maintain conformity to current legislation. Further HSQE advice can be obtained from the HSE website, www.hse.gov.uk.

A16 - HEALTH AND SAFETY AUDIT / REVIEW

In line with our management system for OHSAS 18001, all aspects of the Health and Safety system will be reviewed at least annually. A plan of audits will be generated and approved by the Directors. In turn, the outcome of the audits/reviews/corrective and preventative actions will be discussed as part of the Management Review Agenda. Further details can be found in OEPD 107.

A17 - HEALTH & SAFETY MANAGEMENT

There will be a clear structure and allocation of responsibilities for Health and Safety policy formulation. This will include the development of individuals with the necessary competence, authority and resources to carry out particular duties effectively. Managers will lead by example and ensure adequate training, supervision, instruction and guidance will be given where necessary.

A18 - HEALTH AND SAFETY MONITORING

In an effort to continually improve the Health & Safety policy and performance, our effectiveness will be measured against pre-determined objectives and legislation to minimise accidents and incidents. In addition, regular inspection / site tours by supervisors and members of the HSQE department will take place at pre-determined intervals. Further details are given in procedure OEPD 107.

A19 - HEALTH AND SAFETY RULES AND DISCIPLINE

Options Energy Group Limited will install standards and rules to improve Health and Safety on-site and within the organization. This will be reinforced by the management team, and if not complied with, will result in disciplinary procedures. Further details are given in OEPD 108.

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A20 - HEALTH SURVEILLANCE

On commencement of employment, all staff will be subjected to a health assessment by way of a questionnaire. All staff are required to report any changes to their health, including anything that will affect their ability to carry out their work effectively to the HSQE department, where appropriate action will be taken.

A21 - HOME WORKING

As and when required, company employees are authorised to work from home. Options Energy Group Limited will ensure any home workers are safe and healthy by assessment. Any necessary facilities identified as a result of the assessment will be provided.

A22 - INDUCTION TRAINING

Before commencing employment with the company, all employees will complete an 'Induction' session, where PPE is issued and information / instruction is given. Please refer to OEF 40 for further details.

A23 - LIFTING OPERATIONS AND LIFTING EQUIPMENT (LOLER)

Options Energy Group Limited will ensure compliance to current legislation. Only competent and / or trained personnel can order the equipment, as well as carry out site specific risk assessments for each project specific operation. In addition, all checking and testing of equipment will be carried out by a trained and competent person.

A24 - LONE WORKING

Options Energy Group Limited is required to identify the hazards associated with lone working, assess the risks involved and put measures in place to avoid or control the risk. For that reason, OEG will carry out a suitable risk assessment for the person working alone before work starts. The risk assessment must be reviewed regularly to ensure it remains suitable and sufficient.

A25 - MANUAL HANDLING

Options Energy Group Limited will comply with current legislation, and will ensure suitable training is given. An ergonomic approach to all lifting operations will be taken; full consideration will be given to the task, the load, the working environment, individual capability and the relationship between them, with the view to fitting the operation to the individual rather than the other way round. Further details can be found in OEPD 116.

A26 - MATERIAL STORAGE

Options Energy Group Limited policy is to ensure that all material will be stored tidily, segregated or stacked appropriately.

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A27 - MECHANICAL & ELECTRICAL MAINTENANCE

Options Energy Group Limited will comply with the current legislation. All mechanical and electrical maintenance will be carried out at regular intervals by a fully trained and competent person.

A28 - MOBILE PHONES

Mobile phones are considered an essential part of daily life. In line with current laws, under no circumstances does Options Energy Group Limited. permit the use of mobile phones when driving a vehicle or operating plant / equipment unless a hands-free kit is available.

A29 - NOISE

Options Energy Group Limited will comply with current legislation. Noise assessments will be made by a competent person. The necessary PPE will be issued, and controls will be put in place to prevent deafness or injury.

A30 - OUT OF HOURS WORKING

On occasion, out of hours working is necessary. The whereabouts and works involved will be known by the site agent and a member of the Management team. In the event of an emergency, the 24 hour emergency hotline should be called. Further details are given in OEF 51.

A31 - PERMITS

Options Energy Group Limited will operate to our clients Permits to Work systems and procedures.

A32 – PERSONAL PROTECTIVE EQUIPMENT POLICY

Options Energy Group Limited policy is to issue PPE, free of charge, to all staff, in line with PPE regulations. The PPE will be issued in a controlled manner, be signed for, and training for use of the equipment will be given if required. Replacement and/or upgrading of PPE will be done as necessary.

A33 - PREGNANT WORKERS - NEW AND EXPECTANT MOTHERS

A specific risk assessment will be carried out by a 'competent person' to ensure risks are adequately controlled and that suitable facilities are provided, in line with current legislation.

A34 - RISK ASSESSMENTS

A risk assessment will be carried out to address all hazardous activities within the business. All activities will be assessed and any necessary control measures identified by a competent person. The assessments will be reviewed whenever conditions change e.g. in the event of an accident/incident or annually. Further details can be found in OEPD 113.

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A35 - SAFE SYSTEMS OF WORK

Options Energy Group Limited will ensure all current legislation is adhered to. If any employee has any queries regarding how to work safely, they should approach their supervisor immediately.

A36 - SAFE WORK EQUIPMENT (POWER)

Options Energy Group Limited will comply, as required by law, with the Provision and Use of Work Equipment Regulations. The Plant Manager, along with the Directors and General Manager, are responsible for the purchase of compliant equipment, as well as ongoing maintenance records for all equipment.

A37 - SAFETY SIGNS

Safety signs will be used to communicate and control a range of health and safety information to people at work, in line with current legislation.

A38 - SECURITY – OFFICES, WORKSHOPS, SITES, YARDS

Options Energy Group Limited considers security to be a very important issue. No plant or equipment will be left out on-site overnight; it will always be placed in a secure compound. Additionally, out of normal working hours, the yard will be patrolled by overnight security guards to ensure the safekeeping of all equipment and vehicles and property.

A39 - SELECTION AND CONTROL OF CONTRACTORS OR SUPPLIERS

The company will only use contractors who have been approved by the General Manager, who will use input from the relevant staff regarding their evaluation of Health and Safety performance. Alternatively, an assessment will be carried out by the HSQE department.

A40 - SMOKING

Options Energy Group Limited will comply with current legislation, by not allowing smoking in any buildings or vehicles, and will ensure that the relevant signage is in place.

A41 - TRAINING AND AWARENESS

All staff will be trained /educated to the necessary H&S requirements, with all new employees receiving appropriate induction training. The induction training will include awareness of their statutory duties, the emergency procedures and an explanation of the company's policies. Ongoing awareness of Health and Safety is continued through monthly tool box talks, bulletins and communication meetings.

For formal and operational training, industry recognized training providers will be used. Other training will be procured from bona fide training providers or from in house resources.

On the job supervision will only be provided by knowledgeable and experienced supervisors.

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Training provided by way of supervision will be recorded in training records.

For civils type work, personal supervision will be used as a form of training for approximately the first 3 occasions of the work being done.

Options will identify and comply with any specific training requirements of the client. In addition, Options will ensure that employees have sufficient knowledge and training to be aware of and how to deal with unexpected dangers arising from their activities or from the environment within which their activities take place.

A42 - TRANSPORT MANAGEMENT

The management of the transport fleet is a critical part of Options Energy Group Limited. Regular maintenance checks of all vehicles shall be carried out in line with legislative duties and manufacturers' guidance.

A43 - VIBRATION

All equipment will be assessed in line with current legislation to control exposure to vibration. In addition, all employees will receive the vibration exposure tables, and will be given instruction on how to keep daily vibration exposure to a minimum.

A44 - VIOLENCE

Options Energy Group Limited does not tolerate violence in any shape or form. Any reported incidents of violence will result in disciplinary procedures.

A45 - VISITORS

The company has a responsibility to ensure so far as is reasonably practicable the health and safety of ALL persons visiting site or may be affected by the company's works. All visitors to the yard, offices or satellite sites will be accompanied / supervised by relevant personnel, signed in and inducted if deemed necessary.

A46 - WELFARE

The company has a responsibility to ensure adequate welfare of staff. Toilets, washing facilities and a staff canteen / rest area are provided at all depots. For mobile site operatives, fuel stations are available and handwipes are also available in vehicles.

A46 - WORKING AT HEIGHT

Options Energy Group Limited policy is to avoid working at height, whenever possible. When working at height is deemed necessary, full compliance to current legislation will be made.

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A47 - WORKING HOURS

Options Energy Group Limited will comply with the Working Time Regulations, where employees work less than a 48 hour week. However, employees can agree to opt-out by signing an agreement with the HR department.

A48 - WORKING NEAR WATER

Any work that is required to be carried out near water will be fully assessed by a competent person, and the necessary controls put in place.

A49 - YOUNG WORKERS

Prior to employing any young person (under 18), Options Energy Group Limited will ensure that an assessment will be carried out and will consider their inexperience, lack of awareness of existing or potential risks, and immaturity. When necessary, e.g. a high risk task, they will be prohibited from doing it. The risk assessment will be carried out *before* the young worker is employed.