

Safety Policy

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1 General Statement of Policy

Aquamain (UK) Ltd attaches the greatest importance to, and concern for the health and safety of all its employees and any others who may be affected by its undertaking. It is essential that management and staff work together to achieve as far as reasonably practicable the highest standard of health and safety on the premises by reducing the risks of personal injury or ill health to the lowest practicable level.

In order to achieve this, the company intends to comply with the provisions and duties within the Health and Safety at Work etc. Act 1974 and subsequent legislation, together with all regulations, orders, codes of guidance and other provisions made under that Act to provide and maintain a healthy and safe working environment.

These duties include:

- a) The provision and maintenance of plant and systems of work that are safe and without risks to health.
- b) Arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage transport and disposal of articles and substances that are considered hazardous to health.
- c) The provision of such information, instruction, training and supervision as necessary to ensure the health and safety at work of its employees and the prevention and control of exposure to substances that are considered hazardous to the health of its employees or other persons who may be affected by the company's activities.
- d) The maintenance of any place of work under the employers control in a condition that is safe and without risks to health and the provision of a means of access and exit from it that are safe and without such risks.
- e) The provision of suitable welfare facilities at work that are safe and without risks to staff.
- f) To assess the risks from all substances considered hazardous to health, and to produce safe procedures for the prevention or control of exposure of employees to such substances.
- g) To assess the risk of harm to any person from any hazard associated with any task of work. To define and monitor safe systems of work.
- h) To ensure inspection and maintenance of all control systems such as local exhaust ventilation, personal protective equipment, lifting equipment, lifting tackle, air receivers etc.
- i) To make available a copy of the company's written safety policy to all new employees.
- j) The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained and that the policy remains up to date regarding current legislation and guidance.

Aquamain (UK) Ltd recognises and accepts its duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by its operations, in order to ensure that, as far as reasonably practicable, those not in its employment are not exposed to risks to their health and safety.

1.1 Duties of Employees and Sub-Contractors

Whilst the management of Aquamain (UK) Ltd will do all that is within its powers to ensure the health and safety of its employees and sub-contractors, it is recognised that health and safety at work is the responsibility of every single individual associated with the company. It is the duty of each employee or sub-contractor to take reasonable care of their own and other people's welfare, to report any situation that may pose a threat to the well being of any other person, and to comply fully with the reasonable instructions and requirements of the management of Aquamain (UK) Ltd.

Each employee and sub-contractor is expected to use personal protective equipment where conditions or circumstances deem such a use appropriate. This includes the following:

- Safety footwear
- Ear Defenders
- Protective eyewear
- Protective gloves
- Masks and respiratory equipment
- High visibility over clothing

The management of Aquamain (UK) Ltd will provide every employee with the information and training necessary to carry out their tasks safely. However, if an employee or sub-contractor is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is that persons duty to report this to the management of Aquamain (UK) Ltd. An effective health and safety Programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the well-being of themselves or any other person.

In particular, and without prejudice to the requirements set out above:

1. Every employee or sub-contractor is expected to report any hazard or unsafe working practice that they see to the management of Aquamain (UK) Ltd as soon as possible.
2. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

If an employee or sub-contractor fails to observe any of their duties set out in this safety policy, they could not only be held to be personally liable in Law, but their actions will be regarded as unacceptable to the Company and will be dealt with appropriately.

1.2 Safety Personnel

The person with overall and final responsibility for health and safety is Mr Gary McConnell. In his absence, Nick Mahoney will act as his deputy. In addition to other titles, Gary McConnell will be referred to in this safety policy as the Safety Officer.

1.3 Consultation

The management of Aquamain (UK) Ltd see communication between workers at all levels as an essential part of effective health and safety management.

The management of Aquamain (UK) Ltd will endeavour to communicate to employees or sub-contractors their commitment to safety and to ensure that employees and sub-contractors are familiar with the contents of this health and safety policy. The views of the employees will be sought whenever any changes to the policy are considered necessary.

1.4 Accidents

All injuries, however small, sustained by a person at work must be reported to the Safety Officer, or his deputy. Accident records, which are crucial to the effective monitoring and revision of the policy, must therefore be accurate and comprehensive, and recorded in the accident book.

Certain accidents or incidents must be notified to the enforcement authority (Health and Safety Executive). Every employee and sub-contractor is expected to co-operate fully with this legal requirement, to provide all information which may reasonably be required by Aquamain (UK) Ltd or the Enforcement Authority, and to co-operate fully in any investigation carried out following an accident or incident. More detail is available in section 13, page 13 of this document.

1.5 Risk Assessments

Risk assessments will be undertaken prior to commencing work on site. These are subject to revision as required by the situation on site. Hazards are considered and work methods established to minimise the risk of injury to site personnel and others affected by their work. Where the employee or sub-contractor does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the Safety Officer or the health and safety advisors if required. The company will ensure that site personnel are provided with appropriate instruction and training regarding risk assessments.

1.6 Method Statements

Formal written method statements will be prepared in advance where the risk is particularly high. These may either be prepared by employees of Aquamain (UK) Ltd or by their sub-contractors and reviewed by the management of Aquamain (UK) Ltd.

1.7 Sub-contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

1.8 CDM 2007 Contractors Duties

TJD Ltd will comply with all contractors duties as required under the Construction (Design and Management) Regulations 2007. As a sub-contractor the company places particular emphasis

on the following requirements and requires all employees and sub-contractors to fully cooperate at all times in their fulfilment:

- Cooperation with the principal contractor in the development of the construction phase plan and its implementation.
- Attendance at all meetings and training sessions required by the principal contractor and/or client.
- Establishing a cooperative and co-ordinated relationship with each of the other duty holders.
- Planning, managing, and monitoring the work to ensure that risks are properly controlled, including communication and cooperation with all other contractors on site.
- Informing the principal contractor about any risks to others created by the work of TJD Ltd.
- Providing all employees and sub-contractors with any necessary information they need to work safely.
- Ensuring the competence of employees and sub-contractors and providing them with adequate resources.
- Informing the principal contractor of any problems with the plan or risks identified during the work that have significant implications for the management of the project.
- Taking prompt and appropriate remedial action to rectify any unsafe practices identified.
- Providing full information regarding any accidents and dangerous occurrences to the principal contractor and full cooperation with any investigation and remedial action.
- Complying with any reasonable directions from the principal contractor, and with any relevant rules in the construction phase plan.
- Providing any information required for the safety file in a timely manner.

2 Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety Programme. It is essential that all personnel are trained to perform their job effectively and safely. It is the opinion of the management of Aquamain (UK) Ltd that if a job is not done safely then it is not done effectively.

All personnel will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training records will be compiled and maintained by the Safety Officer.

3 Workplace Inspections

It is the policy of Aquamain (UK) Ltd to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Regular inspections of the workplace will be conducted by the safety officer, alongside and with the employees or sub-contractors and their views will be sought. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and identify areas where revision of the policy may be necessary.

4 Work on Site

Whilst on a site, it is generally accepted that any welfare or facilities provided on the site will be available for the use of Aquamain (UK) Ltd's workforce. These will be inspected prior to site works commencing. Where these are in any way inadequate or unsatisfactory, alternative welfare arrangements will be established for the use of Aquamain (UK) Ltd.

In the event of any accident arising on site, the accident will be reported to Aquamain (UK) Ltd following the procedures set out in section 13 of this policy. The accident will also be reported to the client and to the Principal Contractor if applicable. Every co-operation will be afforded to a principal contractor and client in any accident investigation they may wish to carry out in addition to any investigation carried out by Aquamain (UK) Ltd

In the event of any emergency arising whilst on site, the clients emergency procedures will be followed. Aquamain (UK) Ltd's personnel will familiarise themselves with these procedures on entering the site and before commencing any work, including the location of any designated emergency assembly point and fully participate in any drills organised by the client whilst on site. If an emergency procedure has not been established by the client, Aquamain (UK) Ltd's personnel will identify emergency evacuation routes and the assembly point before commencing work on the site.

4.1 Staff Welfare facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities.

4.2 Noise

From time to time work conducted on site is likely to produce noise, in which case the following guidelines shall be applied.

- As a general rule if it becomes difficult to hear normal speech at a distance of two metres it should be assumed that hearing protection is required.
- If a particular work activity is anticipated to generate high levels of noise, (also taking account of the noise generated by others activities) a specific noise assessment should be carried out if possible. If this is not possible the affected area should be designated an ear protection zone.
- If any process to be carried out is likely to generate high levels of noise any others likely to be in the vicinity should be warned and action taken to eliminate the risk of hearing damage.
- In cases of any doubt ear protection must be used.
- Since the Control of Noise at Work Regulations 2005 came into force in April 2006 it should be assumed that all power tools exceed the 87dB maximum exposure limit when in use and that hearing protection must be used by all persons in the vicinity, unless measurement data becomes available proving otherwise.

4.3 Excavations

Much of the work activities conducted by employees and sub-contractors will involve working in or around excavated areas. The following guidelines will be followed.

- Where an employee is at risk from passing traffic, either alongside public highways or elsewhere, high visibility reflective over-clothing will be worn.
- Where appropriate, works will be signed and cordoned off in accordance with the Traffic Signs Regulations and General Directions 2002, and any amendments thereto, together with any additional signs and/or precautions reasonably requested by any competent Authority or person (i.e. Police, Local Authority Representative, Supervisor, Main Contractor Representative).
- A risk assessment must be undertaken regarding all excavations and where necessary they must be supported by adequate timbering or trench boxes unless the sides are battered to a safe angle of repose. All protective equipment in trenches or other excavations must be kept in good condition.

- Wherever possible, all plans, drawings etc relating to the position of other utilities should be sought before excavation works commence. If none are available due caution must be exercised and the use of cable locating equipment and/or hand digging employed to locate any underground services.
- Each excavation must be inspected on a daily basis and a record entered into an Excavation Register.
- Safe access into and egress from the work area must be maintained at all times.
- Every excavation left unattended must be fenced off securely and illuminated if necessary in accordance any precautions or actions required by the risk assessment.

4.4 Alcohol and Drugs

Alcohol or recreational drugs MUST NOT be consumed by any employee or sub-contractor employed by Aquamain (UK) Ltd at any time whilst working on site. For the avoidance of any doubt, this includes breaks and lunch breaks. Any person under the influence of alcohol or drugs will be refused entry or requested to leave the site.

4.5 Smoking

Smoking is not permitted on any Aquamain (UK) Ltd site unless within a designated smoking area. On hazardous sites all smoking and ignition materials will be removed, prior to entry to designated working area.

4.6 Manual Handling

ALL PERSONNEL SHOULD BE TRAINED IN MANUAL HANDLING AND THE FOLLOWING PROCEDURES NOTED.

Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load must be moved at all. If it must, consider whether it should be moved mechanically. If not consider whether help is required to carry out the task. Make an assessment of any hazardous manual handling operation. Reduce the risk of injury as far as practicable.

The assessment must consider:

Shape and size of the load
 How the task is to be carried out
 Working environment
 Individual capabilities

SAFE WORKING PRACTICES FOR MANUAL HANDLING:

Key factors:

BALANCE – The feet should be apart about hip breadth with one foot advanced, allowing full balance sideways and forward. Lifting is done by bending at the knees rather than the hips so that the muscles brought into use are those of the thigh and not the back.

POSITION OF THE BACK - The spine must be kept rigid and straight, but not necessarily vertical. This, coupled with a bent knee position, allows the centre of gravity of the body to be over the weight, so reducing strain.

POSITION OF ARMS AND BODY - The elbows should be kept close to the body. One hand should be advanced (the same side as the foot) and the other kept close to the body. At all times get close to the weight and try to make it part of you.

THE HOLD - The load should be grasped with the roots of the fingers and there should be contact of the weight with the palm of the hand.

CENTRE LINE OF GRAVITY - The weight of the object and the centre line of gravity of the lifter should be as close as possible to one another.

TESTING THE WEIGHT - The weight should be tested when in the initial lift position. If there is doubt as to its manageability IT SHOULD NOT BE ATTEMPTED.

SHAPE AND SIZE - The shape and size of the load should be noted, and if necessary, the load should be turned or handled for the easiest position, and to ensure that the view ahead is not obstructed by the load.

MOVEMENT - This should be controlled and smooth. The weight should be kept close to the body.

4.7 Permits to Work

Specific Operations due to their nature will not commence until all parties have been provided with a Method Statement detailing the step by step approach towards safe working practices which will be adopted to ensure the Health, Safety and Welfare of all persons who may be affected by the hazardous operations.

4.8 Abrasive Wheels

Besides complying with the requirements set out in the Abrasive Wheel Regulations 1970 and the Provision and Use of Work Equipment 1998 all necessary precautions must be taken to avoid the risk of fires due to flying sparks.

Care must also be taken to ensure that no person in the area is exposed to the risk of eye or other injury from sparks, dust or other flying debris.

5 Work Equipment

It is the policy of Aquamain (UK) Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

- Aquamain (UK) Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- All electrical equipment will be tested periodically by a competent person.
- All workers will be provided with adequate information and training to enable them to use work equipment safely,
- The use of any work equipment, which could pose a risk to the well-being of persons in or around the workplace, will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair. It is the duty of all employees and sub-contractors to advise the safety officer whenever any work equipment is damaged or defective so that repairs can be organised without delay.
- All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- All work equipment will be clearly marked with health and safety warnings where appropriate.

5.1 Personal Protective Equipment

It is the policy of Aquamain (UK) Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

- All workers who may be exposed to a risk to their health and safety while at work will be expected to wear properly fitting and effective personal protective equipment,
- Any personal protective equipment provided by Aquamain (UK) Ltd will be properly assessed prior to its provision.
- All personal protective equipment provided by Aquamain (UK) Ltd will be maintained in good working order.
- Any worker provided with personal protective equipment by Aquamain (UK) Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- Aquamain (UK) Ltd will endeavour to ensure that all appropriate personal protective equipment is used and, used properly, by its employees or sub-contractors.
- Aquamain (UK) Ltd will endeavour to ensure that all personal protective equipment provided is used and, used properly, by its employees.

Without disregarding any other action that circumstances may justify, Aquamain (UK) Ltd will seriously consider using full disciplinary procedures against any employee not using personal protective equipment provided for their use.

6 Manual Handling Operations

It is the policy of Aquamain (UK) Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992.

- Manual handling operations will be avoided, as far as is reasonably practicable, where there is a risk of injury.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.

7 Display Screen Equipment

It is the policy of Aquamain (UK) Ltd to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. Aquamain (UK) Ltd will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations.

- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- Eyesight tests will be provided for VDU screen users on request.
- Where necessary, VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
- All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

8 Risk Assessments

Risk assessments have been conducted for activities carried out by the Company. Gary McConnell is responsible for ensuring that any action required as a result of the risk assessments is implemented.

Actions taken as a result of risk assessments will be reviewed by Gary McConnell or the Health and Safety advisor to ensure that the risks have removed or eliminated.

Risk Assessments will be reviewed every 12 months, or whenever any work activity changes.

9 Work Related Stress

Aquamain (UK) Ltd is committed to protecting the health, safety and welfare of all its employees and recognising that workplace stress is a health and safety issue acknowledges the importance of identifying and reducing situations within the workplace which may contribute to workplace stress.

This policy will apply to everyone in the company with the safety officer being responsible for implementation and the company responsible for providing the necessary resources.

Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. The Health and Safety Executive Stress management standards have been included at the rear of the risk assessment section in the Health & Safety file.

Chronic stress represents a risk to physical health, through damage to the immune system and cardiovascular system functioning, together with other negative effects. This can lead to increased susceptibility to viruses, infections, and psychosomatic illnesses e.g. Irritable Bowel Syndrome. However, stress can also increase the risk of serious ill health such as Coronary Heart Disease and Hypertension (high blood pressure).

Aquamain (UK) Ltd will seek to identify all workplace stressors and ensure that risk assessments are conducted to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. In addition:

- The company will consult with employees on all proposed action relating to the prevention of workplace stress.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.

The following duties will apply to managers and supervisors:

- To conduct risk assessments when requested and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between all members of staff, particularly where there are proposed organisational or procedural changes.
- Ensure all members of staff for which they are responsible are fully trained to properly carry out their duties.
- Monitor workloads to ensure that members of staff for which they are responsible are not overloaded.
- Monitor working hours and overtime to ensure that members of staff for which they are responsible are not overworking. Monitor holidays to ensure that staff take their full entitlement.
- Attend training as requested in good management practice and health and safety.

- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

The following duties will apply to employees:

- To raise issues of concern with the manager or supervisor on any matters which are believed to be affecting stress levels.
- Ensure that the safety officer or supervisor is aware of any matters within an employee's personal life which might have an effect on their stress levels at work.
- Accept and attend counselling when recommended.

10 Control of Hazardous Substances

It is the policy of Aquamain (UK) Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Companies own knowledge of the work process.

Aquamain (UK) Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. Alternative less harmful substances will be substituted for use wherever possible.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Any product or material which is potentially hazardous and which has not previously been assessed will not be used until the relevant material safety data sheet has been obtained, an assessment has been completed and the relevant record updated by the management of Aquamain (UK) Ltd or the Health and Safety advisors.

Assessments will be reviewed periodically, whenever there is substantial modification to the work process and if there is any reason to suspect the assessment is no longer valid.

10.1 Asbestos Procedures

It is the policy of Aquamain (UK) Ltd to comply with the Control of Asbestos Regulations 2006. Any asbestos or substance which appears to be or to contain asbestos which workers may come into contact with will be managed (as far as is reasonably practicable) in a manner that removes the risk of inhalation of asbestos fibres by any person coming into contact with it. The following procedures will therefore apply:

- Where materials are discovered which might contain asbestos, the presumption is that those materials have asbestos containing materials present in them until proved otherwise.

- Where any maintenance or project work is to be intrusive or is likely to disturb the fabric or structure of a building which it is suspected may contain asbestos then the Company will arrange to have the area surveyed by a competent asbestos surveying organisation prior to the commencement of any work.
- Should asbestos be discovered that will be affected by the project or maintenance work then work must cease forthwith until it has been either removed by an appropriate licensed organisation or, in exceptional circumstances, appropriately encapsulated such that there is no danger of the release of asbestos fibres.
- Should it be suspected that an asbestos containing product has been damaged during works that could have caused a fibre release then the area is to be sealed off immediately and an appropriate licensed organisation brought in to advise. Staff who may have been exposed will be referred to the Employment Medical Advisory Service and their GP for surveillance.
- A full report will be submitted by the person responsible for the project or maintenance activity to the management of Aquamain (UK) Ltd as soon as practically possible.
- Any person who suspects that a product they may disturb could be an asbestos containing material must report it immediately to the management of Aquamain (UK) Ltd prior to any work being carried out.

11 New or Expectant Mothers

It is the policy of Aquamain (UK) Ltd to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted to avoid the risk. Where this is not reasonable, the employee(s) concerned will be suspended from work on full pay.

12 Fire Safety

Aquamain (UK) Ltd's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

- All fire fighting equipment is tested periodically by a qualified contractor. The Safety Officer is responsible for any maintenance required following the periodic inspection.
- All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).
- All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care if smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- All employees are responsible for keeping their operating areas safe from fire, ensuring that they remain fully aware of proper fire prevention practices and emergency procedures.

When working on site, the fire and emergency procedures applicable to the site will be followed. It should be remembered that fire escape routes in a completed building often depend on the provision of fire doors to contain any fire in an area sufficient to allow other occupants to leave the building safely. During the construction phase, fire doors may not be in place, or may be tied or wedged open to allow free passages to workers. Particular care should therefore be taken to avoid the accumulation of any combustible materials, to take particular care if smoking and to be aware of any other workers who may be exposed to danger in the event of a fire breaking out.

12.1 Procedure on discovering fire

It is the responsibility of anyone discovering a fire to sound an alarm to advise other personnel in the workplace, and to call the emergency services (999). Only then should any attempt be made to extinguish the fire, and only if by so doing will not place themselves, or any other person in danger. All employees or sub-contractors are responsible for ensuring that the premises are evacuated as quickly as possible, and that no-one should delay by collecting any personal belongings. On leaving the building or site, no-one must re-enter except with the consent of a fire officer.

When on site all personnel must make themselves aware of the location of the designated assembly point.

12.2 Smoking

Smoking is prohibited in all enclosed areas of the workplace. Smoking may only take place in designated areas during designated breaks. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

12.3 Fire Drills

Fire drills may be conducted when working on site to test the effectiveness of the emergency evacuation procedures. All employees and sub-contractors will fully co-operate with any fire or emergency evacuation drill which may be organised by the client, a principal contractor or any other person when working on site.

13 Accident Investigation & Reporting

It is the policy of Aquamain (UK) Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Aquamain (UK) Ltd sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in a reportable injury, a report will be drawn up detailing:

- The circumstances of the accident including photographs and diagrams wherever possible; the nature and severity of the injury sustained; the identity of any eyewitnesses and the time, date and location of the incident.
- All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.
- The completed report will then be submitted to and analysed by the management of Aquamain (UK) Ltd who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.
- All reports may be submitted to the company solicitors who will advise on liability, proceedings and any other relevant matters. If appropriate, the solicitors will then submit the report to the company's insurance risk advisors for assessment.
- A follow up report will be completed after a reasonable period examining the effectiveness of any new measures adopted.

In the event of an accident or incident which is not so serious as to be reportable, an investigation will be carried out by the safety officer, or a designated alternative responsible person, which may include some, or all, of the above.

13.1 Accident Procedure

First aid facilities are established on all sites and first aid kits are carried on all company vehicles. The Safety Officer is responsible for the proper use and maintenance of each first aid facility, replenishment of stocks, removal of any item prior to its expiry date and removal of any item which should not be placed in a first aid box (e.g. medicines).

Whilst working on a clients site, wherever possible arrangements are made with the clients to use their first aid facilities. Where this is not possible a first aid box is carried on all vehicles and assistance will be sought from the emergency services if required.

Accident records are compiled, stored and maintained by the Safety Officer.

In the event of any accident or incident where:

- any person dies as a result of an accident arising out of or in connection with work, or;
- any person at work suffers a major injury as a result of an accident arising out of or in connection with work, or;
- any person not at work (e.g. visitor, member of the public) suffers an injury as a result of an accident arising out of or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury, or;

- an employee is off work for more than three days as a result of an accident or incident occurring whilst at work, or;
- there is a dangerous occurrence (when something happens which does not cause an injury but which could have done so),

the details of the accident or incident must be reported to the Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG (by post), or

riddor@connaught.plc.uk. (by E-Mail), or

0845 300 9923 (by telephone - fatal & major injuries only from 12/09/2011), or

<http://www.hse.gov.uk/riddor/online.htm> (online)

by the quickest practicable means AND within 10 days of that notification, a report must be submitted in writing. Report forms with further instructions are available for download or online completion on the HSE web site <http://www.hse.gov.uk/riddor/online.htm>

Major Injury includes:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury:
 - a. leading to hypothermia, heat-induced illness or to unconsciousness,
 - b. requiring resuscitation, or
 - c. requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin-
 - a. acute illness requiring medical treatment; or
 - b. loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Specified Dangerous Occurrences are:

1. Collapse, overturning or failure of any lifting machinery
2. Failure of pressure systems

3. Failure of freight containers
4. Incidents involving overhead electric lines
5. Electrical short circuits causing fire or explosion
6. Certain releases of explosives
7. Release or potential release of biological agents
8. Malfunction of radiation generators
9. Malfunction of breathing apparatus
10. Certain diving incidents
11. Scaffold collapses
12. Train collisions
13. Certain incidents relating to wells
14. Certain incidents relating to pipelines
15. Certain incidents relating to fairground equipment
16. Certain incidents relating to the carriage of dangerous substances
17. Building or structure collapses
18. Explosions and fire
19. Escape of flammable substances
20. Other specified incidents relating to mines, quarries, certain transport systems or offshore work.

14 General

1. All employees and sub-contractors should be aware of, respect and adhere to the procedures contained in this policy statement, the risk assessments, COSHH assessments and other documentation contained in the safety policy file, or referred to in this Policy.
2. All employees or sub-contractors shall immediately report any unsafe practices or conditions to the safety officer.
3. Any person under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on site.
4. Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person, including members of the public, are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person.
6. No person may adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by the management of the Company. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
7. No worker shall undertake a job which appears to be unsafe.
8. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
9. All injuries must be reported to the Safety Officer or a delegated representative.
10. All workers must take care to ensure that all protective guards and other safety devices on tools or equipment are properly fitted and in good working order and shall immediately report any deficiencies to the Safety Officer.
11. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
12. No worker should use chemicals or other hazardous substances without the knowledge required to work with those substances safely.
13. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

14.1 Walkways

1. Walkways, passageways and stairways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet, it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.

5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

14.2 Tool and Equipment Maintenance

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the management of Aquamain (UK) Ltd to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all workers to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool shall be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Workers are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

14.3 Manual Lifting and Moving

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage, which could cause trips or slips.
5. No worker should attempt to lift or move a load that is too heavy to manage comfortably.
6. Where team lifting or moving is necessary, one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground a squatting position should be taken, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

