



Where in this Policy the following words are used they have the following meaning:

**ENSURE** – where individuals have a responsibility placed on them, this responsibility shall be discharged if they have satisfied themselves that an appropriate system is in place within their Business to undertake the action and that it is being undertaken in a satisfactory manner.

**WILL / SHALL** – the individual is required to carry out the action themselves. He can delegate the action but the responsibility remains to the individual

## 1. ORGANISATION

Oak Dry Lining Limited recognises that their operations expose employees and others to higher risk activities. It also recognises that all levels of management, supervisors and employees have an active part to play in the attainment of high health and safety standards.

All Board Members have a responsibility for health and safety and specifically for ensuring that any decision they make individually, or collectively, will be made by evaluating any health and safety factors.

In particular, the following persons in the organisation have been given specific responsibilities to achieve the aims and objectives of the Policy and for ensuring a Health and Safety Management System is implemented, monitored and reviewed.

### 1.1 Overall Responsibility for Health and Safety

Responsibility for safety is vested in the Board and the following Director has particular responsibility for health and safety throughout the Company's activities:

**Mr Chris Vliadar – Director:** is responsible to the full Board for all health and safety matters and will make regular reports to the Board.

Oak Dry Lining Limited shall:

1. Ensure that the Group Health and Safety Policy, Procedures and Management System are issued to all employees as appropriate to their needs.
2. Ensure the Safety Management System is understood and be committed to implementing the requirements.
3. Ensure there is a system for appointing a Safety Supervisor for every construction site and for all other working places, stores and offices.
4. Ensure there is a system to provide sufficient and adequate resources in all tenders for safe working and at all working situations.
5. Make reports to the Company Management Board. These reports will include safety standards achieved, details of accidents, dangerous occurrences and HSE and Environmental Health Officers Enforcement Orders.
6. Ensure the Group Safety Department is provided with Monthly Safety Return forms.
7. Ensure there is a system in place to advise the Group's Safety Department of new contracts and updated site lists supplied on a regular basis.
8. Action reports received from the Group's Safety Department, HSE and other Enforcement / Fire Authorities.

9. Ensure there is a system in place to vet all sub-contractors and suppliers of materials and equipment to ensure they have sufficient resources and ability to discharge their responsibilities for health and safety adequately.
10. Ensure that a system is in place for identifying employee's health and safety training needs and that sufficient financial resources are available to provide the training as required.
11. Ensure properly appointed Safety Representatives are recognised and that they are allocated sufficient resources and time to carry out their duties including the setting up of Safety Committees where appropriate.
12. Ensure Health and Safety Consultation with the workforce regularly occurs and any Safety Information is published and distributed in the relevant manner.
13. Ensure that the system is followed and implemented so that all major injury and other accidents, which prevent an employee from working for at least three days, and other incidents i.e. dangerous occurrences and incidents of industrial disease, are reported to the appropriate Enforcing Authority, Group Safety Department etc.
14. Ensure that a system is in place where employee's absence from work for ill health is monitored to identify trends.
15. Liaise as necessary with other Directors, Safety Advisors, Departmental Heads, Senior Managers and Group Safety Advisors to ensure up to date information is distributed and communicated.

**1.2 Managing Directors, Financial Directors, Human Resources Managers, Senior Managers and Departmental Heads:**

All Directors, Managers and Supervisors have health and safety responsibilities for the staff under their control, in particular they should:

1. Recognise and address health and safety implications of their management decisions.
2. Ensure relevant safety information and training is provided.
3. Ensure resources are available to manage health and safety.
4. Read, understand and implement the Group's Health and Safety Policy and Procedures relevant to their operations.
5. Ensure suitable and sufficient risk assessments have been prepared for the work undertaken by their subordinates.
6. Communicate with Oak Dry Lining Limited's Director for Safety on health and safety issues.

**Responsibility for Health and Safety on Construction Sites, Workshops and other Workplaces – Safety Supervisors.**

Every workplace will have a person appointed as the Contract Manager to be responsible for the day to day aspects of health and safety at the sites, workshops, stores etc. They shall be appointed from staff members who have sufficient authority to fulfil this role and who have received adequate health and safety training. They will:

1. Ensure the requirements of the Safety Policy, Procedures and Safety Management Systems are complied with by either undertaking or delegating the responsibilities.
2. Ensure that all legal obligations are met and relevant safety information is complied with.
3. Co-operate with the Health and Safety Plan for the workplace.
4. Ensure risk assessments and method statements are provided and evaluated before work commences.
5. Request health and safety advice and information from the Group's Safety Advisers and consult with them on risk assessments.

6. Accompany Safety Advisers / Auditors at the time of their visits and carry out the remedial actions in accordance with the instructions issued.
7. Accompany and assist HSE Officers on their visits to site and advise Group Safety Department of any visit at the earliest opportunity.
8. Undertake to identify safety training needs of persons under his control and bring these to the notice of the Management Board member responsible for safety and to the notice of the Group Safety Adviser.
9. Ensure that all sub-contractors have been vetted for health and safety competency prior to commencing on site.
10. Ensure that sub-contractors are informed of situations and substances used at the workplace, which are likely to affect them in the course of their daily work. Ensure sub-contractors are informed of any relevant health and safety information.
11. Ensure that suppliers to site are provided with any safety specific information to ensure the safety of their employees when visiting site.
12. Ensure that members of the public and others who are likely to be affected by work or operations are kept informed.

### **Supervisors and Line Managers**

Supervisors and Line Managers who have responsibility for supervising, managing or controlling others shall:

1. Ensure they are aware of the contents of the Group Safety Management System and Procedures and implement them.
2. Ensure others are provided with any information on health and safety implications and work to safe systems of work.
3. Identify any training needs and relate them to the appropriate person to be actioned.

### **1.5 Sub-contractors**

Where sub-contractors are used, only those contractors who can demonstrate they have sufficient resources and organisation of abilities to work safely and in compliance with all relevant safety legislation shall be employed. Sub-contractors will work within the framework of this Health and Safety Policy and the Company's Safety Management System.

They have an important part to play in attaining and maintaining high standard of safety.

They shall:

1. Provide a written Safety Policy.
2. Provide Risk Assessments and Method Statements that will indicate how particular operations will be carried out safely and in what sequence they will be done. Numbers of men and plant and equipment will be identified, together with situations where persons other than employees will be put at risk.
3. Follow site rules contained in the Health and Safety Plans.
4. Ensure assessments are available on site in relation to substances hazardous to health used at the workplace, noisy plant and operations, which will involve the use of vibrating equipment. Make these assessments available at the workplace.
5. Work with a minimum risk to their own employees and any other persons affected by their work.
6. Carry out instructions given by Oak Dry Lining Limited Supervisors and/or the Principal Contractors Supervisors and/or Safety Supervisor relevant to health and safety matters.

7. Provide safety helmets and other necessary protective clothing and equipment for their employees and insist that such items are worn and used where necessary.
8. Report all accidents on site to the site manager and ensure that the HSE are told of any reportable injury and provide a copy of the F2508 for our records.

#### **1.4 Employees**

The co-operation and goodwill of all employees is essential in the creation of high standards of health and safety at the workplace. Failure to work safely will result in disciplinary action. They will:

1. Work in the proper manner following appropriate procedures and instructions, use all tools and equipment in a safe manner and take care of their own and others health and safety.
2. Co-operate with their Supervisors and Safety Supervisors and follow all health and safety rules.
3. Wear safety helmets on all construction sites. Wear and use other necessary protective clothing and equipment. Make requests for safety clothing or equipment where they feel this will improve safety standards.
4. Report to their Supervisor and/or Safety Supervisor any defects in tools, plant, equipment or protective clothing and any other aspect which they feel compromises health and safety standards.
5. Discuss all aspects of their work with their Supervisor where they feel unsure or they think their safety can be improved.
6. Report any accident or near miss to the site management.

#### **1.7 Oak Dry Lining Limited**

Oak Dry Lining Limited has appointed the in house Safety Advisers of Galliford Try Construction to provide all aspects of Health and Safety advice. Additionally, Galliford Try Services Ltd has appointed a Group Safety Director, Mr M Webb, to provide regular Safety Audits, Group Health and Safety Procedures, Group Safety Statistics and Co-ordination.

##### **1.71 Mr M Webb, Health, Safety & Environmental Director will;**

1. Ensure that the Company has Health and Safety Documentation that is current and complies with the requirements of Health and Safety Legislation, Best Practice and the requirements of the MCG.
2. Review the Health and Safety Policy at least annually and ensure it is changed due to any organisation changes.
3. Ensure that Business Unit Directors are kept advised on new and forthcoming legislation.
4. Prepare regular reports to the Management Board on the Health and Safety Performance of the Company.
5. Ensure the competency and training of the auditors.
6. Ensure each Business Unit is audited on a regular basis.

##### **1.7.2 Safety Advisors will;**

1. Visit the sites/workplaces at the frequency agreed. These intervals shall not be more than four weeks.
2. Provide a written safety report and leave a copy on each site at each visit.
3. Carry out investigations into major injury accidents and dangerous occurrences with a view to prevent recurrences.

4. Provide advice on compliance with existing and forthcoming relevant safety legislation and accident prevention methods.
5. Liaise with HSE Inspectors, Fire Officers and other Enforcing Authorities as required.
6. Provide such on site training as is necessary to ensure the health, safety and welfare of persons in direct employment to the organisation and others.

#### **1.7.3 Group Auditors will:**

1. Carry out 4 audits (minimum) of each business unit over a 12 month period.
2. Record the findings and provide information to the Group Director of Safety.
3. Review the Group Procedures on a regular basis to ensure they meet current legislation and best practice.
4. Make amendments to the Procedures as required by system failures or amended organisational practices.

## **2. ARRANGEMENTS**

To meet the aims and objectives of this policy, the following arrangements are made:

### **2.1 Procedures, Rules and Safe Methods**

The Galliford Try Group Health, Safety and Environmental standards have been produced to form the basis of the required standard of group performance. It will be generally followed and used to structure any site rules, safety procedures or method statements.

Risk Assessments shall be carried out at each workplace and safety procedures will be identified or safety method statements provided which will eliminate or reduce the risks to an acceptable level.

### **2.2 Persons Responsible for Safety**

Persons appointed to be responsible for safety shall be appointed in writing and will be competent to fulfil the duties required of them. The Health and Safety Law Placard will be completed with the name of the person who has been appointed as the Safety advisor for the workplace. The Risk Assessment and Method Statement will detail the individual's health and safety responsibilities.

### **2.3 Training and Information**

All persons in the organisation shall receive training and information necessary for their position. Training needs will be identified by annual appraisals and/or line managers. Access to comprehensive health and safety legislation and general information is available via the intranet from Technical Index system. Hard copies of selected publications shall be kept in the Safety Department at Cowley and Wolvey.

Galliford Try Construction Safety Department and the Group Safety Department are available to provide advice and information.

### **2.4 Communication and Consultation with Workforce**

When requested by the workforce, a health and safety committee will be set up to advise all workers on company policy and legislation requirements.

In compliance with the Health and Safety (Consultation with Employees) Regulations, all employees shall be consulted about, and kept informed of health and safety developments through the Team Brief system.

Participation by all levels of employees and staff in setting and maintaining health and safety standards is expected and measures will be taken to ensure that the Policy is understood by all employees.

### **2.5 Performance Measurement**

Oak Dry Lining Limited's Health and Safety performance shall be audited and reviewed to ensure continual improvement.

The Health and Safety management system will be audited externally to OHSAS 18001 standards. Internal audits shall also be carried out by Galliford Try Health and safety Department.

All workplaces shall be monitored on a regular basis by Safety Advisers of Galliford Try Construction Limited Safety Department.

Oak Dry Lining Limited will provide statistics on a monthly basis for any accidents, reportable and non-reportable, service strikes, dangerous occurrences and any enforcement. This information will be used to identify deficiencies in the Group's health and safety system, organisation or arrangements.

As a measure of the effectiveness of this policy the Company's reportable accident rate per 1,000 hours should not exceed 0.10. Oak Dry Lining Limited will be advised on a monthly basis of their performance levels and where the target is not being achieved the Construction Division Board will be advised and steps taken to identify the cause of the non-achievement in order to rectify at the earliest opportunity



**Chris Vadar**  
**Managing Director**  
**Oak Dry Lining Limited**  
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