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1. Health & Safety Policy Statement

The Health & Safety at Work Etc. Act 1974 requires E P Industries Ltd to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our acts or omissions. Our defined performance standard is zero accidents and compliance with legislative requirements will be the minimum acceptable standard adopted to achieve this goal.

In order to carry out this policy, responsibilities for health and safety have been clearly defined, allocated and accepted. All employees must play their part in implementing this policy in accordance with the relevant company policies, procedures, legislation and other compliance obligations, if safety standards are to continually improve.

When implementing this policy, we will:

- provide adequate control of health and safety risks arising from our activities in relation to employees, contractors, clients, the public and other third parties, so far as is reasonably practicable.
- provide sufficient resources to ensure that proper provisions for health and safety can be made.
- carry out risk assessments of our activities and implement effective measures to control the risks present and ensure workers are briefed on the risks and control measures that affect them.
- communicate with all workers about their health and safety and provide them with sufficient information, instruction and training through positive management and supervision in order to implement this policy.
- commit to the consultation and participation of workers and workers' representatives where appointed.
- commit to encouraging safe behaviours and re-educating unsafe behaviours.
- provide and maintain safe equipment, safe working practices, safe working environment and adopt industry best practice and implement safe systems of work.
- commit to the prevention of injury and causes of work-related ill health.
- assure every employee or person working on behalf of the company that they have the absolute right to decline to carry out work if they feel it is not safe to do so.
- review the risks and opportunities to our business and set and monitor health and safety objectives against which our performance can be measured to identify opportunities for continual improvement in health and safety performance and the management system.
- provide our employees with the appropriate tools and equipment to enable them to work safely.
- operate an Integrated Management System in accordance with the requirements of BS EN ISO 45001:2018.

This policy will be reviewed annually as part of the Management Review process, to ensure its continued relevance and adequacy.

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This policy statement will be briefed to employees at their induction and will be communicated and implemented at all levels within the company and to all persons working under our control. This Health and Safety Policy Statement is available to interested parties on request.

Signed:



Position:

Managing Director (Edwin Pilsworth)

Date:

April 2023

2. Organisation

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work under EP Industries Ltd and its Group Businesses are carried out with due consideration for safety and with minimum risk to health. Ultimate responsibility lies with the Company Managing Directors but specific duties are delegated to others according to their function, experience and training.

The Company Management and all Employees both individually and collectively will ensure that this Policy is applied throughout the whole Company as well as within the departments and work areas for which they have direct responsibility. Similarly, all Management must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates. Company Management will ensure that all workers, sub-contractors and visitors to the company adopt this, Policy.

Each individual person in the company has a duty of care to themselves as well as to all those they come into contact with during any part of the working day

2.1. Managing Directors

Overall responsibility for ensuring compliance with the company's health, safety policy;

- Initiate the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents
- Ensure that the Company Management and Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- If contacted by a member of staff or by the Health and Safety Executive (HSE) directly regarding any potential issue that may result in prosecution, prohibition or improvement ensure that the circumstances are investigated, either personally, by a member of management to ensure that the situation is remedied and that the likelihood of a recurrence is reduced

- Ensuring that work equipment is regularly tested and recorded in line with company policy and ensuring that all work equipment is examined regularly and tested in line with statutory requirements (responsibility delegated through the company management structure where required).
- Providing systems and procedures for accident investigation and reporting (as delegated through the company management structure where required). Providing a system of workplace safety inspections and ensuring audits are carried out (delegated through the company management structure).
- Where reasonably practicable sanction the necessary funding for adequate health, safety and welfare facilities, equipment, training to meet the requirements of the Company Policy.
- Ensure that employees are aware of any hazards or risks involved with any material, equipment or substance used and that proper precautions are taken when and where necessary.
- Responsible for ensuring fire/emergency procedures and equipment are in place and that procedures are communicated to all employees, sub-contractors and visitors along with the provision of suitable training in the use of fire/emergency equipment for all employees where applicable.
- Ensuring health & safety regulations, rules, procedures and codes of practice are being applied effectively and consistently.
- Ensure that all plant, machinery and equipment is safe and in good working order.
- Set a personal example to all management and employees by conforming to the requirements of the safe systems of work and standards within the company

2.2. Duties of Managers and Employees Responsible for Managing Allocated Premises Areas & Works

Any manager or employee responsible for work areas must implement the Policy by:

- Having adequate knowledge of, and observing the requirements of the applicable regulations, legislation and codes of practice.
- Ensuring that all persons working in these areas are adequately trained to enable them to carry out their duties.
- Ensuring that the Management of Health and Safety at Work Regulations 1999 are followed and the necessary health and safety plans, risk assessments and safe systems of work are produced and brought to the attention of the relevant people.
- Ensuring that adequate emergency provision is made on our and client sites.
- Making full provision for safe methods of working and adequate welfare facilities in the areas.
- Ensuring that all plant and equipment, is in accordance with manufacturer's specifications, and when applicable, has been tested and thoroughly examined in accordance with any regulations.
- Ensuring that items in the work area meet current U.K. and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels and any emissions or discharges to any source.

- Monitoring health and safety performance through meetings, acting on the recommendations of safety advisor reports, and responding to actual site conditions observed when on routine site inspections.
- Participate in regular communication meetings with other staff and make suggestions on ways in which health and safety performance can be improved.
- Setting a good personal example and having adequate knowledge of health and safety legislation relating to the Company's work.
- To ensure that any accident/incident is properly investigated and reported in accordance with Company policy and the requirements of statutory legislation.
- To set a good personal example at all times pertaining to the maintenance and enforcement of the requirements of this policy.
- To ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimize risks.
- To ensure that new employees, apprentices, young persons or occasional site workers/visitors are aware of risks to their health and safety and the relevant precautions to be taken.
- To report any defects in work equipment to the Safety Manager together with details of any dangerous practices observed on the site.
- To ensure that all plant, tools and equipment are being used correctly.
- To carry out their duties and roles under their own position with due regard to the maintaining the health, safety and welfare of any person who they come into contact with.

2.3. All Employees

Take reasonable care of the environment and the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work. Employees must also co-operate with their employers in performing any duty or comply with any requirement in the interests of health, safety and environmental protection and in particular;

- Responsible for complying with health, safety and environmental policies and procedures and supporting procedures.
- Reporting accidents, dangerous occurrences and conditions promptly.
- Proper use and care of personal protective equipment supplied, when and where necessary, in the interest of health and safety.
- Proper use of work equipment and machinery and adhering to safe systems of work
- Promoting health, safety and environmental awareness.
- By reporting incidents that have led or may lead to injury, or maybe a hazard to health or the environment and by co-operating fully in the investigation of accidents and with the introduction of any measures taken to prevent recurrence.
- By carrying out their work in such a way so as not to put the health and safety of the users of the company equipment at risk.

2.4. Plant & Equipment Operators and Service Engineers

Responsibilities of plant/equipment operators are;

- To read and understand the company safety policy
- To work in accordance with its provisions and any safe systems of work in connection with the operation of the plant or work equipment
- To inspect any plant/equipment you intend to operate prior to its use, report any defects/damage to their Line Managers or the Safety Manager.
- To use the equipment/machinery only for the purposes for which it was designed
- Seek guidance and advice from Line Manager or the Safety Manager if necessary.
- To use such appropriate safety equipment and wear personal protective equipment as may be necessary in carrying out your duties.
- Suggest ways in which working practices can be made safer.
- Ensure that employees and others within the vicinity of the equipment are not endangered by its use.
- Report all accidents or damage to the Management and ensure that details are entered into the accident book.
- Inform the Safety Manager of any medication that you are taking or treatment following an accident or illness, which may affect your ability to work.

2.5. **Sub-Contractors**

Sub-contractors, when employed by the company, are required to comply with requirements of all relevant health and safety legislation and in particular;

- Take reasonable care for the health and safety of themselves and other persons including the public who may be affected by their work.
- Use safe systems and methods of work (some of which may be required to be vetted) before the works are carried out.
- Provide and use suitable personal protective equipment when and where necessary
- Report accidents and dangerous occurrences promptly in line with statutory requirements.
- Conform to the company rules and procedures as required in the course of any works being carried out.

It is Company policy that sub-contractors used by the Company provide information on safe systems of work including method statements and risk assessments for potentially hazardous working activities that may be carried out at our premises or on behalf of our Company. Sub-contractor organizations with five or more employees will be required to provide information as requested in line with this health and safety policy (including our Sub Contractor Assessment) and our standards. Sub-contractors with less than five employees will be issued with a copy of our health and Safety policy (and supporting documents) and are required to confirm that they will adhere to its terms at all times whilst carrying out work on behalf of the Company.

2.6. Management Structure

See separate document

3. Arrangements

3.1. Accident Reporting

This policy seeks to secure compliance with the employer's duties set out in the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR), and the duties outlined in the Health and Safety at Work Act 1974.

Employees have a duty under the Health and Safety at Work Act 1974 to ensure that all injuries that occur in the course of work activities are reported to management, and a record kept.

All accidents must be reported immediately to the General Manager. The General Manager and the Manager responsible for the area where the incident took place must ensure that the details are recorded in the Accident Book.

Accidents, near misses and dangerous occurrences must be reviewed and if necessary, investigated by the General Manager as soon as is reasonably practicable, following the event to establish the cause and action taken to eliminate or minimize the risk of reoccurrence.

A full report on each incident will be retained on file. Reportable accidents and dangerous occurrences must be reported using form (F2508) using the on line or telephone facility provided by the Health and Safety Executive. Any RIDDOR Reporting will be carried out by the Safety Manger.

The present F2508 is presently available on line from <http://www.hse.gov.uk/riddor/report>

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The RIDDOR Report number must be retained by the person making the report and request a copy be sent to the Directors for future records. Once received this form is to be retained by the General Manager for future reference. In

addition, accidents and/or injury to staff or the general public must be reported to the Company's Insurers through the Directors.

If an accident occurs to any member of staff or member of the public;

Where appropriate administer first-aid by an appropriately qualified person;

- Inform the Directors as soon as reasonably practicable.
- In the event of a serious accident preserve the scene as far as is possible.
- An entry should be made in the Accident Book.
- If the accident is a "specified injury", fatality, dangerous occurrence, or involves a person not at work being taken to hospital the Enforcing Authority must be informed as soon as reasonably practicable (usually by telephone) and an F2508 provided within 10 days.
- An F2508 must also be sent where a person is incapacitated from their normal work for more than 7 days, as a result of an accident. The appointed Health and Safety Advisor will be able to advise on the completion of an F2508 form and the associated process as required.
- Where further details of the accident are requested, these enquiries must be dealt with as a matter of priority.
- For cases of a reportable disease the report form F2508A must be used.

PROCEDURE IN THE EVENT OF A SERIOUS OR FATAL ACCIDENT

This is a summary of the action to be taken in cases of a serious or fatal accident or serious incident.

This procedure applies in cases where employees, in the course of their work are seriously or fatally injured and also in cases of a serious incident that may have resulted in serious or fatal injury.

This procedure also applies in cases where persons (in particular members of the public) not employed by the Company are involved in a serious or fatal accident or serious incident directly associated with work or activities carried out by employees of the company.

The employee, or in cases where the employee is incapacitated, the first person on the scene of an incident or accident must: -

1. Contact immediate supervision by the quickest means. In cases when the Directors are not immediately available, the following information must be obtained and passed on to them urgently: -

- NAME OF CALLER
- LOCATION AND ADDRESS OF ACCIDENT OR INCIDENT
- TELEPHONE NUMBER
- NAME (S) OF EMPLOYEES/PERSONS INVOLVED
- NATURE OF ACCIDENT OR INCIDENT AND CURRENT STATUS OF PERSON INVOLVED.
- WHAT ACTION HAS BEEN TAKEN KEEPING RECORDS

2. A record must be kept of all reportable injuries and dangerous occurrences. The record must contain in each case: -

- The date and time of the accident-causing injury.
- The following particulars about the person affected: -
 - Full name
 - Occupation
 - Nature of the injury or condition
 - Place where the accident happened.
- A brief description of the circumstances.

Reporting Format

The nature of the record kept is not stipulated by "RIDDOR". It is left to the responsible person to use a form of record, which best suits, his purposes. EP INDUSTRIES LTD will opt to use the recognized Accident Book BI510. If the incident is a RIDDOR category, a copy of each completed RIDDOR Form (F2508) will be kept on file. Where necessary or required an investigation into an accident/incident will be undertaken and the related documents will be linked to the original incident report.

Investigation

The person carrying out the investigation shall have the necessary knowledge and skills to do so. Any investigation shall be undertaken as soon as is reasonably practicable following the date and time of the accident/incident, all findings and information shall be recorded in the appropriate format. Where required the investigating party will be supported by the appointed health and safety advisors.

Accident Reduction

The Company positively encourages employees to report near misses without recrimination as a way of reducing accidents in the workplace. All near miss situations will be assessed by the General Manager and if required reviewed and investigated with the objective to reduce the potential of reoccurrence.

3.2. Asbestos

All company premises will have any asbestos materials or products identified and managed accordingly in line with the duties under the Control of Asbestos Regulations 2012. Each location will have an asbestos register and the company will ensure that all asbestos on our site is managed so as not to present a risk to staff or any other person.

The Company will not carry out any Asbestos removal works at any time.

Where this work is required a competent and licensed (where applicable) Sub Contractor will be used under the requirements of the Control of Asbestos Regulations 2012 and strict safe systems of work and supervision to minimize the potential of any release of fibers.

It may be possible that employees may discover or suspect asbestos or asbestos based materials whilst at work. Should this occur, employees are requested to cease all works immediately and report to management/supervision.

Should asbestos materials or materials containing asbestos be discovered or suspected on site the Directors are to be informed. Asbestos awareness training will be provided to those employees who may be at risk, training will include the following:

- The health hazards of asbestos, including the added danger of smoking and working with asbestos
- The presence of other hazards such as working at height
- The uses, locations and appearance of asbestos containing materials in buildings, plant and sites.
- The type of work they are allowed to do by law
- What the Control of Asbestos at Work Regulations require them to do
- The correct choice, use and maintenance of personal protective equipment
- Decontamination procedures
- Maintenance of control measures
- Emergency procedures
- Waste disposal
- Where applicable, the role of medical surveillance

3.3. **Audit (Safety, Health & Environment)**

In order to monitor and develop safety, health and environmental standards across the company, periodic audits will be carried out by the General Manager.

The audits will encompass safety administration, physical conditions, statutory obligations, management and staff awareness, and operational controls. A report will be prepared following a company safety audit and copies will be retained on file.

Additional safety and environmental support are available from the appointed Health and Safety Advisor under a service agreement.

3.4. **Consultation & Communication**

The Company will encourage the active participation of all employees in promoting good health and safety practice within the company in line with The Health & Safety (Consultation with Employees) Regulations 1996.

1. Arrange for appropriate measures for the health and safety of employees.
2. The appointment of competent persons to provide advice and to implement emergency procedures.
3. The provision of information on risks to health and safety and on preventive measures.
4. The provision of adequate health and safety information and training before starting work and when exposed to new risks.

The Safety Committee chaired by the General Manager will sit every 6 months. The minutes of each meeting will be made available on the Company Notice Boards. Consideration will also be made by the Directors in respect of communication to potential employees, workers, or Sub Contractors where English is not a first language or levels of literacy may create communication issues.

Where this is a foreseeable translations and pictograms will be used where reasonably practicable, and if required publications in other languages, text size or with changes to assist the individuals learning styles will be used to assist in communication.

3.5. **Construction (Design & Management)**

The CDM Regulations 2015 place duties on all parties involved in construction work, including Clients, the design team and those involved in the actual construction.

The Company in the Role of “Client” for a Construction Project Under the Construction Design and Management Regulations 2015.

If the Company is commissioning construction work on premises it owns, or if as a developer, construction work is undertaken on its behalf, then the Company must fulfil the duties of the ‘the Client’ under CDM 2015. We also recognize that if we undertake works for a Domestic Client (as Contractor or Principal Contractor) we will also have Client Duties and Principal Designer Duties unless they are appointed to other parties.

Before the works are to commence, the Directors will make suitable arrangements for managing a project. This includes making sure:

- Other duty holders are appointed;
- Sufficient time and resources are allocated;
- Making sure:
 - Relevant information is prepared and provided to other duty holders;
 - The principal designer and principal contractor carry out their duties.
 - Welfare facilities are provided.

In any case of routine or new construction works the Building Health and Safety File will be updated with the relevant information.

3.6. **Contractor Selection**

The Company is required to verify the competence of any sub-contracting Company and to ensure that it has the necessary the health and safety provision to comply with current health and safety legislation and HSE codes of practice.

Any contractors carrying out construction work on behalf of the Company will be required to complete a Sub Contractor questionnaire requesting evidence of “competency” for their own field of works.

Assessment will be carried out by the General Manger with assistance from our appointed safety advisors.

With any Contractor works carried out for the Company, the contractor will be expected to provide safe systems of work, risk assessments and method statements to support their works as appropriate.

3.7. **Consultants, Experts and External Advisors**

There may be occasions when qualified specialist advice is required to ensure that a specific task is completed safely and competently. In these circumstances the services of specific consultants, experts or external advisors will be obtained.

Where external services or support are to be appointed, the appointee must be given sufficient support and cooperation from the company to enable them to fulfil their duties.

3.8. **Control of Substances Hazardous to Health**

The following policy seeks to secure compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended), and the employer’s duties under the Health and Safety at Work Act 1974.

It is important that this policy is fully implemented and adhered to. The administration required is the principal means of proving compliance and must be fully completed.

- All products (chemicals) in use or intended for use at work, must have been subjected to an initial COSHH assessment.
- Those materials classified as presenting a significant risk will be assessed further and those assessments will be recorded.
- All staff must receive the appropriate training if they are likely to store, handle or use any of the products with a significant risk.

- Health surveillance, where required will be carried out and the appropriate records kept.
- **Medical records must be preserved for 40 years**
- Records of assessments, testing, maintenance and training are all required to be kept.
- A control strategy will be used to reduce the risk. Where the risk is high, this will include the;
 - prevention of exposure through elimination or substitution
 - minimization of exposure through the use of mechanical controls
 - provision and maintenance of PPE where appropriate
 - Control measures must be used, maintained and tested in accordance with this policy.

The General Manager will carry out COSHH Assessments with support from our external H&S support and control the sourcing and recording of in date Material Safety Data Sheets for each product in use.

3.9. Display Screen Equipment

In order to comply with the requirements of the Display Screen Equipment Regulations 1992 (as amended) the Company has elected to survey all equipment and where users report discomfort or a general complaint, to investigate that complaint and take the actions being the most suitable with regard to the above regulations.

- All identified “Users” of Display Screen Equipment will carry out a self-assessment and be provided access to the relevant Health and Safety Executive publication on best practice use of Display Screen Equipment
- Personnel who are deemed to be significant users are entitled to a free eyesight test at the expense of the Company.
- Where an eyesight defect relating to the use of display screen equipment is detected which requires correction under these regulations a contribution will be made by the Company of an amount equal to the cost of the provision of basic corrective equipment, e.g., spectacles.
- Eyesight tests are only available at the Company's expense at the frequency suggested by the optometrist.
- Display screen equipment should conform to standards of ergonomic design.
- Work patterns and work routines should be altered if causing an adverse effect on employee's health.
- A significant user is defined as a person who is required by their job to use display screen equipment for one hour continuously per day, or up to ten hours intermittently per week.
- When working with display screen equipment, a Visual Display Unit (VDU) workstation, computer and/or Word Processor, ensure that your workstation is suitably organized and that;
 - the seating is comfortable, at the right height and does not cause unnecessary strain to your eyes, neck and/or back

- you avoid excessive glare and reflection
- the keyboard is at the correct angle
- if copying from documents ensure they are the same distance as the screen and ideally at the same height
- if you are working repetitively for long periods take short breaks to give your hands and eyes a rest.

3.10. **Drugs & Alcohol at Work**

The consumption or possession of alcohol whilst on duty is totally forbidden and staff are not allowed on licensed premises in working hours. Any staff under the influence of alcohol or controlled substances (as classified under the Drugs Act 2005 and the Misuse of Drugs Act 1971) whilst at work are liable to disciplinary action which may lead to dismissal. This includes the morning after or the night before work. The company also reserves the right to request employees to undertake a breath test at any time during employment.

The company is concerned to provide a safe and healthy working environment. It recognizes that those who misuse alcohol or drugs to such an extent that it may affect their health, performance and conduct can put this at risk and relationships at work.

The company therefore aims to promote a healthy environment to minimize such problems, identify employees with possible problems at an early stage and offer all employees known to have alcohol or drug problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

Employees are encouraged to approach a nominated person to seek advice and assistance where appropriate. All information will be treated in utmost confidence.

Any issues must be reported under strict confidentiality to senior member of the management team.

Every employee is reminded that under section 7 of the Health and Safety at Work etc. Act 1974; employees have a duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

3.11. **Electricity at Work**

This policy is intended to secure compliance with the Electricity at Work Regulations 1989, and the duties set out in the Health and Safety at Work etc. Act 1974.

"Electricity at work" covers all parts of the building wiring and extends to the use of portable appliances, extension leads and all electrical connections to the mains system. Separate standards exist for different pieces of equipment and it is therefore imperative that the policy is fully implemented and adhered to.

Failure to comply may result in significant risk of serious injury/fatalities and/or criminal charges.

Whenever possible work on electrical systems should be carried out after the system has been isolated. This should include actual isolation of the equipment from the power supply. In order to prevent inadvertent reconnection, the isolation mechanism should be “locked off” whenever possible and clearly marked as such.

Where it is necessary to work on live equipment this will be completed by a suitably qualified competent person. Whenever possible low voltage equipment and supplies should be used.

- All building wiring will be tested in accordance with the standards in force, and at the approved intervals. In any event intervals should not exceed 5 years.
- Portable appliances will be tested in accordance with the relevant standards and at the appropriate intervals. In any event such testing will occur at intervals not exceeding 3 years for low-risk items and annually for higher risk items.
- Testing will be carried out by authorised and competent tradespersons, who are suitably equipped, qualified and capable of meeting the requirements of this policy.
- All electrical work must be carried out by suitably qualified and experienced persons.
- All new electrical installation work within our premises must comply with the standards set out in the GEE Installation standards guide that is in force at the time of the installation. The standards of HSG 85 Electricity at work - “Safe Working Practices” will be employed where practical (in addition to part P of the Building Regulations and BS:7671 (IEE Wiring Regulations, 17th Edition).
- All work carried out at the premises must result in an amendment sheet for the building wiring records, and should be correctly labelled and added to the building health and safety file.
- All portable appliances should be subject to a pre use physical inspection and on high-risk items and site/workshop equipment should have recorded visual inspections on a monthly basis and a record of that inspection kept within the departments. Any defects in the casing, plug or cable should result in the appliance being removed from service

3.12. Environment

It is the policy of the Company to conduct its operations in a manner that is environmentally responsible and befitting a good business neighbour and resident.

In accordance with this policy, the Company complies with all current environmental legislation and manages all phases of its business in a manner

that minimises the impact and consequences of its operations on the environment.

To further this policy, the Company shall:

- Comply with all applicable environmental legislation
- Eliminate, or reduce to the minimum practical level, the release of contaminants and pollutants into the environment and/or atmosphere, initially through pollution prevention procedures and/or systems (e.g. material substitution and source reduction), to recycling procedures and/or methods and finally through treatment and control technologies

Effectively communicate with company employees, sub-contractors, suppliers, regulators, and customers, as well as the surrounding community, regarding the environmental impact and consequences of the company operations

3.13. Fire and Emergency Procedures

The Safety Manager will be responsible for providing and having maintained all firefighting equipment, fire doors, fire warning systems, fire blankets, notices and all associated equipment.

All equipment will be checked monthly nominated staff under Department Managers and Serviced annually by our appointed Fire contractor.

It will be the responsibility of the General Manager to ensure that all new employees receive training in the fire and emergency procedures on their first day at work along with training on use of fire procedures/equipment.

The General Manager will ensure that all statutory checks/tests on firefighting appliances and associated alarms and equipment will be carried out when applicable.

All Fire Extinguishers will be checked and inspected yearly
All emergency procedures will be “dry” tested on a six-month basis.
Fire and emergency procedures will be drawn up along with the provision of the appropriate fire-fighting, warning system and associated equipment and signage for each individual location.

Organisational responsibilities have been allocated to ensure that all fire and emergency procedures including induction training and emergency procedures/work equipment training are carried out and recorded where appropriate.

3.14. First Aid at Work

The following policy seeks to secure compliance with the Health and Safety (First Aid) Regulations, 1981 (as amended), and the employer's duties under the Health and Safety at Work etc. Act 1974. In order to achieve this:

- The General Manager will ensure that first aiders are available to provide first aid assistance in the event of an accident. 10 Person type first aid boxes (to BS BS-8599 will be located at the Parts and Warranty Office (on wall in corridor) and in the work shop, and also one will be available in the service vehicles.
- An "Emergency First Aider" must hold a current certificate of competence, suitable for first aid at work, issued by an competent training provider operating under a formal examining body.
- The appropriate first aid equipment will be provided on site in the approved containers.
- The names of the first aiders will be displayed with the location of first aid equipment made known to all employees through notice board signage and in relevant areas.

3.15. First Aid Training

The Company shall ensure that first aid training is given by persons or organisations qualified and competent to do so. Where required additional checks of competency will be undertaken. This shall be made available to any members of the workforce expressing an interest provided that there is a need for additional first aider in the first aid contingent.

The Company shall also: -

- Explain to new employees what they shall be required to do for First Aid Assistance and to whom they will bear direct responsibility.
- Ensure that any new employees read and understand the Company Safety, Health and Environmental Policy.
- Discover whether any new employee has any particular health needs (in terms of disability or recurring illness) and to make appropriate arrangements for his.
- Give clear directions as to the first aid and emergency procedures.

When attempting to aid an accident victim or member of the public, an untrained person may do more harm than good. The following points are particularly important:

- Do not try to remove a particle from a person's eye.
- Do not move an injured person or try to get him/her to stand.
- Moving a person with spinal injury can cause damage to nerves and may result in paralysis.
- Summon help immediately and keep the victim calm and warm. Where appropriate first-aiders will be trained and appointed and provided with suitable facilities.

3.16. Hand Arm Vibration Syndrome (HAVS) and Whole-Body Vibration (WBV)

With respect to The Control of Vibration at Work Regulations 2005 and the dangers associated with HAVS and WBV, our company and group aim is to:

- highlight those work activities that have the potential to cause hand-arm vibration syndrome (HAVS) and whole-body vibration (WBV),
- give information on identifying the level of risk associated with such activities
- to suggest ways of reducing any significant risks to an acceptable level.

This we endeavour to do by:

1. Checking whether it is necessary to use the current types of tools or whether a task may be achieved a different way.
2. Minimise the need for operations and tools that expose workers to hazardous vibration.
3. Minimise the forces needed to control tools.
4. Consider the maintenance of the equipment and whether there is likely to be deterioration in anti-vibration mountings, etc.
5. Reduce exposure times, e.g., by breaking up activities to minimise prolonged exposure.
6. Operators will be able to maintain good blood circulation, with suitable gloves worn to assist.
7. Correct adjustment, training and maintenance of vehicle and plant seating.

3.17. Hazard & Risk Assessment

The company has a duty to identify hazards at work and assess the risks of accidents occurring.

The company Directors and nominated staff members will undertake suitable and sufficient assessments of the risks to workers and others who may be affected by its undertaking and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to take the relevant action to protect employee's health & safety.

This will involve;

- ensuring that all relevant hazards are identified and risks controlled
- identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions
- taking account of existing preventative or precautionary measures
- addressing what actually happens in the workplace or during the work activity
- ensuring that all groups of employees and others who might be affected are considered
- identifying groups of workers who might be particularly at risk.

The risk assessments will be used positively by the company to change working procedures and improve Safety, Health and Environmental performance.

In all cases steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents.

Hazard and risk assessment must be reviewed when significant changes in the working environment or working processes occur

3.18. Health Surveillance

In line with the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health (COSHH) Regulations, employees will be provided with appropriate health surveillance based on the outcome of risk / COSHH assessment(s) associated with work activities. Records will be retained for 40 years under company records.

3.19. Housekeeping

Many accidents are directly attributable to poor housekeeping. In order to prevent such accidents, it is necessary to control the general standards and ensure that the maintenance of these standards becomes second nature both to employees and managers of the work areas.

Work area managers must;

- Set high standards of housekeeping in such a way as to minimise risk and reduce the likelihood of accidents occurring.
- Ensure that housekeeping standards are suitably communicated to staff at all levels.
- Ensure the standards are maintained by suitable and sufficient control.

All employees must;

- Ensure that high standards of housekeeping are maintained at all times.
- Ensure that incidents affecting the normal standards e.g., spillage's, are dealt with promptly.

3.20. Manual Handling

In order to reduce the risk of physical injury during lifting and handling activities and in order to satisfy the requirements of the Manual Handling Operations Regulations 1992 (as amended) and the general requirements of the Health and Safety at Work Act 1974, the Company will assess the lifting and handling arrangements and practices. All employees, when involved in lifting and handling operations, must;

- Observe the guidelines for the lifting and handling procedures

- Where no clear lifting guidelines are available adopt the most suitable lifting technique for the procedure. If appropriate seek advice from the Management.
- Use the appropriate mechanical aids wherever possible. The person using the equipment must be familiar with its operation and with the relevant operating limits (e.g., weight restriction and operation).
- Any defect in the equipment used to assist in handling operations must be reported to the Site Supervisor as soon as it becomes apparent. Where that defect renders the equipment unsafe it must be withdrawn from service immediately and not returned to service until the defect has been rectified.
- Where manual lifting is to take place, the kinetic lifting guidance contained in the booklet “Getting to Grips with Manual Handling”, should be followed. In accordance with the risk assessment of the activities all relevant employees will be suitably trained in correct lifting techniques
- Where team lifting is necessary the lift should be co-ordinated by one person. He/she should have a clear view of the area and arrange the others involved in the lift in such a way as to evenly spread the load.
- Wear the appropriate PPE e.g., gloves, safety shoes, when and where necessary

3.21. Mobile Phones

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle. This means you must not use a device in your hand for any reason, whether online or offline. you must not text, make calls, take photos or videos, or browse the web. The law still applies to you if you are stopped at traffic lights, queuing in traffic, Driving a car that turns off the engine when you are not moving, or holding or using a device that's offline or in flight mode.

Due to the risks described above and current legislation, which prohibits the use of handheld mobile phones whilst driving, all employees are informed that they must not make or take calls on mobile telephones whilst driving. All calls must be diverted to a message centre for the duration of the journey. If an incoming call is received, the driver will be aware of it and should find a place to stop that is safe, convenient and legal before making or responding to a call.

3.22. Movement of People – Preventing Slips, Trips & Falls

Trips, slips and falls are the most common occurrences of accidents in our environment. The workplace, walk ways and transit areas must be kept clear of obstructions for example, open filing cabinets, paper and litter on floors, trailing cables etc. Particular care should be taken to keep stairs and landings clear and ensure that lighting levels are adequate, or in areas where work is to be carried out where members of the public or large amount of workers may be present.

The Workplace (Health, Safety and Welfare) Regulations 1992(as amended) require that every floor should be maintained in such a way that it does not present a risk to the health and safety of those who have cause to use the route.

In the event of a physical or patent defect in the floor or traffic route, the defect should be remedied as soon as reasonably practicable. Where the defect presents a significant risk to the health and safety of those using the route, the route should be closed off or, at the very least, conspicuously marked by the use of signs, cones or marker tape. In any case the Safety Manager must be informed.

In order to satisfy this requirement, it is necessary to have in force a policy which will effectively deal with any temporary disruption to the normal, "safe" condition of the floor or route e.g., a spillage. All spillages must be immediately cleared up. Equipment to absorb and contain any spillage should be readily available under the work area managers.

3.23. **Noise**

The General Manager will ensure that all work equipment provided is fitted with silencers, mufflers, doors, canopies, etc. and ensure that all noise reducing equipment and noise reducing doors, etc., are used so far as is reasonably practicable.

Supplies of ear defenders or other hearing protection will be made available for any operation where it is not practicable to reduce the noise levels to a safe limit.

These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise. A noise assessment will be carried out in areas of the workplace where the effect of noise may be potentially hazardous.

3.24. **Personal Protective Equipment (PPE)**

The Personal Protective Equipment (PPE) Regulations 1992 came into effect on January 1st 1993. The regulations seek to control the provision, maintenance and use of PPE in the workplace.

In order to secure compliance with the above regulations assessments have taken place to determine the requirement for PPE and type of PPE most suited to the job.

The company will: -

- Identify tasks or occupations that require the employee to use PPE.
- Select and issue the correct type and standard of PPE.
- Maintain the PPE and replace it in the event of its failure.
- Provide suitable storage and cleaning equipment for PPE (lockers within the workshop area and hygiene wipes)

- Train the employee in the correct use of PPE.

All employees must: -

- Wear all appropriate PPE provided by the company.
- Ensure that equipment is suitably maintained and looked after.
- Report any defects or problems with the PPE as soon as practicable.

No charges will be levied for the issue of PPE or for replacement of equipment that has failed due to normal wear and tear.

Other items, for example specialist equipment may be provided but are not likely to be in general issue – these are available from the Safety Manager as required.

3.24.1. Rail Specific PPE

As a minimum employees will be provided with the following PPE if selected for Rail work.

- Safety Helmet
- Safety Footwear
- High visibility upper body clothing
- High visibility lower body clothing
- Gloves
- Safety Glasses

1. Additional PPE shall be provided on a project/task specific basis or as identified by Risk Assessment. Where applicable, the necessary inspection and test regime will be implemented for PPE that comes under LOLER or PUWER regulations or other applicable legal and other requirements.

2. Where staff are required to work on Network Rail Managed Infrastructure, they shall be issued with PPE that complies with the specific requirements of Network Rail Company Standard NR/L2/OHS/021.

3. Personnel shall be informed of information relevant to the care and use of PPE at the time of issue, including:

- Selection
- Fitting/Adjusting
- Cleaning/Maintenance
- Storing
- Replacing PPE

4. Information relating to care and use of PPE shall be identified via manufacturer's instructions.

5. The recipient will sign a PPE Issue form as a record of the PPE issued to them and having been briefed as to the care and use of PPE. This will be held on their personnel file for future reference

3.25. Portable Appliance Testing

The Directors will ensure that all portable electrical equipment is regularly visually inspected and electrically tested by a competent person.

This includes electrically operated office equipment. Equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested.

A record must be maintained of the inspection and test and kept on file. Where applicable the records of PAT testing will be kept in the area the Equipment is located

3.26. Pregnant Workers, New and Expectant Mothers

This policy is designed to fulfil the requirements of the Management of Health and Safety at Work Regulations 1999, which concerns workers who are pregnant, those who have just given birth and those who are breast-feeding.

In order to comply, employers must:

- Assess the risks to health caused by the normal work activity of the three groups of employees above.
- Ensure that the above groups of employees are not exposed to a health risk during the course of their work activity.
- Take suitable and preventative action to ensure the wellbeing of the employees.
- Notify the Appointed Safety Advisor of any pregnant workers and their normal work activity, to ensure that an assessment has been properly made.

Employees must:

- Notify the employer if they are pregnant or breast-feeding.

Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations

3.27. Premises Maintenance

The Directors will ensure that the premises are maintained in good repair, so that they do not present significant risks to those who have access to them. Effective maintenance of a workplace is a requirement under the Workplace (Health Safety and Welfare) Regulations. All potentially dangerous defects should be rectified immediately, with steps taken to protect anyone who might be put at risk. A system of maintenance and inspection should be provided for the following:

- Electrical installations
- Ventilation and extraction systems
- Emergency lighting
- Fire alarms and warning systems
- Shutter/Roller doors

Particular attention should be made to the maintenance of welfare facilities, which should be maintained to facilitate appropriate levels of hygiene.

3.28. **Promotion of Safety, Health & Environment**

All employees are responsible for promoting a positive and active attitude and approach toward safety and health at work and environmental protection. The Directors and the Safety Manager will issue information and advice regarding safety, health and environmental matters to help employees keep up to date on current issues and new initiatives. All management and employees will constantly enforce the need for safe working on our premises.

3.29. **Provision and Use of Work Equipment (PUWER)**

The Provision and Use of Work Equipment Regulations 1998 (PUWER), are made under the Health and Safety at Work etc. Act 1974.

PUWER applies to the provision and use of all work equipment and applies to all workplaces.

The Company has a duty:

- To ensure that work equipment provided for use at work complies with PUWER.
- To ensure that work equipment provided by employees meets the requirement of PUWER.

PUWER requires:

- Work equipment to be suitable for the task.
- Work equipment to be maintained in a safe condition.
- Work equipment to undergo regular inspection.
- Specific risks to be adequately controlled
- All persons to have adequate information, instruction and training.
- Adequate guarding of dangerous parts.
- Adequate controls for starting, stopping and in the event of an emergency.
- Suitable stability, lighting, maintenance, markings and warnings.

The Directors, General Managers and Department Managers will be responsible for ensuring that all work equipment and plant purchased, operated or maintained by the company meet the above requirements.

3.30. **Smoking**

A No Smoking Policy operates in all areas of the premises and on our sites. Smoking has been recognised as being harmful to health and presents an unacceptable fire risk.

Designated smoking areas may be made available; these areas are to be clearly marked and will not interfere with non-smokers. Smoking will not be permitted in general areas and in rest areas where food is either prepared or consumed. Smoking is strictly prohibited in Company vehicles

Where no designated area exists, smokers are required to leave the building to smoke. Failure to observe the smoking controls may lead to disciplinary action.

3.31. **Stress**

To demonstrate commitment to protecting the health, safety and welfare of employees, The Managing Directors recognise workplace stress as; “the adverse reaction people have to excessive pressure or other types of demand placed on them” and therefore an occupational safety and health issue.

The importance of identifying and reducing workplace stressors is acknowledged. This policy will apply to everyone. Management will be responsible for its implementation and for providing the necessary resources.

All workplace stressors are identified and risk assessments are conducted to eliminate stress or control the risks from stress. These risk assessments are regularly reviewed. If employees believe they are suffering from stress or are struggling with their work-based activities then they have the facility of being able to contact the Managing Directors to discuss the issues. If employees are feeling under stress, they are encouraged to get help and not wait for the problem to build up. Employees are therefore urged to talk to someone immediately.

Employee responsibilities:

- If it is a work problem or a home problem affecting employee's work then they are encouraged to discuss it with their Partners. The Managing Directors will treat the matter in confidence. On occasions the Managing Directors may recommend the involvement of a consultant/specialist or occupational health officer.

Management responsibilities:

- Conduct and implement recommendations of risk assessments

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure all staff are fully trained to discharge their duties
- Ensure all staff are provided with meaningful development opportunities
- Monitor workloads to ensure that people are not overloaded.

3.32. Training

The General Manager and Department Managers will ensure that all employees will be interviewed and assessed at an Induction and on a regular basis to establish their training requirements.

All operatives will be assessed for on-going competence on an annual basis. The Company carries out annual appraisals with each operative to discuss health and safety matters (welfare, working conditions etc.). Training is discussed at length to determine levels of competence which assists in continual professional development.

Records will be kept and a training programme will be established giving priority to the most hazardous areas and needs of young and/or new employees. No person will be permitted to operate any machinery, apparatus, tool or installation until appropriate training has been provided. Arrangement will be made, where necessary, for suitable training of staff in the use of the firefighting equipment and its proper maintenance. The Directors will provide new employees with suitable health and safety induction training on the first day of their employment or as soon as possible thereafter, advising on safety, health and environmental hazards and explaining safe systems and methods of work.

The Directors will ensure that all employees are provided with suitable personal protective equipment, when and where required, and record the issue of such equipment.

ALL EMPLOYEES ARE REQUIRED TO ASSIST AND CO-OPERATE WITH THE COMPANY IN ANY ARRANGEMENTS MADE FOR THEIR TRAINING REQUIREMENTS.

The Department Managers will maintain a record of all training that is undertaken.

3.33. Vehicle Safety

Only authorised persons may drive a Company vehicle. All drivers of Company vehicles must ensure the vehicle is safe to drive and properly maintained. All drivers must have a full, current UK driving license.

All users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving. Under no circumstances must mobile telephones be used whilst driving.

The site speed limits will be in force at all times. When operating any vehicle or plant equipment any fitted safety equipment (i.e., seat belts, warning lights, audible alarms, reversing alarms etc) will be used at all times.

Vehicles are only to carry the number of persons or equipment they are designed for. Vehicles must be signed in and out on a daily basis and daily check sheets must be carried out and returned to the vehicles main folder. Any faults must be reported to the Directors immediately and if required the vehicle must be put out of service.

Local traffic management policies and procedures will apply to each site.

3.34. **Violence at Work**

The Directors recognise that violence to staff may occur at some point during their working hours. The Directors are committed to providing a safe and healthy workplace including the protection of staff from aggression and violence as far as it is able.

Violence is defined as any incident in which a member of staff is abused, threatened or assaulted by a fellow employee or a member of the public. This includes sexual or other forms of harassment. Staff potentially exposed to any particular threat of violence shall have their work activities and work environment subject to risk assessment by the Safety Manager.

Staff are reminded to report any incidents of aggression, threat or actual violence to Site Supervision immediately. The Directors take these matters very seriously and any evidence of a serious problem will result in a review to seek better methods of elimination and control. All incidents will be recorded (as potential near misses) along with measures taken by the company to prevent, minimise and control the risk of violence.

3.35. **Visitors**

The Company will ensure that all employees strictly adhere to the site-specific policy with relation to visitors to individual sites, and that the employees realise that they are specifically responsible for their visitor's safety whilst on site, and that they must be accompanied at all times. All Visitors will be required to follow all local rules and requirements of site safety at all times.

3.36. **Working Hours**

In line with the Working Time Regulations 1998, the Company will ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum, it is with their full agreement. In addition, the required rest periods and breaks shall be arranged along with the appropriate holiday entitlement.

Where staff are required to work outside of normal working hours, special attention will be paid to need for their safety in respect of lighting, access and

egress and the need for supervision for employees working on their own in isolated areas of the workplace, lone- working will not be permitted

3.37. **Workplace (Health, Safety & Welfare) Regulations**

The company will provide a safe place of work and working environment. Safe means of access and egress shall so far as is reasonably practicable, be provided and maintained to and from every place at which any of the facilities provided in pursuance of these Regulations is situated. Every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the said facilities.

General requirements:

Welfare facilities include toilets, washing facilities, changing and rest areas, drinking water and eating facilities. In addition to the provision of welfare facilities, regular maintenance and cleaning of them will be required. Particularly dirty work hazardous to health may require the Company to provide additional washing and changing facilities and this will be identified under the Directors and the Safety Manager under risk assessment.

3.38. **Work at Height**

The Directors General Manager and Department Managers will ensure that no person under their control engages in any activity, including organisation, planning and supervision in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is supervised by a competent person.

All employees will also ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height. Where work is carried out at height employees will undertake suitable and sufficient measures to prevent, so far as is reasonably practicable, any person (or plant, equipment and materials) falling a distance liable to cause personal injury.

All such work at height will be subject to risk assessment prior to commencement of work and be carried out in accordance with the requirements of the Work at Height Regulations 2005.

3.39. **Young Persons**

All risks to young persons (under 18 years old) will be assessed by the Directors and the Safety Manager before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity. Specific factors in the risk assessment will be addressed.

Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over minimum school leaving age and it is necessary for their training and;

- where risks are reduced so far as is reasonably practicable, and
- where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations.
- At no time will young person's be engaged in any working with hazardous chemicals as required under the Control of Lead at Work Regulations 2002 (as amended).

3.40. Policy Review

This policy will be subject to regular monitoring to ensure the effectiveness of preventative and protective measures and reviewed as necessary. Employees are encouraged to bring to the attention of the Directors, areas that in their opinion, this policy appears inadequate. Such comments will be considered for review.

The Directors are committed to constant improvement in safety performance throughout the organisation. Review of this Policy will occur at least annually, provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, approved codes of practice (ACoP) or guidance notes.

4. Closing Statement

The Directors are satisfied that this Health and Safety Policy contributes to all aspects of our business performance, it demonstrates our commitment to continuous improvement as well as our responsibilities to people and the environment. This policy not only fulfils the spirit and the letter of the law, but also preserves and develops a cost-effective approach to physical and human resources.

We recognise the benefits of a fit, competent and committed workforce and are concerned not only with preventing accidents and ill health but also with positive safety, health and environmental promotion.

Our Safety, Health and Environmental policy is designed to ensure that you fully understand the role that you and the company must play in helping to provide a safe and healthy working environment to ourselves and people we come into contact with as a result of our works. Together we must seek to identify and eliminate hazards at work with the aim to reduce the number of accidents to zero.

With your help and co-operation we can achieve this.