

## Document Control

Issue: 12

Date of current issue: March 2021  
 Date of next review: March 2022

Issue	Page	Date	Comments
01		October 2012	Complete review and reissue of the Company H&S Policy Document
02	7	March 2013	Amendments to format of H&S Policy statement
03	All	March 2014	Complete review and reformat
04	All	April 2015	Amended in line with 2015 CDM regulation requirements
05	All	April 2016	Review of the Asbestos policy and H&S policy Statement. Amendments to organisation chart and Smoking policy
06	All	February 2017	Radical review and removal of arrangements to separate documents with additional signposting to relevant Policies and Regulations.
07	All	April 2018	Annual Review, no changes required.
08	2	October 2018	Addition of H&S Arrangements HSF045 and HSF046
09	All	March 2019	Annual Review, no changes required.
10	All	March 2020	Annual Review, no changes required.
11	All	June 2020	Updated in line with transition to OHSAS 45001:2018
12	All	March 2020	Annual Review, no changes required.

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Note: The following Arrangements are held separately within the Company Management System.

HSA01	Abrasive Wheels	HSA24	Lone Working
HSA02	Accident Reporting	HSA25	Subcontractor Management
HSA03	Air Receivers & Pressure Systems	HSA26	Manual Handling
HSA04	Drugs and Alcohol	HSA27	Mobile Elevating Work Platforms (MEWPS)
HSA05	Asbestos	HSA28	Monitoring Safety Performance
HSA06	Legislation	HSA29	Expectant Mothers
HSA07	Consultation and Communication	HSA30	Noise
HSA08	Confined Spaces	HSA31	Office Safety
HSA09	CDM Regulations	HSA32	Permits to Work
HSA10	Display Screen Equipment	HSA33	Personal Protective Equipment (PPE)
HSA11	Driving	HSA34	Protection of the Public
HSA12	Electrical Safety	HSA35	Risk Assessments & Method Statements
HSA13	Emergencies	HSA36	Smoking/Vaping
HSA14	Fire Precautions	HSA37	Stress
HSA15	First Aid	HSA38	Temporary Works
HSA16	Gas Safety	HSA39	Training
HSA17	Hand Arm Vibration Syndrome (HAVS)	HSA40	Vulnerable Persons
HSA18	Health Surveillance/Night Working	HSA41	Welfare
HSA19	Housekeeping	HSA42	Work at Height
HSA20	Hazardous Substances (incl. dust)	HSA43	Work Equipment – Plant and Machinery
HSA21	Lead	HSA44	Young Persons
HSA22	Legionella	HSA45	Night Workers
HSA23	Lifting Operations	HSA46	Home Safe

## **1.0 Introduction**

This policy document has been prepared to define the way that SIMPSON intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work Act 1974. This section of the act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

The policy and its associated documents apply as defined to all personnel employed or contracted to the company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

The policy document forms part of the SIMPSON Management System which is accredited to the OHSAS 45001:2018 standard and is a controlled document.

Please refer to the Company Management System for full details of related Policies as signposted throughout this document.

## 2.0 Policy Statement

SIMPSON is a medium sized fit out, construction and joinery company carrying out refurbishment, new build, fit out and construction projects throughout the UK.

This policy states our intention to take all reasonable measures to ensure the Health, Safety and Welfare of all our employees and all other persons who may be affected by our businesses activities. This includes trade contractors, clients, consultants, visitors and members of the public.

To implement this policy and comply with our legal obligations we have developed procedures and processes which must be adhered to by our staff.

Accordingly, we will ensure:

- We take action to prevent accidents and ill health to our employees, clients, supply chain, visitors and members of the public
- We provide adequate control of health & safety risks arising from our work activities
- We comply with our obligations and all current health & safety legislations in respect of our business activities, and formally state that Health & Safety should never be compromised for other objectives
- We provide information, instruction and training to our employees which is appropriate to their roles and responsibility
- Adequate resources are given to health & safety and welfare across all levels of the business
- We consult and communicate with our employees over health & safety issues
- We commit to our performance and continual improvement and the setting and review of objectives and targets
- We regularly review this policy to ensure it is appropriate to the nature and scale of our health & safety risks and remains appropriate to the business

A copy of this policy will be made available upon request to any interested party.



**NEIL SILCOCK**  
Managing Director

**Signed for and on behalf of the Board of Directors**

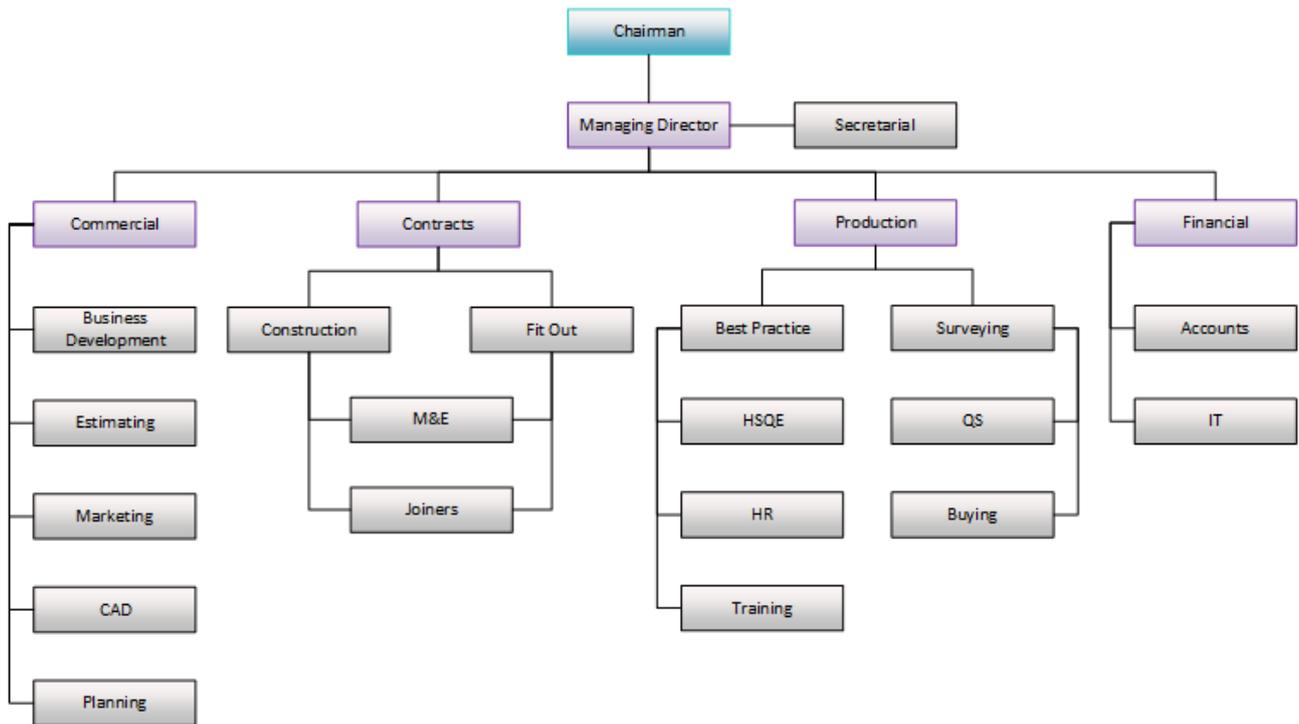
March 2021

### 3.0 Organisation

The Board of Directors has overall and final responsibility for health and safety within SIMPSON.

The management of SIMPSON will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. SIMPSON communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

#### Organisation Chart



## 4.0 Responsibilities

The ultimate responsibility for Health and Safety within SIMPSON lies with the Board of Directors.

SIMPSON recognises that safety is the responsibility of everyone and is not just a function of management. All employees have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees have a legal obligation to take reasonable care for themselves and others who may be affected by their activities, and to co-operate fully with the company. All employees are expected to co-operate with management and are responsible for understanding and carrying out the responsibilities and duties as outlined below. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

### 4.1 Board of Directors

- Shall have direct responsibility for the implementation of the Company's Health and Safety Policy, but will further delegate that direct responsibility to managers.
- Ensure that all employees fully understand and observe the Company's Health and Safety Policy and their delegated responsibilities.
- Annually review the Company's safety performance and set performance targets.
- Ensure that effective health and safety training is provided throughout the company and to give backing to the identified training schedule and will assist in the monitoring of its results.
- Have a good understanding of regulations that govern the company's activities.
- Ensure safety priorities and objectives are identified whilst developing the safety culture and philosophy of the Company.
- Ensure that health and safety information relative to the activities undertaken is forwarded to those concerned.
- Monitor and ensure that effective channels of communication are provided.
- Ensure that resources are allocated and that budgets are sufficient for health, safety and welfare requirements and that the necessary insurance covers are in place.
- Ensure that tenders are priced suitably to allow for safe methods and systems of work.
- Ensure that on Design and Build projects, consideration is given in the design of all construction, taking account future use relative to cleaning, maintenance, repair etc.
- Ensure the competency of all stakeholders and there are processes in place to verify they have sufficient resources to carry out his duties.
- Take disciplinary action against any member of management or employee for failing to discharge safety responsibilities satisfactorily, or for breaches of a safety rule.
- Ensure that any employee acting as an appointed person under any regulations has sufficient training, experience and time to undertake that role.
- Continually monitor the effectiveness of the Policy.
- Monitor the safety performance of sites and of all subcontractors engaged.
- Monitor the safety performance of the person who has been delegated with the direct responsibility for its implementation on all contract works.
- Ensure that systems are in place to manage applicable risks and opportunities.

- Monitor the safety performance of designers appointed (in-house or external)
- Monitor the effectiveness of all training provided.
- Monitor that the established methods of communication are working correctly.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.
- Set a personal example.

#### **4.2 Manager - General Duties**

- Familiarise themselves with the company Health and Safety Policy and comply with it at all times.
- Ensure that the objectives outlined within the health and safety policy are fully understood and observed by persons under their control.
- Ensure that all persons under their control are competent to fulfil their duties/roles, have received adequate and appropriate training and are fully aware of any hazards that may affect them.
- Monitor the allocation of the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by all persons under their control.
- Ensure that all plant and equipment is maintained in good working order and safe condition and has the required certificates of inspection or examination where applicable.
- Ensure a suitable and sufficient risk assessment is undertaken and, where applicable, written instruction is provided in the form of a comprehensive method statement for any work activity entailing significant risk. The purpose being to establish working methods to explain the sequence of operations and outline potential hazards at each stage and identify the precautions to be adopted.
- Ensure good standards of housekeeping are maintained within their departments/sites.
- Commend employees who, by action or initiative, eliminate hazards.
- Do not allow “horseplay” or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Ensure suitable and sufficient risk assessments are in place for all tasks undertaken
- Ensure fire risk assessments are in place and that adequate and appropriate fire-fighting equipment is available together with an awareness of the emergency procedure.
- Ensure that all accidents and near-misses are recorded, reported and investigated in accordance with Company procedures and statutory requirements and all relevant records are kept.
- Monitor HSQE standards of the employees and their duties.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.
- Set a personal example.

#### **4.2.1 HSQE Team**

In addition to 4.2 ensure that:

- All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.
- All employees and visitors are aware of the requirements of the Emergency Plan and know where their assembly point is in the event of an evacuation.
- Offices are laid out and maintained to ensure safety of staff and visitors.
- Assess the risks to pregnant women and nursing mothers, see Health and Safety Arrangements.
- Display screen equipment assessments are carried out and that the findings are implemented and monitored.

#### **4.2.2 Manager Joiner Shop**

In addition to 4.2 ensure that:

- All joinery work equipment and plant is subject to the correct statutory inspection and maintenance regime (PUWER & LOLER regs.)
- Ensure suitable work station design and ergonomics are in place.

#### **4.2.3 Project/Site Manager/Supervisor**

In addition to 4.2 ensure that:

- The Construction Phase Plan is available on site before construction work commences and it is updated as work progresses to ensure that it reflects the activities in progress or about to be progressed.
- Understand the requirements of the site's Construction Phase (Health and Safety) Plan and ensure all the relevant information is passed onto those undertaking the work and that suitable control measures are in place before allowing work to begin.
- Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with the requirements of the site's Construction Phase Plan.
- All plant and equipment is provided in good working order and safe condition and has the required certificates of inspection or examination where applicable. Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.
- Adequate supervision is provided and maintained at all times and that young or inexperienced workers are not left to work unsupervised.
- All workers are familiar with the content of the Risk Assessment and Method Statement, where applicable, and the health and safety precautions are implemented before each task.
- All SIMPSON workers, subcontractors and visitors attend site inductions. Each induction will be site specific.
- Allocate the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by operatives on site.
- All machinery and plant, including hand tools, are maintained in good working order and safe condition and are only operated by trained and authorised personnel.

- Necessary permits are in place to enable high risk activities to be undertaken in accordance with a safe system of work.
- All hazardous materials are correctly marked, stored, handled and used.
- Good standards of housekeeping are maintained within their area of responsibility and that the site is left safe and secure at the end of each day.
- Co-ordinate and co-operate with other contractors in all matters of health and safety.
- All defects, hazards or health and safety matters reported to them are promptly reported to the appropriate person and rectified.
- Report any employee contravening the requirements of health and safety legislation or the Company's Health and Safety Policy to the appropriate person.
- Details of any accident/incident reported to them are recorded in the Company Accident Book and Site Diary and also reported in accordance with company procedures.
- Set a personal example.

#### **4.2.4 Contracts Managers**

In addition to 4.2 ensure that:

- They familiarise themselves with the company Health and Safety Policy and comply with it at all times.
- Adequate Pre-construction information from the client is passed to the site team.
- Work programmes are realistic and achievable, and that tenders are budgeted to include adequate health and safety arrangements.
- All company activities within their control are carried out in accordance with the Company Safety Policy.
- All persons in their team are competent to fulfil their duties/roles, have received adequate and appropriate training and are fully aware of any hazards that may affect them.
- Carry out periodic site visits and inspections to ensure that once work has commenced it is carried out as planned, that good standards of housekeeping are being maintained and that relevant legislation and site rules are observed on site. H&S Inspections shall be documented and submitted to the HSQE team.
- All plant and equipment is provided in good working order and safe condition and has the required certificates of inspection or examination where applicable.
- Allocate the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by the persons under their control.
- All subcontractors are assessed in accordance with company procedures before commencement of site operations.
- Suitable and sufficient welfare facilities are provided
- Set a personal example.

### **4.3 Designers**

Read and understand the Company Health and Safety Policy and ensure that it is brought to the notice of any employees under your control, ensuring:

- Compliance with the requirements of the Construction Design & Management Regulations 2015 in particular with the specific requirements placed on designers. Co-operate with the Principal Designer and Principal Contractor.
- Awareness of the statutory requirements relating to the project and consult the safety adviser for further information and advice as required.
- Arrangement of surveys or site visits so that full information on existing site conditions, which may affect the health and safety of those involved in the project, can be obtained and included in the factors affecting design. Pass the information obtained to the Principal Designer.
- The health and safety of those involved in the construction process has been considered and that any specific health or safety instructions are included in the design drawings, specifications etc. for the Principal Designer to consider.
- The principles for the design are made clear to those who are involved in construction and that the residual hazards are specified in the pre-tender Health and Safety Plan.
- Where necessary that Design Risk Assessments are prepared, which highlight any particular hazards and precautions required and forward these to the Principal Designer for the Health and Safety Plan.
- The Health and Safety of those who will use the completed project and those who will be involved in future cleaning, maintenance, repair, dismantling or demolition.
- Any unforeseen condition which affect the design are referred back during construction, ensure that all health and safety aspects are considered if the design or specifications have to be adapted. Liaise with the Principal Contractor and the Principal Designer.
- If during project visits you observe any hazards or unsafe practices that these are reported immediately to site supervision.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.

### **4.4 Buyers/Procurement**

Read and understand the Company Health and Safety Policy to ensure:

- The requirements of the Construction Design & Management Regulations 2015 are complied with.
- All equipment and materials purchased by the company are to the standards required by Company Policy and that they meet the requirements laid down in the Health and Safety plan to eliminate or reduce risks.
- All suppliers are asked to provide full information on all hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant supervision and included in the Health and Safety Plan.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.

#### **4.5 Estimators and Quantity Surveyors**

Understand the Company Health and Safety Policy to ensure:

- The requirements of CDM are complied with as they apply to the Company activities.
- Tenders and appointments are adequate to cover safe methods of work and suitable welfare facilities.
- Engaged subcontractors have the relevant skills, knowledge, training and experience to fulfil their duties.
- Knowledge of the various statutory requirements governing the Company's work.
- Subcontractors have received lists of responsibilities and the Company Policy Statement in accordance with this policy.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.

#### **4.6 Operatives/Employees/Agency Workers:**

- Co-operate with the company on all aspects of health, safety and welfare.
- Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.
- Always comply with any site induction procedures given, familiarise themselves with the content of any risk assessments or method statements, and work in accordance with the safe systems of work.
- Use the correct tools and equipment for the job; only use work equipment as authorised, instructed and trained.
- Use safety equipment and PPE supplied e.g. safety helmets, safety footwear, gloves, goggles etc.
- Maintain all work equipment and PPE in good working order and safe condition.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- Report any defects in plant or equipment or any other matter which they consider to be a health and safety risk to themselves or others to their supervisor/foreman, or another responsible person.
- Take reasonable care for the health and safety of themselves and others and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or omissions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.
- Have an awareness and understanding of the Emergency Procedures in the event of a fire or an accident.
- Attend toolbox talks as required.
- Report all accidents, incidents and near misses to their supervisor / foreman or another responsible person.
- Set a personal example.

#### **4.7 Labour only Subcontractors**

- Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.
- Always comply with any site induction procedures given, be familiar with the content of any Risk Assessments or Method Statements, and work in accordance with the safe systems of work.
- Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.
- Use safety equipment and PPE as required by the risk assessment and site rules.
- Maintain all work equipment and PPE in good working order and safe condition.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.
- Report any defects in plant or equipment or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or another responsible person.
- Take reasonable care for the health and safety of themselves and others and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.
- Inform management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.
- Have an awareness and understanding of the Emergency Procedures in the event of a fire or an accident.
- To report all accidents, incidents and near misses to the supervisor / foreman or another responsible person.
- Attend toolbox talks and induction procedures as required by the SIMPSON supervisor.
- Co-operate with the Company on all aspects of health, safety and welfare, and comply with all aspects of the Company's Health and Safety Policy.
- Co-ordinate and co-operate with other contractors in all matters of health and safety.
- Set a personal example.

#### **4.8 Subcontractors**

- Subcontractors are to comply with all the requirements of the Company Health and Safety Policy and are to provide copies of their health and safety policies and any other documentation relating to health and safety that may be requested by the Company.
- A detailed method statement must be provided where requested. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained and checked.
- Ensure all workers are familiar with the content of the Risk Assessment and Method Statement, where applicable, and the health and safety precautions to be taken before at the start of each job.
- Always comply with any site induction procedures given and familiarise themselves with the content of any risk assessments or method statements. Work in accordance with the safe systems of work, statutory requirements, and site rules.

- Ensure that adequate supervision is provided and maintained at all times, and that young or inexperienced workers are not left to work unsupervised.
- All plant or equipment brought on to site by contractors must be maintained in good working order and safe condition, fitted with any necessary guards and safety devices, and have the required certificates of examination or inspection available for checking, where applicable.
- Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.
- Any injury sustained or damage caused by subcontractor's employees must be reported immediately to this Company's site representative.
- Subcontractor's employees must comply with any safety instructions given by the Company's site representative or the principal contractor.
- Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site. A risk assessment for any substance or process hazardous to health which will be used on the site must be provided to this company before any such work commences on site.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- Report any defects in plant or equipment, or any other matter, which they consider to be a health and safety risk to themselves or others to their supervisor / foreman or another responsible person.
- Take reasonable care for the health and safety of themselves and others and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.
- Inform management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.
- Contractors shall attend site inductions, meetings and tool box talks as required by the SIMPSON supervisor
- Have an awareness and understanding of the Emergency Procedures in the event of a fire or an accident.
- Co-ordinate and co-operate with other contractors in all matters of health and safety.
- Set a personal example.

#### **4.9 Drivers of Company Vehicles**

Company vehicle drivers must hold a full UK Driving Licence fully covering the vehicle being driven and be authorised to use a company vehicle or own vehicle for company use.

The SIMPSON Financial director will ensure that the relevant business car insurance is obtained for any vehicle used for company business and that the policy covers the transfer of passengers and theft of company articles.

The Driver will conduct regular checks on their vehicles to ensure that:

- They are safe and roadworthy, and check oil, water, tyre pressures etc. in accordance with manufacturer's instructions.
- Comply with road traffic regulations at all times.

- The vehicle is periodically serviced in accordance with the manufacturer's instructions and maintained a roadworthy condition.
- All internal and external loads being carried are checked to ensure they are secure and the vehicle is not loaded in excess of the legal maximum weight permitted.

The driver will:

- Report any defect on vehicles or any ancillary equipment and ensure any additional maintenance is carried out as and when required.
- Only park in designated parking areas.
- Be responsible for paying any parking tickets or fixed penalty notices served on the vehicle whilst under their control, and notify the company of all driving convictions/offences and accidents that occur whilst carrying out company business.
- Provide information to management of any legal impediment to their driving licence or any pending prosecutions.
- Not use a hand held mobile phone at any time whilst vehicle is in motion.
- Inform management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.
- Not drive any company vehicle whilst under the influence of alcohol or any controlled substance (controlled drugs as detailed in the Misuse of Drugs Act 1971).
- Report all accidents or damage, however minor, to the Finance Director.
- Ensure adequate rest breaks are taken.

For non-company cars, the driver must ensure that all required road tax, MOTs (if applicable) and relevant insurance cover is in place covering them to drive on Company business are in date and ready for inspection if so requested by the Company.

#### **4.9.1 Transport Driver**

In addition to 4.9, the transport driver will:

- Wear suitable safety footwear and protective clothing, as there will be exposure to the same hazards as others on site when not in the cab of the vehicle.
- Always report to the site office or a site supervisor before travelling around any site.
- Ensure compliance with any direction given by site management and follow any traffic signs when driving on sites.
- Exit the cab of the vehicle when it is being loaded with loose materials.
- Drive in a safe manner at all times and consider the conditions of temporary access roads or roads that are under construction being used for access purposes.
- Ensure before reversing that there is banksman in attendance.
- Ensure that when reversing or driving towards an edge that a suitable stop has been provided to prevent the vehicle going over the edge.

- Ensure any load is well secured and that the vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
- Ensure that hazardous loads are carried in accordance with instructions, all necessary signs are displayed and that the appropriate documents are available in the cab.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.

#### **4.10 First Aiders**

In addition to the requirements for their role:

- Give immediate assistance for the emergency treatment of injuries or illness without endangering themselves.
- Arrange for emergency services to be called, and/or prompt and appropriate referral of casualties to medical aid as required.
- Provide treatment for minor injuries which do not require referral to a medical practitioner.
- Maintain first aid facilities, including first aid equipment, and periodically check and restock first aid kits.
- Make records of all cases treated, including the name of person injured, date and time of the accident, circumstances and injuries and treatment given.
- Record all injuries in the company accident book, and report all accidents and incidents in accordance with company procedures.

#### **4.11 Best Practice Director**

The primary role of the Best Practice Director is to advise the Directors and Managers on all safety, health and welfare matters to ensure the Company complies with its statutory obligations.

- To encourage all employees to contribute to the development of a safety culture within the Company.
- To encourage subcontractors to contribute to the development of a safety culture when working on SIMPSON sites.

In particular:

- Understand the application of the current legislation, Approved Codes of Practice and guidance relevant to the business.
- Keep up to date with changes in current legislation and to bring any relevant new legislation to the attention of the Strategic Board Director responsible for Health and Safety.
- Attend courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- Ensure that all “assessments”, as required by legislation, are conducted and reviewed at relevant intervals and to maintain records of the same.
- Conduct inspections/audits and prepare reports of all the Company’s operations.
- Immediately contact the Strategic Board Director responsible for health and safety if situations are found that require immediate rectification or the stopping of any operation.

- To notify the Strategic Board Director responsible for health and safety if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
- To ensure investigations are conducted on all accidents and near-miss incidents and to analyse, record and monitor occurrence statistics, benchmarking to report throughout the business.
- Advise the Finance Director of all incidents reportable under R.I.D.D.O.R.
- To arrange Health Surveillance as instructed.
- To highlight areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice or H.S.E. guidance.
- To bring new techniques for improving health, safety and welfare to the attention of the Strategic Board Director responsible for health and safety.
- To set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.
- Report on a monthly basis to the Board with regards to the Company's safety performance and appropriate requirements.
- Liaise with the Health & Safety Executive
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.

#### **4.12 HSQE Advisor**

The role of the HSQE Advisor is to assist the Best Practice Director in his duties by:

- Liaising with all levels of management advising on health and safety matters and to ensure compliance with the company's Health and Safety Policy, statutory legislation, Approved Codes of Practice and guidance
- Conducting safety inspections of operational sites and preparing reports, identifying trends and actions to resolve issues.
- Encouraging all employees and subcontractors to contribute to the development of a safety culture throughout the company and on SIMPSON sites.
- Liaising with the Client's Health & Safety advisors / representatives.
- Ensuring the Health & Safety Committee meets regularly and to chair the Health & Safety Committee meetings in the absence of the Best Practice Director.
- Attend training courses and deliver in-house training courses
- Carrying out full investigations of all reportable accidents, preparing reports, gathering witness statements and evidence to establish root causes
- Liaising with the Health & Safety Executive where required.
- Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.