
TEPER
MEP

HEALTH & SAFETY POLICY

OVERVIEW

1.1 INTRODUCTION

Teper-MEP is one of the leading Midland based Building Services Installation companies, working throughout the UK providing electrical and mechanical engineering solutions to the contracting industry.

Teper-MEP specialise in the design and installation of electrical and mechanical products and systems to the construction industry

The Company operates from a single site

Teper MEP Ltd

9 Station Road

Glenfield

Leicester

LE3 8BT

Tel: 01162 183891

1.2 H&SMS SCOPE

The Teper-MEP Ltd Health and Safety Management System covers compliance to the current United Kingdom (UK) health and safety legislation and standard applicable to the design and installation of commercial and industrial electrical and mechanical systems on client sites.

The systems also cover the internal processes and functions carried out under Teper-MEP Ltd to facilitate operation needs and administration of the company.

1.3 EXCLUSIONS

The Teper - MEP Ltd Health and Safety Management System is does not cover works outside of the United Kingdom.

1.4 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT ELEMENTS

The organization and arrangements of this policy and subsequent Standard Operating Procedures (SOPs) are designed to be in accordance with OHSAS 18001 Health & Safety Management System. The policy is therefore arranged accordingly for both ease of reference and is an integral part of the company IMS.

It should be appreciated that OHSAS18001 is a management system and does not in itself guarantee legal compliance. Due attention must always be given to the requirements of underlying Acts of Parliament such as The Health and Safety at Work Act 1974 and the regulations that seek to support the Acts objectives such as those relating to the Management of Health and Safety at Work and more specific areas of risk applicable to our works. All persons should ensure that they have adequate access to the content of regulations that apply to their activities.

This Health and Safety Policy and associated SOPS together with the local specific safe systems of work and documents will constitute the systems that are recognized as being crucial to the safe conduct of Company business. They must be continuously reviewed and where appropriate improved through careful reconsideration of the issues, reflection upon changing standards and through the use of learning experiences. Such learning experiences can be derived from any source, but especially from incidents or accidents with potential to cause harm or damage.

It is thus expected of each employee to both utilise all the relevant SOPs in the course of their work but also to enhance them by providing their input in the furtherance of continuous improvement.

1.5 SYSTEM

This safety policy forms Part 1 of the Company Health and Safety Management System (HSMS) and contains the following:

- The Company's Health and Safety policy statement, signed by the Managing Director who has the ultimate responsibility for the health and safety management of the Company.
- How the Company is organised to meet its health and safety responsibilities.
- The arrangements which the Company has made to meet its health and safety responsibilities.

The person(s) responsible for the implementation and the arrangements application to the OHSAS Standard will be detailed in the main policy document; these details will be referenced as follows throughout this policy:

EXAMPLE ONLY

PORTABLE APPLIANCE TESTING	HSMS - PART 2 - SOP 33
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	Office Equipment: Office Manager

Standard Operating Procedures are contained at Part 2 of the HSMS. These are used to manage the arrangements for safety and health under each topic or area.

Forms and Reports and Templates will be contained in Part 3 of the HSMS. The relevant form will be referenced under each SOP.

A master register of all documents, forms and templates will be retained under the document control processes.

MAIN COMPANY POLICY – CONTENTS LIST

TEPER-MEP LTD

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Teper-MEP Ltd. that operations carried out by the Company will comply with the requirements of the Health and Safety at Work Act 1974 and all associated statutory provisions, regulations, legal requirements and any other requirement to which we subscribe in relation to the management of health, safety and welfare.

We are committed to the prevention of injury and ill health and the promotion of employee wellbeing. In order to avoid accidents, incidents and events of ill health good working practices are essential. Therefore all employees must familiarise themselves with their duties as detailed in the Health and Safety Policy and supporting procedures.

TEPER-MEP LTD WILL:

- Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement and have an effective frame work for the setting of OH&S Objectives for continual improvement
- Continue with our objective of continual improvement and efficiency under in developing our QMS systems.
- Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.
- Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Make our policy available to client, key stakeholders and any interested party as requested or required.
- Provide adequate information, instruction and training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

- Carry out and regularly review the policy and risk assessments to identify hazards and existing control measures and ensure they remain relevant and appropriate to our operations. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.
- Retain access to competent advice and assistance through appointment of competent assistance, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'

It is the duty of all of us when at work:

- To take reasonable care of our own safety.
- To take reasonable care of the safety of others who may be affected by what we do or fail to do.
- To co-operate and comply with company policy and procedures so that we can all comply with our legal duties.
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Signed by (Director)

Date 30/08/2025

2.0 COMPANY HEALTH AND SAFETY MANAGEMENT STRUCTURE

The company management structure will be as per the Teper-MEP Organigram.

RESPONSIBILITIES AND DUTIES

2.1 MANAGING DIRECTOR – TO ENSURE THAT:

- You acknowledge that you are ultimately responsible for health and safety within the Company.
- You take a positive interest in the contents and effective implementation of the Safety Policy.
- The Technical Manager, Operations Manager, Office Manager, Commercial Manager and Project Managers are given the necessary support, resources and funding as is necessary to effect the requirements of the Safety Policy.
- Adequate insurance cover is arranged, and that a copy of the insurance certificate is displayed where it can be easily seen by all employees.
- You set a personal example.

2.2 OPERATIONS MANAGER – TO ENSURE THAT:

- You support the Managing Director in fulfilling his duties.
- You take direct responsibility for ensuring that the Company's Health and Safety Policy, Procedures and Systems are developed, implemented, monitored, communicated effectively, reviewed and maintained as required.
- Health and safety objectives are set and their achievement is measured and reported to the MD annually.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- The monitoring and checking activities required by this policy are completed.
- You know and understand the statutory health and safety requirements that affect the Company's operations.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- All significant risks are assessed and appropriate risk control action is implemented and that risks are monitored, reviewed and updated as appropriate, this includes existing and new risks.

- You insist that planned safe working methods are followed in observance of Codes of Practice and Work Procedures,
- The Construction, Design and Management Regulations 2015 where they apply (and other statutory requirements) are adhered to from pre contract stage to completion of the project and handover.
- The Company 'Working at Heights' policy is adhered to.
- The most appropriate access equipment for specific tasks is selected.
- Tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of CDM 2015.
- If required, effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Effective arrangements are made for proper liaison between the Company, its contractors, and others on site.
- The risks from vibration are adequately controlled.
- All sub-contractors are evaluated and approved as competent before they are engaged by Teper-MEP Ltd for work activities.
- All sub-contractors are given a copy of the 'Code of Practice for Contractors' contained at SOP 21 of the HSMS Part 2 and that they sign and return the acceptance form.
- Adequate inspections of project work are carried out and recorded in compliance with the construction regulations.
- Any injury sustained, damage caused, or dangerous occurrence on site is investigated and reported as may be necessary under the requirements of RIDDOR. Details of the event must always be recorded in the accident book.
- All accidents and dangerous occurrences are analysed to determine causes and so help to prevent a reoccurrence.
- Employees understand their allocated responsibilities for health and safety as defined in this policy.
- The Company communicates and consults with its employees on health and safety issues.
- New employees, including apprentices and 'Young Persons' are adequately supervised at all times and comply with safety and health precautions. Commend operatives who, by action or initiative, eliminate hazards.

- Effective training programmes are established to ensure employees are competent to carry out their work in a safe manner.
- Any employee who fails to carry out their health and safety duties in a satisfactory manner is appropriately reprimanded.
- You set a personal example by wearing the appropriate Personal Protective Equipment when visiting sites and adhering to safe working practices.

2.3 TECHNICAL MANAGER – TO ENSURE THAT:

- You support the Managing Director in fulfilling his duties.
- Suitable and sufficient budgets and resources are provided to meet all health and safety requirements.
- The monitoring and checking activities required by this policy are completed.
- You know and understand the statutory health and safety requirements that affect the Company's operations.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- All significant risks are assessed and appropriate risk control action is implemented and that risks are monitored, reviewed and updated as appropriate, this includes existing and new risks.
- You insist that planned safe working methods are followed in observance of Codes of Practice and Work Procedures,
- The Construction, Design and Management Regulations 2015 where they apply (and other statutory requirements) are adhered to from pre contract stage to completion of the project and handover.
- The Company 'Working at Heights' policy is adhered to.
- The most appropriate access equipment for specific tasks is selected.
- Tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of CDM 2015.
- If required, effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.
- Effective arrangements are made for proper liaison between the Company, its contractors, and others on site.
- The risks from vibration are adequately controlled.

- All sub-contractors are evaluated and approved as competent before they are engaged by Teper-MEP Installations Ltd for work activities.
- All sub-contractors are given a copy of the 'Code of Practice for Contractors' contained at SOP 21 of the HSMS Part 2 and that they sign and return the acceptance form.
- Adequate inspections of project work are carried out and recorded in compliance with the construction regulations.
- Any injury sustained, damage caused, or dangerous occurrence on site is investigated and reported as may be necessary under the requirements of RIDDOR. Details of the event must always be recorded in the accident book.
- All accidents and dangerous occurrences are analysed to determine causes and so help to prevent a reoccurrence.
- Employees understand their allocated responsibilities for health and safety as defined in this policy.
- The Company communicates and consults with its employees on health and safety issues.
- New employees, including apprentices and 'Young Persons' are adequately supervised at all times and comply with safety and health precautions. Commend operatives who, by action or initiative, eliminate hazards.
- Effective training programmes are established to ensure employees are competent to carry out their work in a safe manner.
- Any employee who fails to carry out their health and safety duties in a satisfactory manner is appropriately reprimanded.
- You set a personal example by wearing the appropriate Personal Protective Equipment when visiting sites and adhering to safe working practices.

2.4 OFFICE MANAGER - TO ENSURE THAT:

- You read this policy and ensure that any of the requirements which impact on your area of responsibility are appropriately implemented by competent personnel (as detailed in the 'Arrangements' section).
- You support the Managing Director in fulfilling his duties.
- You support the Operations Manager, Technical Manager, Commercial Manager and Project Managers in fulfilling their duties.
- All staff in your department have a reasonable knowledge of the Health and Safety Legislation relevant to their particular type of work;
- All staff act in a responsible manner at all times and do everything that is reasonably practicable for the safety and health of other persons and themselves;
- Adequate assessment is carried out of the office risks within your area of responsibility.
- All equipment purchased or hired is fit for purpose and is in a good state of repair.
- All equipment purchased or hired is obtained from a credible source and meets the BS/CE standards.
- Workstation/ Display Screen Equipment (DSE) assessments have been conducted on the DSE 'users' for risks to their Health & Safety, and that appropriate risk controls have been implemented and recorded.

2.5 COMMERCIAL MANAGER - TO ENSURE THAT:

- You read this policy and ensure that any of the requirements which impact on your area of responsibility are appropriately implemented by competent personnel (as detailed in the 'Arrangements' section).
- You support the Managing Director in fulfilling his duties.
- You support the Operations Manager, Technical Manager, Office Manager and Project Managers in fulfilling their duties.
- All staff in your department have a reasonable knowledge of the Health and Safety Legislation relevant to their particular type of work;
- All staff act in a responsible manner at all times and do everything that is reasonably practicable for the safety and health of other persons and themselves;
- Adequate assessment is carried out of the office risks within your area of responsibility.

- All equipment purchased or hired is fit for purpose and is in a good state of repair.
- All equipment purchased or hired is obtained from a credible source and meets the BS/CE standards.

2.6 PROJECT MANAGERS - TO ENSURE THAT:

- You support the Managing Director in fulfilling his duties.
- You support the Operations Manager in fulfilling his duties.
- You read this policy and ensure that any of the requirements which impact on your area of responsibility are appropriately implemented by competent personnel (as detailed in the 'Arrangements' section).
- You know and understand the statutory health and safety requirements that affect the Company's operations.
- All significant risks are assessed and appropriate risk control action is implemented and that risks are monitored, reviewed and updated as appropriate, this includes existing and new risks.
- You insist that planned safe working methods are followed in observance of Codes of Practice and Work Procedures.
- Health and safety rules are followed by all.
- Safety method statements are produced for your own operations or obtained from sub-contractors carrying out high risk activities and that they are complied with.
- Operators including sub-contractors are not allowed to undertake high risk tasks which have not been planned, and for which no risk assessment has been undertaken.
- The Construction, Design and Management Regulations 2015 where they apply (and other statutory requirements) are adhered to from pre contract stage to completion of the project and handover.
- The Company 'Working at Heights' policy is adhered to.
- The most appropriate access equipment for specific tasks is selected.
- Tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of the CDM and other statutory requirements.
- The risks from vibration are adequately controlled.
- All sub-contractors are approved as competent before they are engaged in site work activities.

- All sub-contractors are given a copy of the 'Code of Practice for Contractors' contained at SOP 22 of the HSMS Part 2 and that they sign and return the acceptance form.
- Adequate inspections of project work are carried out and recorded in compliance with the construction regulations.
- Employees understand their allocated responsibilities for health and safety as defined in this policy.
- New employees, including apprentices and 'Young Persons' are adequately supervised at all times and comply with safety and health precautions. Commend operatives who, by action or initiative, eliminate hazards.
- Any employee who fails to carry out their health and safety duties in a satisfactory manner is appropriately reprimanded.
- Employees are released for training when required.
- An effective communication link is maintained with both our operatives and site management throughout projects.
- Toolbox talks are being carried out by Supervisors.(specific to the task) are given before any major task involving high-risk activities, for which you have the controlling influence.
- All accidents and incidents are reported to the Operations Manager and recorded, and where necessary conduct an accident investigation.
- Employees are consulted on health and safety issues.
- Employees are encouraged to report hazards and raise health and safety concerns.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff/operatives.
- You refer difficult safety issues to the Operations Manager for action.
- You bring to the attention of the Operations Manager any significant health and safety issues determined during the site survey.
- The most appropriate tools and equipment for specific tasks are selected.
- All operatives or users are adequately trained (if necessary) on any equipment purchased or hired which requires such training to obtain an adequate level of competency.
- You set a personal example by wearing the appropriate Personal Protective Equipment when visiting sites and adhering to safe working practices.

2.7 RESPONSIBILITIES AND DUTIES OF THE QMS QUALITY MANAGER

- You support the Managing Director in fulfilling his duties.
- You support the Operations Manager in fulfilling his duties.
- You read this policy and ensure that any of the requirements which impact on your area of responsibility are appropriately implemented by competent personnel (as detailed in the 'Arrangements' section).
- You know and understand the statutory health and safety requirements that affect the Company's operations.
- All significant risks are assessed and appropriate risk control action is implemented and that risks are monitored, reviewed and updated as appropriate, this includes existing and new risks.
- Review the company QMS manual and systems and ensure compliance throughout the company
- Updating systems and looking for continual improvements
- Chair the management review meetings
- Ensuring the ISO 9001 quality system standard are met
- Cary out internal Spot checks and provide inter departmental training.

2. 8 RESPONSIBILITIES AND DUTIES OF THE NICEIC QUALIFYING MANAGER

- You support the Managing Director in fulfilling his duties.
- You support the Operations Manager in fulfilling his duties.
- You read this policy and ensure that any of the requirements which impact on your area of responsibility are appropriately implemented by competent personnel (as detailed in the 'Arrangements' section).
- You know and understand the statutory health and safety requirements that affect the Company's operations.
- All significant risks are assessed and appropriate risk control action is implemented and that risks are monitored, reviewed and updated as appropriate, this includes existing and new risks.
- Review and communicate any new NICEIC software, bulletins and software
- Review and communicate the lasted IEE wiring Regulations and advice the Teper-MEP projects team.
- Review and carry out all the Teper-MEP electrical conditional survey reports and electrical test certificate masters.

- Flag up and action any non compliant certificates or quality issues
- Attend or assist the regional NIC inspector when on Teper-MEP audits.

2.9 RESPONSIBILITIES AND DUTIES OF THE ELECTRICAL AND MECHANICAL SITE FOREMEN

- You support the Project Managers in fulfilling their duties.
- You and those for whom you are responsible comply with the health and safety arrangements that apply to the task being performed.
- You are familiar with current legislation applicable to the work on which yourself and site operatives are engaged and insist that safe systems of work are observed and monitored regularly. If unsure discuss with the Project Manager.
- All work is carried out with the minimum of risk to people, equipment and materials, and that method statements, safe systems of work and risk assessments applicable to the tasks being undertaken are followed.
- Health and safety instructions and rules are followed at all times.
- Work areas are checked prior to starting work to ensure they are in a safe state.
- You prevent any employee (or sub-contractor) engaged by Teper-MEP Ltd from working in areas/sites that are not safe.
- Where additional risks appear which have not been planned for that an adequate risk assessment is carried out and appropriate control measures are introduced prior to the commencement of the task. This information must then be reported to the Project Manager.
- Operators including sub-contractors do not undertake tasks which have not been planned, and for which no risk assessment has been undertaken.
- Operatives do not alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised.
- All operatives, and sub-contractors on sites wear the appropriate Personal Protective Equipment as required.
- Cutting operations are conducted in such a way as to prevent damage to the working platforms (i.e. using chop boards).
- You contribute effectively to the completion of work activity risk assessments when required.

- New employees, including apprentices and 'Young Persons' are adequately supervised at all times and comply with health and safety precautions. Commend operatives who, by action or initiative, eliminate hazards.
- Any defects affecting the safety of plant, tools or equipment are reported and ensure that the defect is rectified before the particular plant, tool or equipment is taken into use again. Ensure the defective equipment is labelled *'unfit for use'*.
- Employees are released for training when required.
- Horseplay is discouraged and reprimands those who consistently fail to consider their own well being and that of others around them.
- All personnel act in a responsible manner at all times.
- Operators on site have appropriate firefighting equipment as necessary and that first aid packs are up to date and in good order.
- Adequate welfare facilities exist on site and are kept clean and tidy.
- Work areas are kept in a tidy and safe state.
- You inform the appropriate Project Manager without delay if the safety performance of a sub-contractor or client site is unsatisfactory; having first taken appropriate steps to ensure the offending activity is in safe order.
- You report all accidents and incidents.
- You encourage employees to report hazards and raise health and safety concerns.
- You refer difficult safety issues to the Project Manager for action.
- The most appropriate access equipment for specific tasks is selected.
- The most appropriate tools and equipment for specific tasks is selected.
- All operatives or users are adequately trained (if necessary) on any equipment purchased or hired which requires such training to obtain an adequate level of competency.
- The weekly van checks are carried out (ideally) on a Monday morning and the checklist completed and that any problems identified are brought to the attention of the appropriate director/manager.
- The Health and Safety Executive officer if on site is accompanied and act on their requirements or advice immediately.
- You co-operate with the safety consultant and take appropriate action on their recommendations to meet compliance or if unable to do so, refer the matter to the appropriate Project Manager.

- You set a personal example by wearing the appropriate Personal Protective Equipment when visiting sites and adhering to safe working practices.

2.10 RESPONSIBILITIES AND DUTIES OF THE SHEQ SUPERVISOR – TO ENSURE THAT:

- You support the Operations manager in fulfilling his duties.
- You are familiar with current legislation applicable to the work on which you are engaged to carry out.
- Health and safety instructions and rules on site are being followed.
- You carry out the required SHE inspections with due diligence.
- Work areas are in a safe state.
- All operatives and sub-contractors on sites are wearing the appropriate Personal Protective Equipment.
- Operators on site have appropriate fire fighting equipment as necessary and that first aid packs are up to date and in good order.
- Adequate welfare facilities exist on site.
- Work areas are in a tidy and safe state.
- You inform the appropriate Project Manager without delay if the safety performance on site is unsatisfactory; having first taken appropriate steps to ensure the offending activity is in safe order.
- You encourage employees to report hazards and raise health and safety concerns.
- You refer difficult safety issues to the Operations Manager for action.
- The most appropriate access equipment for specific tasks is selected.
- The most appropriate tools and equipment for specific tasks is selected.
- You consultant with the Company Health and Safety Advisor as necessary and take appropriate action on their recommendations.
- You set a personal example by wearing the appropriate Personal Protective Equipment when visiting sites and adhering to safe working practices.

2.11 RESPONSIBILITIES OF ALL EMPLOYEES (OFFICE & SITE BASED)

As employees you have duties under the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations to both act responsibly and safely and also to co-operate with management in discharging their responsibilities under the law.

In cases where the company standards in health and safety have not been complied with the Company's internal disciplinary procedures may be applied.

As an employee your responsibilities are to ensure that you:

ALL EMPLOYEES

- Co-operate with the Company by carrying out all instructions given to ensure the safety of yourself or others who may be affected by your actions.
- Take reasonable care of your own health and safety and that of others and refrain from any act that could injure yourself or other people.
- Observe the Company rules.
- Follow the safety precautions which have been developed by the Company. If you cannot then you should tell your Line Manager.
- Inform your Line Manager of any hazards you see which have the potential to harm yourself or others.
- Use the correct equipment for the job and keep them in good condition.
- Report defects in any work equipment, or any obvious health risks to your Line Manager.
- Report any driving convictions or points awarded for traffic offences to the Operations Manager.
- Refrain from interfering with, or recklessly misusing, anything provided for your, or other peoples health and safety.
- Refrain from horseplay or practical jokes which could result in injury.
- Realise that as an employee, as well as, or instead of the employer, could have legal proceedings taken against you in the event of a contravention of the HASAW Act being proven.
- Develop a personal concern for health and safety, for yourself and others, particularly young people.
- Avoid improvising which entails unnecessary risk.
- Warn new employees of known hazards.
- Do not abuse the welfare facilities.
- Suggest ways of eliminating hazards.

- Notify the Company in writing if you become pregnant to enable the Company to take the necessary steps and measures to ensure the well being of both yourself and your unborn child.

SITE BASED EMPLOYEES

- Observe the local site rules.
- Follow the method statements, safe systems of work or safety precautions which have been developed by the Company. If you cannot then you should tell your Supervisor or Line Manager.
- Inform your Supervisor or the Site/Line Manager of any hazards you see which have the potential to harm yourself or others.
- Refrain from operating site vehicles or equipment for which you do not have authorisation.
- Carry out the weekly van checks / company vehicles if you have control of such (ideally) on a Monday morning and the checklist completed and that any problems identified are brought to the attention of the appropriate line manager.
- Wear the correct PPE as stated in the risk assessments or method statements.

2.12 RESPONSIBILITIES OF SUB-CONTRACTORS

An 'Approved List' of contractors will be maintained by the Commercial Manager of all contractors who have been evaluated and approved to work for/with the company. The 'code of practice for contractors' is to be followed by all contractors. See HSMS Part 2, SOPs 20 – 25.

3.0 ARRANGEMENTS

3.1 HEALTH AND SAFETY CONSULTATION WITH, AND INFORMATION FOR, EMPLOYEES

The company will consult with employees and their representatives on health and safety matters in order to achieve positive participation by all concerned.

Health and safety information will be displayed on the notice board in the main office area, this also applies to projects where the company is the main / principal contractor.

This board will contain the following:

- Health and safety law notice with the address of the appropriate enforcing authority details and safety contacts.
- Safety Policy Statement

- First Aid arrangements.
- Fire and Emergency procedures.
- Employers Liability Insurance.
- Any other useful Health and Safety related information, such as the site rules, minutes of safety meetings.

3.2 SAFETY TALKS FOR EMPLOYEES / OPERATIVES

Safety talks are ten to fifteen minute sessions; these will be conducted by an appropriate person of the employees/operatives concerned. The topics of the talks will be selected to deal specifically with the actual site circumstances and the safety hazards likely to be encountered by the operatives.

The safety talks should be held on a regular basis, perhaps on a particular morning. Feedback comments on safety hazards should be noted on the attendance form, and the matters investigated and corrected before the next talk takes place.

The names of those attending should be entered appropriately on the form by the person conducting the talk. The attendance record should be filed.

COMMUNICATION RECORDS	HSMS - PART 2 - SOP 31 & 31a
OHSAS STANDARDS	4.4.3 Communication, participation and consultation 4.4.3.1 Communication 4.4.3.2 Participation and Consultation
PERSON RESPONSIBLE FOR RECORDING COMMUNICATION	Person conducting talk/meeting

3.3 HEALTH AND SAFETY TRAINING

The Company acknowledges that its efficiency is directly related to its ability to systematically identify, formulate and evaluate the health and safety training of its employees.

3.4 IDENTIFYING TRAINING NEEDS

Health and Safety training will be provided at the following times for all personnel (as deemed necessary their line manager based on training needs analysis):

- Prior to commencement of work with the Company;
- When their work responsibilities change;
- When new risks are introduced or when existing risks increase;
- When their skills have not been used for a considerable time.

The training needs of individuals will be recorded in the training matrix. See SOP 9.

3.5 SAFETY TRAINING RECORDS

The office manager (Operations Manager in the absence of) will ensure that training records are kept for all management and employees, these records will be kept in accordance with the Data Protection Act.

SAFETY TRAINING RECORDS	HSMS - PART 2 – SOP 9
OHSAS STANDARDS	4.4.2 Competence, Training and Awareness
PERSON RESPONSIBLE FOR FORMULATING RECORD	Office based pers: Operations Manager Operatives – Site based activities: Project Manager

3.6 INDUCTION AND BASIC SAFETY TRAINING

All new employees including trainees will receive basic first day induction and safety training from an appropriate person within the Company. They will also be issued with the 'Safety Induction Booklet'. New employees are to be issued their safety responsibilities and the 'Safety Policy Sign-off' record which is to be returned to the Office Manager.

INDUCTION / TRAINING RECORDS	HSMS - PART 2 – SOP 1 & 1a, 1b and 1c
OHSAS STANDARDS	4.4.2 Competence, Training and Awareness 4.4.3 Communication, participation and consultation 4.4.3.1 Communication 4.4.3.2 Participation and Consultation

PERSON RESPONSIBLE	Office based pers: Office Manager Operatives – Site based activities: Project Manager
SAFETY POLICY SIGN OFF RECORD	HSMS - PART 2 – SOP 19
OHSAS STANDARDS	4.4.2 Competence, Training and Awareness 4.4.3 Communication, participation and consultation 4.4.3.1 Communication 4.4.3.2 Participation and Consultation
PERSON RESPONSIBLE	Person conducting the induction

3.7 RISK ASSESSMENTS

Statutory duties are placed on employers and the self-employed under the requirements of the Management of Health and Safety at Work Regulations these may be summarised as follows:

3.7.1 THE ASSESSMENT OF RISK

All significant risks will be assessed and adequate control measures implemented. The assessment of risk will be conducted by a competent person within the Company. Senior management are required to ensure that the results of these assessments are communicated to the operatives and other personnel who are exposed to them.

3.7.2 GENERIC AND SITE SPECIFIC RISK ASSESSMENT

The Company currently hold a bank of generic risk assessments, these as intended as guidance for those personnel who have the responsibility for ensuring that risks are adequately controlled. It is an essential requirement that the 'Site Specific' risk assessment form is completed as this will identify what additional risks are present which are not included in the 'generic' and what additional risk control action needs to be taken before the task starts.

RISK ASSESSMENTS	HSMS - PART 2 – SOP 2, 2a, 2b, 2c, 2d Risk assessments are held on Teper-MEP Ltd Data base

OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Overall: Operations Manager Office: Office Manager Operatives – Site based work activities: Project Manager responsible

3.8 FIRE SAFETY

The person responsible for overall fire safety within the Company is the Operations Manager who is required to ensure that the company complies with the Regulatory Reform Fire Safety Order 2005, additional personnel have been allocated responsibilities as detailed below, they are to ensure that adequate arrangements are in place for office, yard and site based personnel.

3.8.1 FIRE SAFETY, EMERGENCY PROCEDURES AND FIRE PRECAUTIONS

SITE OPERATIVES

All site operatives are to ensure that they are instructed in the local fire and evacuation procedures on arrival at site. Operatives using highly flammable materials or carrying out hot work will be trained in the necessary fire prevention measures.

Fire Action 'On Hearing the Alarm' – (At Head Office location)

On hearing the alarm everyone will leave the premises by the nearest safe route and assemble at the designated assembly point at:

FIRE ASSEMBLY POINT: THE NAGS HEAD CAR PARK

FIRE TESTS AND RECORDS

The following details are to be recorded in the appropriate fire safety records (where applicable):

- Weekly: Means of Escape Inspections and, alarm check and fire extinguishers.
- Monthly: Site Fire Safety Co-ordinator inspection and visual check of fire appliances.
- Annual: Examination of fire appliances by external body.
- 12 monthly - Fire Drills

- As required – Fire safety training.
- Emergency Lighting - Automatic emergency escape lighting equipment should be inspected by a competent person monthly, six-monthly and three-yearly, in accordance with the schedules set out in the relevant British Standard and the manufacturer's recommendations.

All inspections and examinations will be carried out and recorded in the documentation detailed below

FIRE SAFETY	HSMS - PART 2 – SOP 18
OHSAS STANDARDS	4.4.7 Emergency Preparedness and Response
PERSON RESPONSIBLE	Office Area: Office Manager Site based work activities: Supervisors are required to liaise with client.

3.9 DRIVING POLICY, LICENSES AND DOCUMENTATION CHECKS

Driving Licences will be checked on a regular basis and at least once per annum. Employees are required to report any driving convictions or points awarded from traffic offences to the Contracts Director immediately. The driving policy is to be observed by all Company employees who undertake Company driving activities.

DRIVING POLICY, LICENSE AND DOCUMENTATION CHECKS	HSMS - PART 2 – SOP 26
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	Office based personnel: Office Manager Site Operatives: Office Manager

3.10 LONE WORKING POLICY

The person responsible for managing the lone worker activities within Teper-MEP Ltd and ensuring that the requirements of SOP 27 are met are stated below:

LONE WORKING	HSMS - PART 2 – SOP 27
	4.4.6 Operational Control

3.11 PREGNANCY

Employees are requested to inform the Office Manager that they are in a condition of pregnancy as soon as possible once this is confirmed, this is required to enable the management to make the necessary assessment of risk to both the employee and the unborn child and adjust the working conditions if required to ensure that risks to mother and baby are at an absolute minimum. On return to works following maternity the employee will undertake a return to work interview to discuss any ongoing needs such as nursing requirements or any health related matters that may present an ongoing risk.

The person responsible for arranging for the assessment of pregnant workers and conducting return to work interviews is the Office Manager.

PREGNANCY	HSMS - PART 2 – SOP 39
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Office based personnel: Office Manger Site Operatives: Office Manager

3.12 YOUNG PERSONS

A specific risk assessment will be carried out on any employees aged between 16 -18 years of age, and if necessary additional risk controls will be implemented to ensure the health, safety and well being of these employees. These risk assessments will be conducted by the appropriate person responsible for the area of work within which the 'Young Person' will be employed. A copy of this assessment will be sent to the parents of the 'Young Person' informing them of the work activities and any risks to which they are exposed and the controls that are in place to keep them safe while at work.

The person responsible for arranging for the assessment of 'Young persons' is the Contracts Director.

YOUNG PERSONS	HSMS - PART 2 – SOP 32
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Office Manager

3.13 HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations (COSHH) sets the requirements for the company in the control of people's exposure to hazardous substances arising out of work activities.

The Operations Manager is to ensure that appropriate systems for managing hazardous chemicals and substances both in projects and in the office environment are in place.

HAZARDOUS CHEMICALS	HSMS - PART 2 – SOP 17
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE FOR COSHH ON SITE	Manager responsible for individual contract
PERSON RESPONSIBLE FOR COSHH AT Teper-MEP STORES	Office Manager responsible

3.14 ELECTRICAL SAFETY AND PORTABLE ELECTRICAL EQUIPMENT

PORTABLE ELECTRICAL EQUIPMENT

All portable electric equipment (Office and Site) will be identified individually and be subject to planned maintenance. An inventory of all portable appliances and records of tests and inspections will be kept in the Portable Appliance Test Register.

Portable Appliance Testing for the company will be conducted at intervals recommended in the testing schedule as listed in the Electricity at Work Regulations and HSE publications.

3.14.1 DAILY USER CHECKS

Although Portable Appliance testing will be carried out by Teper-Mep, it is still a requirement for the 'user' of electrical equipment to carry out the daily visual checks listed below. The 'user' should report any problems that are identified to their line management.

CHECK THE FOLLOWING:

- That the flex is in good condition, free from cuts, frays, damage, knots, entanglement or exposed wires;

- Is the plug in good condition, is it free from overheating, is the cable secure, is it free from cracks or damage?
- Is the wall socket in good condition, does it switch on and off properly, is it free from cracks or damage, is it overheating?
- Is the appliance working properly, free from cracks, exposed moving parts, frayed or split cables?
- Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions.

3.14.2 DEFECTIVE EQUIPMENT

If you find faulty equipment it is to be:

- Switched off and unplugged from the electrical supply;
- Labelled to identify that it must not be used;
- Reported immediately to your line manager.

3.14.3 ADDITIONAL POINTS:

- Plugs and equipment's are not to be taken apart unless by a competent person authorised by the Technical Manager;
- Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards;
- The use and condition of electrical equipment is to be monitored by the manager responsible to ensure safe use.

THE PERSONNEL RESPONSIBLE FOR ENSURING THAT PORTABLE APPLIANCE TESTING IS CARRIED OUT AND RECORDS KEPT ARE AS DETAILED BELOW

PORTABLE APPLIANCE TESTING	HSMS - PART 2 – SOP 33
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls. 4.4.6 Operational Control
PERSON RESPONSIBLE	Office based equipment: NIC Qualifying Manager Site Operatives equipment: NIC Qualifying Manager

3.14 WORK EQUIPMENT AND PLANT – MAINTENANCE, REPAIR AND INSPECTION

Work Equipment ranges from construction equipment such as small hand held tools, screwdriver to power tools or office equipment such as a guillotine machine, copier, kettle, heaters, fans etc.

The Contracts Director will ensure that maintenance work is only carried out by someone who is competent to carry out the task according to the anticipated technical difficulty, and who will have received adequate information, instructions, and training relative to the work. The competent persons must be made aware of their responsibility and be willing to accept it.

INSPECTION OF PLANT & EQUIPMENT

To ensure the through routine inspection, maintenance, continued suitability and safety of all plant and equipment to prevent injury.

Project Managers shall ensure that all plant and equipment is included within the system for control and that planned programme for inspection and maintenance are completed within the appropriate timescales.

All Supervisors shall be responsible for the completion and recording of inspections as defined.

All plant and equipment is subject to both a detailed, planned procedure for inspection and maintenance and additional weekly visual inspection whilst allocated to any particular project/site.

WORK EQUIPMENT	HSMS - PART 2 - SECTION 8
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls. 4.4.6 Operational Control
PERSON RESPONSIBLE	Office equipment: Office Manager Other: Operations Manager/Project Managers/Supervisors
WORK EQUIPMENT	HSMS - PART 2 - SECTION 8

3.15 MANUAL HANDLING

The Manual Handling Operations Regulations were introduced with the intention of reducing the incidence of injuries at work caused by the manual handling of loads. Manual Handling should be avoided where this is reasonably practicable.

Employees are not to undertake excessive manual handling tasks without the express permission of the Project Manager, where a task has to be conducted and the handling operation carries a significant risk then a suitable and sufficient assessment will be made of the manual handling operation and appropriate control measures will be implemented.

Where necessary manual handling tasks which carry significant risks or require extensive handling requirements will be assessed by the Project Managers and recorded either on the general risk assessment or on the manual handling assessment form for more complex manual handling risks.

Individuals will always be required to undertake manual handing assessments for any routine handing under their own assessment and applying the Task, Load, Individual and Environment assessments as per their training.

MANUAL HANDLING	HSMS - PART 2 – SOP 34
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls. 4.4.2 Competence, Training and Awareness
PERSON RESPONSIBLE	Stores & Office activities: Operations Manager & Office Manager respectively Site Operatives activities: Project Manager/Supervisor responsible for individual contract

3.16 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Teper-MEP will provide an adequate standard of PPE which is of suitable and sufficient protection to those personnel for whom it's required. The cost of PPE will be met by the company. Issued PPE will be recorded on the PPE issue record.

Each employee will be issued the appropriate PPE at the start of their employment with EME. This PPE will be replaced either at the end of its effective life or if damaged as a result of normal working activities. Operatives are expected to take care of and not abused their PPE issue.

The following personnel have been delegated the responsibility for PPE record keeping:

PPE	HSMS - PART 2 – SOP 29
	4.3.1 Hazard identification, risk assessment and determining controls. 4.4.6 Operational Control
PERSON RESPONSIBLE	Office personnel: Office Manager Site Operatives: Supervisor & Quality Manager

3.17 FIRST AID ARRANGEMENTS

LOCATION OF FIRST-AID BOXES

The First-Aid box for the office is located in the kitchen area.

The personnel responsible for ensuring adequate first aid facilities, trained personnel and equipment are available are:

First-aiders will provide first aid treatment:

- For minor injuries not requiring further medical intervention.
- Immediate treatment of more serious injuries or illness pending their referral to a casualty department or general practitioner.
- In all cases of treatment the following details will be recorded :
    - The name of the casualty.
    - The date and time of the treatment
    - Details of the injury sustained and the treatment given.

TRAINING OF FIRST AIDERS

All first aid training will be undertaken by an organisation that has been approved to the current statutory provisions and refresher training will be provided against the recommendations of present best practice.

FIRST AID TRAINED PERSONNEL

The first aid trained personnel's details will be displayed on the health and safety notice board.

Under no circumstances must any medication (pills, mixtures, creams, sprays, etc.), be contained within first-aid boxes or kits, or dispensed for any reason by a first-aider or appointed person.

First Aid Boxes will be stocked to meet the requirements of BS 8599 - 1.

ACCIDENTS & FIRST AID	HSMS - PART 2 – SOP 4 & 4a
OHSAS STANDARDS	4.4.2 Competence, Training and Awareness 4.3.1 Hazard identification, risk assessment and determining controls. 4.4.7 Emergency Preparedness and Response
PERSON RESPONSIBLE	Office first aid: Office Manager Site Operatives first aid: Project Manager responsible for individual contract

3.18 ACCIDENT INVESTIGATION AND REPORTING

It is the policy of the company to investigate and record the details of all accidents and to ensure that the enforcing authorities are appropriately notified of certain kinds of injuries, occupational diseases and dangerous occurrences. The company's insurers will also have to be informed of any serious accident, occupational diseases or dangerous occurrence which is thought likely to result in an insurance claim.

ACCIDENT INVESTIGATION

THE OBJECTIVES OF THE ACCIDENT INVESTIGATION WILL BE:

- To enable prompt remedial action to be taken;
- To prevent recurrence;
- To assist in planning and future resource allocation;
- To provide feedback information.

ACCIDENT INVESTIGATION – RESPONSIBILITIES

The Project Managers will be responsible for the investigation and recording of accidents, incidents and near misses. Appropriate action will be taken and communicated on additional preventative measures to ensure there is not a reoccurrence of the accident. All accidents are to be reported to the Operations Manager.

REPORTING TO THE ENFORCING AUTHORITIES

Any accident, incident or dangerous occurrence that must be reported to the Enforcing Authorities should immediately be brought to the attention of the Contracts Director. In the absence of the Operations Manager or the Managing Director should not delay in reporting the incident to the Enforcing Authorities.

Guidance on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations can be found in HSMS Part 2, SOP 4.

3.19.1 ACCIDENT BOOK – RECORDING

Wherever possible the person having the accident will make the entry in the Accident Book. When this is not possible the entry may be made on their behalf by their line manager.

The requirements of the Data Protection Act will be followed in respect of security of injured person's details.

First aid facilities will be provided for the treatment of employees who are injured or become ill while at work. The facilities required on site will depend upon the type of work and the numbers of personnel involved in the work, as a minimum at least one trained first aider will be on hand at each site.

3.19.5 ACCIDENT BOOK – LOCATION

THE ACCIDENT BOOK IS LOCATED AT: OFFICE MANAGERS OFFICE.

ACCIDENT REPORTING AND INVESTIGATION & RIDDOR	HSMS - PART 2 – SOP 4
OHSAS STANDARDS	4.5.3. Incident Investigation, nonconformity, corrective action, and preventative action
PERSON RESPONSIBLE	Office: Operations Manager Site incidents/accidents: Project Manager responsible for individual contract

3.20 ENVIRONMENTAL POLICY

The company recognises that it has a responsibility towards protecting the environment. A short Environmental Policy has been produced and this will be displayed in the workplace. The person responsible for the review and updating of the environmental policy is detailed below:

ENVIRONMENTAL POLICY	HSMS - PART 2 – SOP 6
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	Operations Manager

3.21 INTRODUCTION OF NEW MACHINERY, SUBSTANCES AND PROCESSES

THE OPERATIONS MANAGER WILL ENSURE:

That any new or hired machinery or equipment is suitable from a safety viewpoint and complies with all statutory requirements and current recommendations and will arrange for regular servicing and maintenance where this is required.

That a risk assessment is carried out of any new equipment, machinery, substance, process, or work activity hazardous to health and safety, and that appropriate control measures, training and personal protective equipment has been provided.

INTRODUCTION OF NEW MACHINERY, SUBSTANCES AND PROCESSES	HSMS – Part 2 SOP 8
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	Operations Manger

3.22 METHOD STATEMENTS/SAFE SYSTEMS OF WORK (SSW)

Method statements for all main work activities will be produced by the personnel detailed below prior to commencement of the work and submitted to the site manager/supervisor for approval. All operatives are expected to comply with the stated working practices within these method statements & SSW, any problems identified with these should be brought to the attention of the Approved Electrician or line manager.

SAFETY METHOD STATEMENTS	HSMS - PART 2 – SOP 11
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Project Manager responsible for individual contract

3.23 PERMIT TO WORK SYSTEM

If a Permit to Work system is necessary this will be controlled by the Supervisor.

PERMIT TO WORK SYSTEM	HSMS - PART 2 – SOP 28
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Manager responsible for individual contract

3.24 WORKING AT HEIGHTS (WAH)

The Company 'Working at Height' policy is to be followed for all working at height activities. This policy is based on the 'Working at Height Regulations' and the recommended hierarchy contained within them.

WORKING AT HEIGHTS POLICY	HSMS - PART 2 – SOP 3
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	WAH Policy – Operations Manager Project Implementation – Project Manager responsible for individual contract

3.25 SITE SAFETY INSPECTIONS

Work areas are to be 'safety checked' before work activities start and any problems identified are to be brought to the attention of the local Site Manager/Supervisor. Work is not to commence where there are unacceptable risks to Company operatives. Any such issues are to be reported to the Project Manager.

Random Site Safety inspections will be carried out by management and where required external auditing services and the findings reported back to the operatives/site management on site and the Operations Manager.

Periodic inspections are also to be conducted by the Supervisors and Project Managers during projects.

SUPERVISORS SITE SAFETY INSPECTIONS	HSMS - PART 2 – SOP 15
OHSAS STANDARDS	4.5.1 Performance Measurement and Monitoring 4.5.2. Evaluation of Compliance 4.5.5. Internal Audit
PERSON RESPONSIBLE	Supervisor
MANAGEMENT INSPECTIONS	HSMS - PART 2 – SOP 16
OHSAS STANDARDS	4.5.1 Performance Measurement and Monitoring 4.5.2. Evaluation of Compliance 4.5.5. Internal Audit
PERSON RESPONSIBLE	Operations Manager/Project Manager

3.26 EXTERNAL SAFETY ADVISORS

The external safety advisors role within the framework of the company structure is to communicate unrestricted to the directors and employees. Their main functions are as follows:

- Advise company and site management on compliance with health and safety regulations and best practice.
- Recommend improvements to existing working methods.
- Conduct independent site safety inspections and audits.
- Assist with accident investigation assistance.
- Assist in safety training.

EXTERNAL SAFETY ADVISORS	HSMS - PART 2 – SOP 4
OHSAS STANDARDS	4.5.1 Performance Measurement and Monitoring 4.5.2. Evaluation of Compliance 4.5.5. Internal Audit
PERSON RESPONSIBLE	Operations Manager/Project Manager

3.27 HOT WORKS

Hot work on site shall is only to be carried out once the site manager/foreman has given authorisation, where necessary hot work is to be controlled by a Permit to Work system. All hot work is to be checked one hour after completion to ensure no fire hazards still exists. A fire extinguisher is to be in the immediate vicinity of any hot work area.

HOT WORKS	HSMS - PART 2 – SOP 28 and 28A
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Operations Manager/Project Manager

3.28 NOISE

The company will take the appropriate steps to comply with the Noise at Work Regulations, where necessary noise surveys will be carried out and appropriate controls implemented. If noise levels cannot be reduced at source suitable hearing protection will be provided.

NOISE	HSMS - PART 2 – SOP 37
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Operations Manager/Project Manager

3.29 ASBESTOS

The company policy concerning work involving asbestos is as follows:

- Confirmation will be sought as to whether or not asbestos is an issue for concern prior to us undertaking work which involves disturbing any material or substance.
- Where material or substances contain asbestos this will be dealt with by a licensed specialist asbestos removal contractor.
- No company employee is allowed to handle, transport or dispose of any material or substance containing asbestos.
- Where an employee believes that a material or substance may contain asbestos the work is to stop, report the incident to the local Site Manager/Supervisor AND to the Project Manager. Work will only be resumed once the issue has been dealt with in a satisfactory manner.
- Suitable levels of training will be provided to employees who may be at risk of contact with asbestos or asbestos containing materials to ensure recognition of any products that may contain asbestos and any actions required in the event of an unintentional release.

ASBESTOS	HSMS - PART 2 – SOP 14
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls. 4.4.6 Operational Control
PERSON RESPONSIBLE	Operations Manager

3.30 ABRASIVE WHEELS – CHOP SAWS AND ANGLE GRINDERS

The only abrasive wheel which is authorised for use within Teper-MEP Ltd is the 'chop saw'. In compliance with The Provision and Use of Work Equipment Regulations, any person required to mount a wheel onto this equipment or use the equipment will be trained to an adequate standard of competency. If your details are not recorded in the authorisation register do not use this equipment!

The correct wheels for the type of machine, speed and materials to be cut will be ordered and made available at the workplace. Abrasive wheel machines will be subject to a planned maintenance programme. Special permit to work clearance will be obtained before using these machines in potentially explosive or flammable areas.

An assessment of PPE requirements will be carried out before use of an abrasive wheel is authorised; this will include hearing, eye, head and foot protection as appropriate for the work and the machine. PPE will be worn as directed. Loose clothing and ties will not be worn by operators.

Authorised operators will ensure that all persons are kept away from areas where sparks or dust is directed. The equipment is to be visually checked for damage before use by operators, ensuring operating speed is indicated.

ABRASIVE WHEELS ARE ONLY TO BE MOUNTED ONTO APPLIANCES BY PERSONS COMPETENT TO DO SO. THESE APPLIANCES ARE ONLY TO BE USED BY OPERATORS WHO HAVE BEEN AUTHORISED BY THE CONTRACTS DIRECTOR TO DO SO, BASED ON THEIR COMPETENCY.

THE PERSON DELEGATED THE RESPONSIBILITY FOR MANAGING THE ABRASIVE WHEELS REGISTER OF COMPETENT PERSONS IS THE OPERATIONS MANAGER.

CHOP SAW AND ANGLE GRINDER (Register)	HSMS - PART 2 – SOP 35
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	Operations Manager

3.31 DISPOSAL OF WASTE

Planning will include waste disposal procedures for items of normal and controlled waste which are foreseen during the project. The collection and disposal of waste will only be contracted to authorised and registered contractors.

WASTE DISPOSAL	HSMS - PART 2 – SOP 10
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	Office Manager and Project Managers

3.32 MAINTENANCE AND REPAIR OF PLANT AND EQUIPMENT

The Provision and Use of Work Equipment Regulations require that our plant and equipment are maintained so that their performance does not deteriorate to the extent that they put people at risk. Therefore all plant and equipment will be frequently checked to ensure that safety related features are functioning correctly. The frequency of checks will depend on the plant and equipment concerned and the degree of risk involved.

The Project/Contracts Managers will ensure that maintenance work is only carried out by someone who is competent to carry out the task according to the anticipated technical difficulty, and who will have received adequate information, instructions, and training relative to the work. The competent persons must be made aware of their responsibility and be willing to accept it.

MAINTENANCE AND REPAIR OF PLANT AND EQUIPMENT	HSMS - PART 2 – SOP 8
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	Office Manager and Project Managers

3.33 LIFTING OPERATIONS AND LIFTING EQUIPMENT

Lifting Operations and Lifting Equipment Regulations will be complied with regarding the safety of lifting devices and associated equipment.

Every lifting appliance and all its associated equipment must be:

- Well constructed of sound material and free from patent defect and it must possess adequate strength for its intended purpose;
- Properly maintained;
- Inspected at least once every week by a competent person who must submit a signed report on the prescribed form.

No chain, rope or lifting gear should be used to raise, lower or suspend a load, unless it has been thoroughly examined at least once within the previous 6 months if used to lift people or 12 months for materials and equipment.

A written report of the examination must be prepared and signed by the person carrying out the examination.

A record of plant and equipment maintenance will be kept on site that will provide information for future planning and previous action taken.

LIFTING OPERATIONS AND LIFTING EQUIPMENT	HSMS - PART 2 – SOP 8
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Operations Manager/Project Manager

3.34 CONTROL OF SUB-CONTRACTORS / SELF EMPLOYED WORKERS

The 'Code of Practice' is to be issued to all contractors who we engage to conduct work on our behalf. When engaging contractors the following documentation is to be used.

CODE OF PRACTICE FOR CONTRACTORS	HSMS - PART 2 – SOP 21
CONTRACTOR ASSESSMENTS	HSMS - PART 2 – SOP 20
PRE-START MEETING: SUB-CONTRACTORS	HSMS - PART 2 – SOP 22
REPORTING (Unsafe acts or conditions)	HSMS - PART 2 – SOP 23
CONTRACTORS METHOD STATEMENT REVIEWS	HSMS - PART 2 – SOP 25
OHSAS STANDARDS	4.4.6 Operational Control
PERSON RESPONSIBLE	MD/Operations Manager

3.35 SAFETY IN DEALING WITH MEMBERS OF THE PUBLIC

The Company will provide suitable and sufficient measures for keeping the general public away from hazardous or operationally sensitive sites. This may be done through local trespass management and generally good security measures. It is the responsibility of local line management to ensure that measures are appropriate and adequately enforced and monitored.

Under no circumstances should physical restraint be used. In the event of an intruder being on-site and refusing to leave when requested, local management should immediately be informed. They will take such action as is appropriate, including calling for local Police support.

Where appropriate, adequate fencing and/or alternative security devices will be employed to ensure that members of the public do not come into contact with Company work activities carrying risks. This also applies to any temporary work sites or events.

SAFETY IN DEALING WITH MEMBERS OF THE PUBLIC	HSMS - PART 2 – SOP 27
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Operations Manager/Project Manager

3.36 GENERAL OFFICE SAFETY AND USE OF COMPUTERS

The Office Manager is required to familiarise with the content as detailed below.

OFFICE SAFETY & DSE ASSESSMENTS	HSMS - PART 2 – SOP 13
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Office Manager

3.37 WORKPLACE INSPECTIONS

The Company office environment will be inspected at 6 monthly intervals and the reports are to be forwarded to the Office Manager.

Problems identified should be rectified as soon as possible, significant issues should be brought to the attention of the Operations Manager.

The quality of these inspection reports will be audited by the Operations Manager.

WORKPLACE INSPECTIONS (OFFICE)	HSMS - PART 2 – 30
OHSAS STANDARDS	4.5.1 Performance Measurement and Monitoring 4.5.2. Evaluation of Compliance 4.5.5. Internal Audit
PERSON RESPONSIBLE	Office Manager

3.38 THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015

These regulations place health and safety duties on clients, developers, architects, designers, contractors, principal contractors and principal designers in both domestic and commercial construction works. The Regulations require that health and safety issues are co-ordinated and managed continuously and effectively through the design and construction stages of a project.

Parts 2, 3 & 4 of the regulations apply to the client, principal designer and contractor/principal contractor involved in all projects which involve *'construction work'*. Part 2 specifies the duties as required for notifiable projects.

A notifiable project is one which lasts for more than 30 days with more than 20 workers working simultaneously at one time or involves more than 500 person days of work.

The CDM Regulations contain the following:

Part 1 – Introduction, citation and interpretations

Part 2 – General management duties applying to construction projects and notification requirements

Part 3 – General duties as applied to duty holders and appointments

Part 4 – Duties relating to H&S on construction sites

Part 5 – General aspects

Parts 2 & 4 apply to all works under the definition of Construction.

It is the policy of Teper-MEP Ltd Project Managers to comply with the requirements of CDM 2015.

3.39 SITE SET-UP

Sites are to be set-up in accordance with the requirements of the CDM 2015 Regulations. Project Managers are to ensure that the contents of the site safety pack (Contained in Part 3 of HSMS) are displayed at the appropriate points on site. This pack also contains a site induction form and booking in and out record.

CONSTRUCTION, DESIGN AND MANAGEMENT	HSMS Part 3 Site Safety Pack
OHSAS STANDARDS	4.3.1 Hazard identification, risk assessment and determining controls.
PERSON RESPONSIBLE	Operations Manager/Project Manager

3.40 MONITORING AND REVIEWING OF THE COMPANY SAFETY POLICY

The Company acknowledges that in order to maintain the health and safety policy in an effective condition, it must, as often as maybe appropriate, review and where necessary revise the health and safety policy.

The Operations Manager will ensure that an annual review of the Policy is carried out, and revisions made to reflect changes that may have been made in organisational responsibilities, and work activities.

All employees will be expected to bring to the notice of their immediate line manager/foreman any areas where the Company health safety policy appears to be inadequate. The suggestions will be passed to the Operations Manager for consideration.

MONITORING AND REVIEWING OF THE COMPANY SAFETY POLICY	
OHSAS STANDARDS	4.2 O H & S Policy

	4.3.1 Hazard identification, risk assessment and determining controls. 4.4.6 Operational Control
PERSON RESPONSIBLE	Operations Manager

3.41 CONTENTS OF PART 2 OF THE COMPANY SAFETY MANAGEMENT SYSTEM

SOP NO	CONTENT
1	Company health and safety induction
1a	Company health and safety induction checklist
1b	Site based induction checklist
1c	Site based Induction register
2	Risk assessment procedure
2a	Risk assessment template (3 x 3 matrix type)
2b	Noise risk assessment template
2c	Tool specific vibration risk assessment
2d	Specific manual handling assessment
3	Working at heights policy
3a	Procedure for ladders and steps
3b	Safety harness and fall protection equipment
3b1	Safety harness authorisation log
3b2	Safety harness equipment register
3b3	Safety harness daily pre use checklist
3b4	Safety harness 6 month inspection register

3b5	Work at height rescue plan
4	Accident reporting and investigation
4a	Accident investigation forms
4b	Near misses and accident events records
4c	Near Miss Report Form
5	Notification of new work for non HSE notifiable projects
6	Environmental policy
7	Pre-start meetings – construction
8	Inspection of Plant and Equipment
8a	Site plant and equipment inspection record (general)
8b	MEWPs daily checklist
8c	Mobile tower scaffold checklist
8d	Fixed scaffold inspection checklist
9	Training needs analysis matrix
10	Waste disposal
11	Safety method statement template
12	Design risk assessment
13	Display Screen Equipment (DSE Policy and Procedures)
14	Control of Asbestos
15	Supervisors safety inspections
16	Management Site Based Audit
17	Chemicals and Substances Assessment and Register

18	Fire safety precautions– record and inspection requirements
19	Safety policy communication records
20	Contractor assessments and service providers PQQ
21	Code of Practice for Contractors
22	Pre-start meeting – sub-contractors
23	Reporting of unsafe acts and conditions – Contractors
24	Approved contractors register
25	Contractors – review of safety method statements
26	Driving policy, vehicle documentation & vehicle license checks
27	Lone working policy
28	Permit to work system
28a	General Work Permit
28b	Hot Works Permit
28c	Overhead Permit
28d	Electrical Permit
29e	Confined Space Permit
29f	Asbestos Works Permit
29	PPE issue records
30	Workplace inspection (office)
31	Communication, consultation, meetings, toolbox talk records
31a	Toolbox talk record
32	Employment of young persons

33	PAT testing & electrical safety – construction and office
34	Manual handling
35	Chop saw and angle grinder register
36	Sun Protection Policy and Procedures
37	Noise Policy and Procedures
38	Vibration Policy and Procedures
39	Pregnancy and Nursing Mothers Policy
40	Health Surveillance Policy
40 a	Health Surveillance Initial Employment Questionnaire
40 b	Health Surveillance Follow Up Questionnaire
41	RPE and Face Fit Procedures