



## **A S PLANT Ltd.**

PLANT HIRE, TARMACING, UTILITY,  
SEWER & CIVIL ENGINEERING CONTRACTOR

**Tel: 01623 624816**

Email: [info@asplant.co.uk](mailto:info@asplant.co.uk)  
[www.asplant.co.uk](http://www.asplant.co.uk)

# Health and Safety Policy

## A S Plant Ltd

**Head Office:**

Units 1 & 2 Bleak Hill Sidings  
Mansfield  
Nottinghamshire  
NG18 5EP

Tel: 01623 624816  
Email: [andy@asplant.co.uk](mailto:andy@asplant.co.uk)

*Authorised by:*  
Andrew Sutton  
**Managing Director**

# A S Plant Ltd.

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# A S Plant Ltd.

## Policy Review Record

The company Health and Safety Policy was first issued in November 2008 and will be annually updated to incorporate new legislation and regulations.

### Policy Amendments

Revision Number	Date	Comments
001	November 2008	Introduction of Policy
002	April 2009	Annual review to incorporate changes in legislation
003	April 2010	Annual review to incorporate changes in legislation
004	October 2010	Bi-Annual review to changes in company structure and legislation
005	October 2011	Annual review to incorporate changes in legislation
006	October 2012	Annual review to incorporate changes in legislation
007	October 2013	Annual review to incorporate changes in legislation
008	October 2014	Annual review to incorporate changes in legislation
009	October 2015	Annual review to incorporate changes in legislation
010	October 2016	Annual review to incorporate changes in legislation
011	October 2017	Annual review to incorporate changes in legislation
012	October 2018	Annual review to incorporate changes in legislation from the Management Review meeting
013	October 2019	Annual review to incorporate changes in legislation from the management review meeting

### Distribution List:

Company Wide All Employees

All Sub-contractors who currently employed as well as those wishing to work for A S Plant Ltd during the period of the next twelve months.

# A S Plant Ltd.

## Health and Safety Policy Statement

A S Plant Ltd recognises that high standards of Health and Safety performance are an integral element of a successful and efficient business. It is the policy of the Managing Director and management team of A S Plant Ltd to ensure that all of its activities are conducted with due regard to the health, safety and welfare of all its employees & self-employed staff and anyone else, including the public, who may be affected by their works. We consider health and safety to be of equal importance with production, quality and finance.

As a company we are committed to ensuring compliance with the requirements of all current Health and Safety legislation, and our duties under the CDM Regulations 2015. We will therefore ensure, so far as is reasonably practicable that:

- All relevant statutory requirements are observed and are treated as minimum standards to be applied to all work activities.
- Health and Safety considerations are included in our business planning and decision making thus ensuring a safe and healthy working environment.
- Adequate information, instruction, training and supervision is provided to enable individuals to perform their work safely and efficiently.
- All plant, equipment and materials that are provided for work that is to be undertaken is fit for purpose, maintained and free from unnecessary risks.
- Employees and Sub-Contractors are actively encouraged to participate in Health and Safety, raise safety concerns and submit ideas and suggestions for improving standards, thereby facilitating co-operation between individuals and groups.
- The immediate and underlying causes of work-related injuries and near misses and positive interventions are identified, and the necessary preventative action implemented to prevent re-occurrence.

Whilst it is the duty of the management to take all reasonable steps to prevent personal injury, it is equally the duty of every employee or self-employed person to exercise personal responsibility to prevent injury to themselves or others. It is the responsibility of all employees to co-operate with management in complying with both the policy and legal obligations.

This Policy and all other Health and Safety documentation will be reviewed and developed periodically to ensure it remains effective. Auditing will be carried out on all A S Plant Ltd activity to ensure compliance with all current legislation, company policies & procedures. We will co-operate with our clients, customers and supply chain partners to support them in achieving theirs and the companies' health and safety objectives.



Andrew Sutton  
Managing Director

October 2019

# A S Plant Ltd.

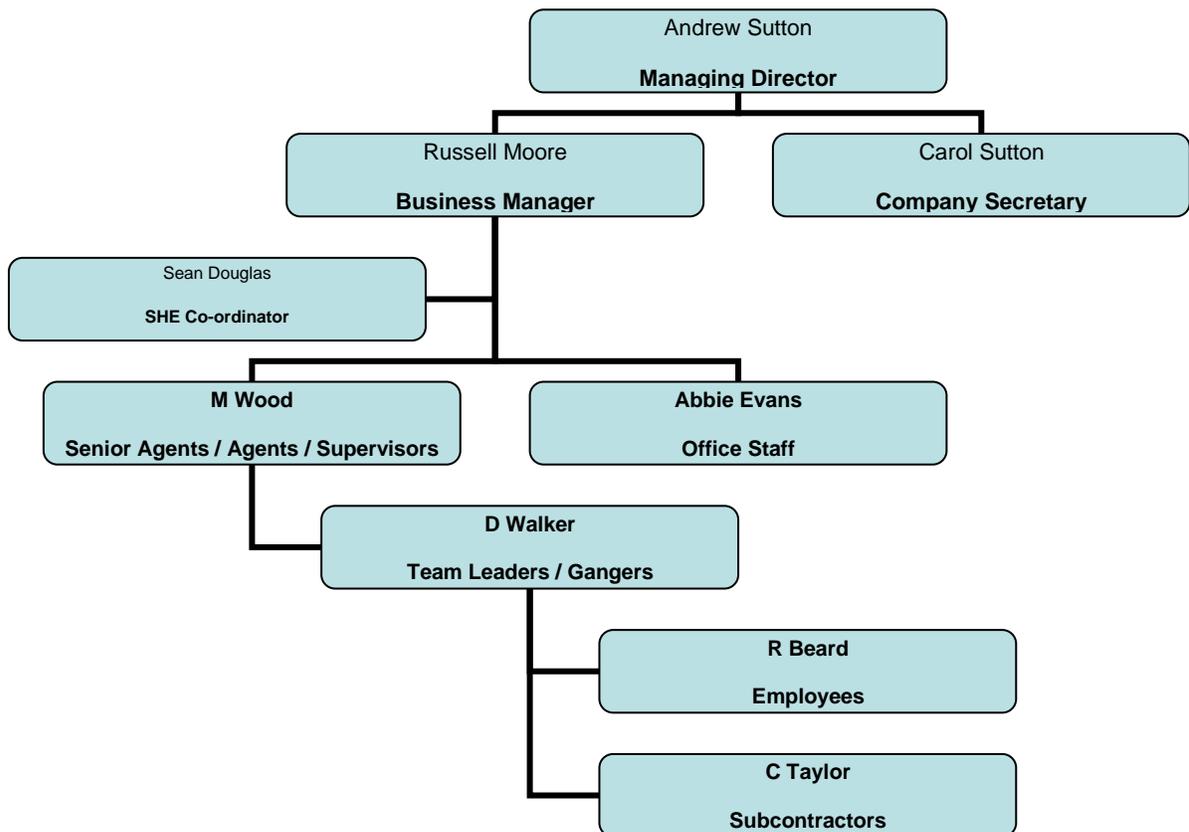
## Organogram for Monitoring & Controlling Health & Safety Issues

### Foreword

The management within A S Plant Ltd acknowledges that for the company to be successful in achieving high standards of health and safety, the policies and procedures which contribute to their business performance must be effectively integrated into all business decisions.

This safety policy influences all the activities and decisions, including those to do with the selection of resources and operation of working systems, the delivery of products and services and their control and disposal of waste products from its activities.

### Health & Safety Organisation



# A S Plant Ltd.

## Organisation for Safety

A S Plant Ltd recognises that it is the responsibility of all employees to reduce accidents and ill health, this effort is an integral part of the company's philosophy. A S Plant Ltd therefore states that the management of health and safety is a function of all, having a responsibility for the well being of those under their control, and for others to whom the company has a duty of care.

A S Plant Ltd has a planned and systematic approach to policy implementation, its aim is to minimise risks created by all work activities, products and services. A S Plant Ltd use risk assessment method to decide priorities and set objectives for hazard elimination and risk reduction. Wherever possible risks will be eliminated by the careful selection of facilities, equipment and processes or minimised using control measures. Where this is not possible safe systems of work will be adopted and all relevant training will be given to control the risk.

## Individual Responsibilities

### Company Directors

#### Health & Safety Responsibilities

The Managing Director has overall responsibility for all matters relating to health and safety and welfare within the company. They have the responsibility for ensuring that the company safety policy and all safe systems of work are put into practice. This is accomplished by delegation of responsibilities to specific members of senior management, supervisors and other named competent persons.

His duties are to:

- Be aware of the employer's legal duty under the Health and Safety at Work Act 1974 and all supporting regulations
- Initiate and update the Health and Safety Policy for the prevention of injury, damage and loss. Ensure that it is brought to the attention of all employees
- Periodically review the effectiveness of the Health & Safety Policy
- Ensure that adequate time is allowed for planning, including carrying out specific risks for the company's activities
- Ensure that hazards with potential to cause harm are identified and avoided or adequately controlled
- Ensure that a Health and Safety training programme is established. All employees or self-employed persons receive adequate and appropriate training
- Ensure that the Company Health and Safety Policy is brought to the attention of all employees and subcontractors. Insist that sound working practice be continuously observed
- Take an active interest in Company Health and Safety Management, reprimand any member of staff for failing to discharge their responsibilities under all current legislation and the requirements of this document
- When visiting site, set a personal example by wearing the appropriate personal protective equipment and follow all relevant procedures

# A S Plant Ltd.

- Discuss all safety audits with the companies' safety team and review company procedures as and when necessary
- Ensure all levels of staff are consulted on matters regarding health and safety and participate in the company's health and safety committee

Managers within the organisation are answerable to the Managing Director for the day-to-day enforcement of Company Policy and Procedures which relate to safety matters. Each Manager is responsible for ensuring training needs are met for the persons under their control and that those persons are competent to carry out all given tasks

## **Business Manager**

### **Health & Safety Responsibilities**

The ultimate responsibility for day-to-day health and safety rests with this person. They will identify all company and statutory health and safety requirements. They will ensure that all activities under their control are conducted in accordance with these requirements without risk to personnel, plant or equipment. The responsibilities of the Business Manager will include, but not be limited to, the following:

- Comply with the requirements of the Company Safety Policy and assist in its review as necessary
- Promote the company health and safety policy for the prevention of injury, ill health, damage, wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR
- Ensure that an assessment has been carried out of any noisy process or plant and the appropriate control measures have been undertaken
- Ensure that an assessment has been carried out of any vibrating plant and the appropriate control measures have been undertaken
- Ensure that an assessment has been carried out of any substance that is likely to cause harm or risk to health and that appropriate control measures have been provided
- Assist the managers responsible for work locations to discharge their duties under the Safety Policy and all of the company's procedures
- Ensure that all line management are fully conversant with the Safety Policy and Procedures and will monitor and promote safety, health and welfare at all work locations
- Ensure that the company's activities are conducted in accordance with the Safety Policy and all other procedures
- Authorise the provision of adequate funds to meet the requirements of the Safety Policy, including training for company personnel
- Ensure that all machinery, plant and equipment is properly tested and maintained, and that machine guarding is suitable and adequate
- Pre-plan all operations with due regard for the health, safety and welfare of employees. Prepare specific risk assessments and method statements where necessary

# A S Plant Ltd.

- When visiting site, set a personal example by wearing the appropriate personal protective equipment and follow all relevant procedures

## Health and Safety Co-ordinator

### Health and Safety Responsibilities

The Health and Safety Co-ordinator reports to the Managing Director and will co-ordinate and direct the safety activity in all matters relating to the development and implementation of the Company's Health and Safety Policy Procedures and Practice. The responsibilities of the Health and Safety Co-ordinator will include, but not be limited to, the following:

- Give advice and help, where necessary, to ensure the policy and any supporting documentation and procedures are being properly implemented
- Assist in the risk assessment portfolio and supporting health, safety and environmental policy to ensure that they remain current and up-to-date. Bring any weaknesses to the attention of the Managing Director so that the policy can be revised where appropriate
- Review all accident report forms and, when appropriate, carryout an accident investigation to identify any actions that may be necessary to improve the Company's Safety Management Procedures
- Review accident statistics and safety performance to identify any specific trends
- Review training to ensure that all company employees have the appropriate level of skills and training to undertake their duties. Organise and arrange for appropriate training courses to ensure that all employees are competent to carry out their duties
- Understand the Company Safety Policy and ensure that all line management are fully conversant with the Safety Policy and Procedures and will monitor and promote safety, health and welfare at all work locations
- Set up and coordinate safety activities between client, main, sub and other contractors on projects undertaken by the company
- Ensure that all current legislation, codes of practice and company procedures etc are being observed and implemented. Ensure that technical and safety legislation and information is distributed to personnel under their control
- When visiting site, set a personal example by wearing the appropriate personal protective equipment and follow all relevant procedures

## Supervisors

Supervisors are responsible to the Managing Director for ensuring that all work carried out by those under his control is in accordance with statutory requirements and the Company and Client's Safety Procedures and instructions.

The responsibility of them will include, but not be limited to, the following:

- Understand the Company Safety Policy, coordinate and ensure good co-operation on the safety related issues between client, main, sub and other contractors on site.
- Ensure that all current legislation is being observed and implemented

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- Ensure operations are pre-planned with due regard for the health, safety and welfare of supervisors and employees
- Ensure that specific risk assessments for the works being supervised are suitable and sufficient, ensuring that all identified control measures that have been put in place and are being followed
- Ensure all statutory registers and all other site documentation are maintained
- Liaise with management for adequate and suitable training for all personnel under their control and ensure personnel are competent to carry out their duties and are properly certificated where required by legislation
- Maintain and review the provision of trained first aid personnel and equipment
- Ensure that all injuries to personnel and damage to plant and equipment are reported and recorded through the company procedures
- Bring to the attention any requests for safety representation from supervisors and employees, consult with supervisors and employees regularly on safety matters
- When visiting site, set a personal example by wearing the appropriate personal protective equipment and follow all relevant procedures

## **Employees**

All employees have the statutory responsibility to take reasonable care of themselves and of others who may be affected by their acts or omissions whilst at work. The responsibilities of employees will include, but not be limited to, the following:

- Understand the Company Safety Policy, its procedures and requirements
- Observe all safety rules, requirements and notices at all times
- Use only the correct equipment for the work in hand, inspecting it daily before use to ensure it is in sound condition
- Utilise the correct personal protective equipment to undertake work activities
- Report conditions, substances, noise etc which could adversely affect health or safety to their immediate supervisor
- Assist in the development of safe methods of work and avoid improvisation. Ensure that work is carried out in accordance with all company procedures
- Make themselves aware of procedures in case of fire or an emergency
- Make themselves aware of arrangements for first aid and the reporting of accidents, all accidents must be recorded in the Company's Accident Book. All positive interventions, near misses and dangerous occurrences must be reported to their immediate supervisor and recorded

# A S Plant Ltd.

- Assist the company to provide adequate procedures on safety consultation by encouraging safety representatives to participate in safety meetings

## **Administration/Office Staff**

The company administration and office staff have responsibilities to ensure that they understand the Company Health and Safety Policy and appreciate the allocated responsibilities that are within their area of control as managers or administration personnel within the office environment. They need to ensure that:

- Understand the Company Health and Safety Policy and where applicable all necessary procedures
- Use the correct equipment, which is in good condition and free from defect
- Report all defects in equipment and materials, which may have any obvious safety or health hazards
- Co-operate with the company on all aspects of health, safety and welfare
- They do not operate any equipment unless they have been fully trained and instructed in its operation
- They inform management of any change in their state of health which might affect their working ability or their suitability to carry out any particular task or tasks

## **Drivers of Company Supplied Vehicles**

The drivers' health and safety responsibilities are to ensure that:

- Ensure the vehicle 's serviced in accordance with manufacturers requirements, make regular inspections of the vehicle, checking for any obvious defects.
- Comply with the road traffic regulations at all times including the company rules on the safe use of mobile phones. Report all traffic violations to Head Office immediately which could result in you or the company being prosecuted
- Do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation
- Comply with the requirements of the Company Safety Policy and all company procedures
- Ensure information is given to management of any medical or legal impediment to their driving licences or any pending prosecutions
- Driving licence online access permission forms are completed prior to employment and checked on an annual basis in line with company insurance requirements

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## **Sub-Contract Personnel**

Sub-contractors are expected to establish and maintain safe and healthy systems of work. The responsibilities of sub contractors' personnel will include, but not be limited to, the following:

- Make themselves aware of their own and the company safety procedures and safety policy statement of A S Plant Ltd
- Ensure that all work is carried out in accordance with all A S Plant company policies and procedures and ensure safe systems of work are maintained
- Report any conditions which could adversely affect health or safety of themselves or others, to their immediate supervisor or company representative. Effectively report positive interventions, near misses and dangerous occurrences
- Utilise the correct personal protective equipment to undertake work activities and ensure compliance with the company's policies and procedures

# A S Plant Ltd.

## HEALTH, SAFETY AND ENVIRONMENTAL ARRANGEMENTS

This part of the policy sets down the existing health, safety and environmental arrangements within the company to effectively control all known risks. However, there are a number of safe systems of work which have been drawn up and issued for specific tasks which compliment these general arrangements. These individual procedures can be found within the safety management procedures that must be read in conjunction with this safety policy statement.

A S Plant Ltd will set itself targets to underpin an ongoing improvement plan with the objective of raising standards and setting targets to assist in improving performance with the intention of enhancing the company safety management procedures and philosophy.

### Reporting Accidents and other Incidents

Any accidents will be notified to the Head Office and the appropriate information will be recorded in the Accident Book. Employees are encouraged to report all injuries under this system. This information is reviewed regularly in order to identify accident causes and recurring trends so that appropriate action can be taken.

The Company Accident Reporting Procedure will be followed for all accident / incident investigations. The Supervisor is expected to carry out the investigation and complete the necessary report clearly stating the facts and what action has been taken to prevent a recurrence.

All such incidents will be notified to the Company Safety Co-ordinator to ensure that any subsequent investigations that may be necessary can be initiated at the earliest opportunity.

### HSE Reportable Accidents/Incidents

Where accidents/incidents are reportable to the HSE, the Business Manager will ensure that they are notified that to the appropriate enforcing authority within the prescribed time limit.

A detailed report giving all the relevant facts, conclusions and recommendations on how to prevent a re-occurrence, (sketches, drawings, witness statements and photographs) should, where appropriate, accompany the HSE notification.

### Inspection of the Workplace

A standard checklist is used when conducting health and safety inspections in order to verify that operating conditions do not adversely affect the health and safety of employees and others. Details of this procedure are contained within the company safety management procedures. Any recommendations will be presented senior and site management with an appropriate action plan to ensure remedial work is undertaken in the specified time frame. These reports are reviewed by the Managing Director or his deputy to verify that all recommendations have been satisfactorily implemented.

### Risk Assessment

Assessments of health, safety and environmental risks have been carried out in accordance with Company procedures and are available for reference. Future re-assessments will be carried out, as and when required, to comply with the Management of Health and Safety at Work Regulations 1999 and the Construction (Design & Management) Regulations 2015.

Some of these assessments are generic because of the transient nature of the work. However, where changes to the process, equipment or work activity significantly affect health, safety or the

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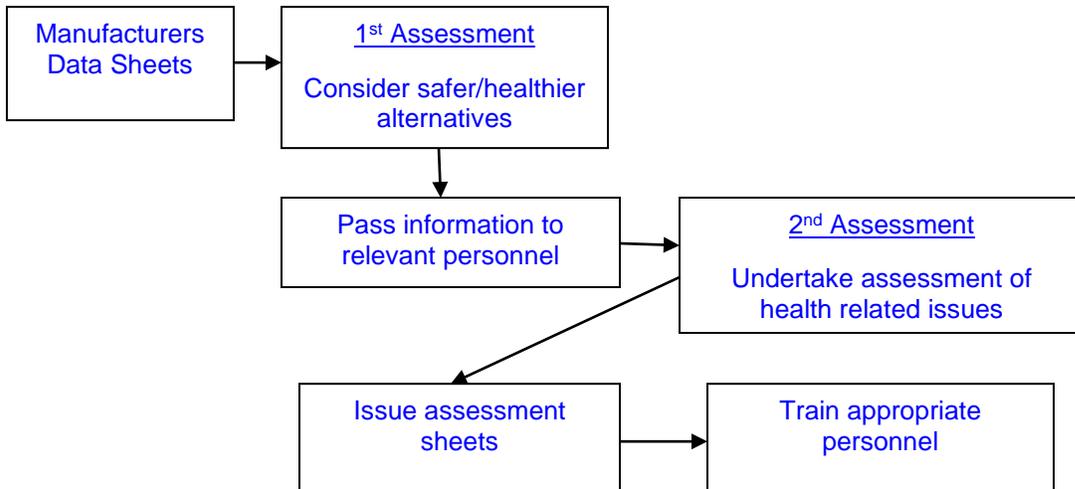
environment a re-assessment will be undertaken and appropriate measure taken to manage the risk. The standard procedure for risk assessment will be used in all such cases.

## Purchase of Goods, Equipment and Substances

Suppliers are expected and where required, will be requested to send appropriate information concerning any health, safety or environmental aspect of their product so that risks can be assessed, and appropriate precautions implemented.

Consideration will be given to using alternative safer or healthier products where appropriate steps will be taken to implement the precautions recommended by the manufacturer/supplier. Information relating to COSHH will be reviewed and a COSHH assessment undertaken so that the results can be issued to employees to clearly shown the precaution necessary to avoid injury.

The assessment will take account of storage, transport, disposal and any emergency procedures in case of spills/discharges etc. The manufacturer's data sheets together with the individual assessments will be kept in appropriate locations.



The Health and Safety Co-ordinator will be expected to keep this information readily available for future reference. Safety equipment will be purchased which meets the standard identified.

## Health, Safety and Environmental Training

The company's training programmes identify jobs where training is an important part of ensuring the work is done safely and without risk to health or the environment.

Examples of these include:

- National Plant Operator Training
- CSCS Training
- CPCS Training
- NRSWA
- EUSR Clean Water
- Manual Handling
- Asbestos Awareness
- COSHH Awareness
- Safe Entry to Confined Spaces
- Safe use of access equipment
- Abrasive Wheels

# A S Plant Ltd.

- Fire Training
- Operation of tools and equipment
- First Aid

Training given will be appropriate to the needs of the job in order to ensure that the person carrying out the work are competent to undertake the task safely and without risk to health or the environment. Supervisors will be expected to ensure that persons under their control have the relevant training to undertake the work safely. There will be a need, from time to time, to retrain personnel in these skills and Supervisors will be consulted when drawing up the training programme.

All new employees will receive induction training when first joining the company and on new contracts where the principal contractor states that all new site personnel attend a site induction to make them aware of the dangers which exist and the precautions necessary to avoid such dangers. Details of this induction procedure are outlined in the company safety management procedures.

## **Reporting Unsafe or Unhealthy Conditions**

The following procedure has been established for reporting unsatisfactory conditions.

- Employees have been instructed to report unsafe conditions or acts immediately to their Supervisor so that remedial action can be taken. Positive Interventions must be recorded in a timely manner
- If the condition prevails without a clear explanation as to why it has not been actioned, the employee should raise the matter with their Health and Safety Co-ordinator.
- The communication channels outlined above must always be followed when reporting such matters in order to avoid mis-understanding or confusion.

## **Safe Working Procedure and Systems of Work**

Where tasks are identified as being potentially hazardous and could lead to serious injury or result in ill-health then appropriate measures must be taken to ensure that suitable safe working procedures are put in place, i.e. working at height. A written safe system of work or Method Statement will be drawn up and implemented for each of these jobs, which details the necessary precautions to eliminate the risks. The Business Manager will ensure that any such documentation is available to Supervisors. Such procedures are issued on a job-by-job basis and the personnel involved in the work receive appropriate instructions on the correct application of these procedures.

Personnel are expected to work strictly in accordance with the Method Statement; They will be required to sign onto any such documentation.

## **Estimating**

Estimates for contract work take proper account of the various requirements relating to Health, Safety and the Environment. Particular attention is given to the standards contained within the client's Project Health and Safety Plan, Construction Regulations etc. and where appropriate Method Statements reflecting these standards are developed.

The provision of safe access and other safeguards is embodied within the current estimating procedures and checklists are to ensure all relevant precautions have been considered as part of this process.

# A S Plant Ltd.

## Design and Drawings

The company does not have any undertakings for design but will assist any designer/principal contractor by the way of experience only. Drawings are properly vetted and where appropriate contain information relating to special features, significant installation sequences and temporary support arrangements required during the construction phase.

## Delivery

Weights of components which are significant will be identified and corresponding weights given to site staff so that they can be lifted safely. Where the assembly of certain components are critical for stability or access they will be delivered in the correct sequence and checks will be carried out to ensure loads are safely stacked and secure before dispatch.

## Information and Communication

General information is provided to all employees on health and safety matters. Similar information is provided to sub-contractors and visitors to make them aware of the risks and precautions necessary to avoid such risks. Other information relating to Statement of Policy, First Aid, COSHH assessments etc., are distributed for general information.

Safety signs are a means of communicating safety. They may be posted in strategic areas to warn personnel about particular dangers including the requirement to wear specific types of personal protection i.e. construction areas, client's premises.

The company encourages employees to be proactive towards joint safety consultation on matters of health and safety. It is the policy of the company to discuss all safety related issues with its entire workforce, at least on a three-monthly basis. Such meetings are held on an informal and formal basis.

## Noise Control

An effective noise control and hearing conservation programme has been implemented which covers the following areas:

- Comprehensive surveys will be undertaken where appropriate to quantify noise exposure.
- Action will be taken to implement recommendations identified in reports
- Employees will be issued with and instructed to wear suitable hearing protection
- Noisy areas will be clearly identified with appropriate signs
- Supervisors will monitor to ensure personnel wear the protection provided
- Information, instruction and training has been given to employees about the danger of noise and the precautions which must be taken to minimise risk

## Asbestos

Asbestos awareness and management is critical. Adequate information, instruction and training will be given to employees and other persons affected by our activities to ensure they are aware of:

- the health risks associated with asbestos
- the reasons for and the nature of the precautions to be observed to protect themselves and other people who may be affected
- how to make use of the protective equipment and other safeguards
- their duties under the Health and Safety at Work etc Act 1974.

# A S Plant Ltd.

All persons entering an area where asbestos may be present are to be made aware as soon as is reasonably practicable of the presence of asbestos and any other matters likely to affect their health and safety.

## **Fire Prevention and Control**

Fire fighting equipment will be provided in the form of portable fire appliances so that first aid fire fighting can take place fairly quickly following the discovery of a fire.

Steps have also been taken to properly maintain this equipment by checking it regularly and keeping appropriate records.

Personnel have been informed that they must report any damaged or used extinguishers so that they can be replaced as quickly as possible. Personnel are trained in basic fire fighting techniques. Emergency evacuation procedures have been posted so that personnel clearly understand what action they should take during a fire.

Checks will be made to ensure these procedures are compatible with on-site arrangements.

Records are kept of fire equipment inspections, including any remedial work.

All employees will be expected to report potential fire situations as quickly as possible, and must follow the proper evacuation procedures in the event of fire.

## **Control of Third Parties**

All third parties, which include sub-contractors and visitors, will be given adequate information on health and safety, explaining the company rules and regulations as well as information issued by clients and/or main contractors. All non-employees will be expected to report to the Site Supervisor when they enter the premises or site and must conform to the rules and regulations set down in the information provided.

Contractors must also submit appropriate information before commencing work to ensure their safety procedures are compatible.

## **Protective Equipment/Clothing**

The standard of protection for each job has been assessed in accordance with the Personal Protective Equipment (PPE) Regulations. Employees will be provided with, and are expected to wear, the protection provided. It is the Supervisor's role to ensure compliance with the company policy.

Employees are expected to sign for the protection provided and such records will be kept by the company for future reference. Instruction and training has been given to those people who wear items of protective equipment to ensure that they clearly understand how to wear it correctly.

Employees are expected to report defects and return damaged equipment so that it can be replaced immediately.

## **Statutory Tests/Examination and Inspection of Equipment**

A number of items of plant require testing and examining, others rely on regular inspection. The following system has been introduced to ensure that plant remains in a safe condition.

- The statutory testing and examination of electrical equipment, lifting appliances and tackle will be carried out in accordance with current statutory requirements and appropriate records kept.
- An up-to-date inventory of all plant which requires testing and examination will be kept and defects mentioned in subsequent reports, prioritised and actioned to minimise the risk. Remedial work will be recorded to show the steps taken to deal with particular problems.

# A S Plant Ltd.

Other inspection systems have been introduced for items of plant which require to be properly maintained and include such things as ladders, access equipment, guarding of machinery, electrical safety devices etc. Any defects discovered will be actioned and appropriate records kept showing the action taken to rectify the problem.

## **Environmental Controls**

A S Plant Ltd has a specific Environmental Policy for its operations. This clearly outlines its commitment to this important aspect of safety management (*Appendix 1*).

A S Plant Ltd has a policy of recycling as much waste product as possible to minimise the effect on the environment. Where waste cannot be recycled steps have been taken to ensure that disposal and any discharge is done in accordance with current statutory requirements and within the limits set down by the enforcing authorities.

Consignment notes are issued and signed when disposing of waste to ensure it complies with the 'Duty of Care' requirements in respect of land fill.

Procedures have been established to ensure that these various requirements are met. Proper liaison is maintained with the enforcement authorities to ensure that existing controls remain adequate. The company is constantly seeking ways to reduce waste through a better recycling, energy savings etc in order to maximise the resources available and minimise the effect of waste on the environment.

## **Construction Design and Management Regulations**

Where the company undertakes work in compliance with the CDM Regulations the appropriate safety management documentation will support any requirements as outlined by the client. Any such contracts are supported by the company safety plan that outlines and identifies the company's safety management procedures.

## **Alcohol and Drug Abuse Policy**

The company acknowledges that problems arise within society where drugs and alcohol related problems may occur. The company actively encourages employees to identify areas of concern. The company will consult with individuals to effectively support employees who are identified as requiring assistance. Where appropriate, the need for medical help will be sought to assist any employee.

The Company Alcohol & Drug Abuse Policy is outlined in *Appendix 2*.

## **Equal Opportunities**

The company operates a policy to provide equal opportunities for employment in accordance with the Sex Discrimination Act and the Disabled Persons Employment Acts. This ensures that any opportunity for employment within the company is not restricted by an applicant's ethnic origin, nationality and race, colour, religion, sex, disability, appearance or social status. Nor will any employee of the company be discriminated against for any of the aforementioned.

# A S Plant Ltd.

## Appendices

1. The Environmental Policy Statement
2. The Company Alcohol and Drug Abuse Policy

### Appendix 1: Environmental Policy Statement

A S Plant Ltd recognises that it has a legal and moral responsibility to manage its activities in such a way to reduce the detrimental impact on the environment.

To this end, A S Plant will adopt a philosophy of 'beyond minimum compliance' at all levels of its operations to ensure that the impact of pollution and environmental disruption is reduced as much as possible to preserve the planet for future generations.

This will involve: -

- Compliance with all environmental legal requirements, regulations and guidance.
- Integration of environmental factors into all business decisions.
- Planning work systems and practices so as to give due consideration as to their potential environmental impact.
- So far as it is possible to prevent the illegal deposit, disposal or treatment of controlled waste by any person where that waste has been or will be under the control of the company.
- Where possible seek to influence the design and specification of construction projects so as to ensure that environmental impact is minimised as far as it reasonably practical.
- Ensuring considered use of resources of all kinds, including the promotion of recycled and recyclable materials wherever possible.
- Establishing company procedures to ensure that waste is managed in line with legislation and that all parties involved in the waste production, transportation, transfer and disposal process comply with their Duty of Care regarding waste control.
- Minimising the use of energy in its activities. i.e. lights, plant and equipment will be switched on only when needed and not out of routine.
- Periodically review environmental legislation to which the organisation's activities are subject to ensure continued compliance with both the letter and spirit of legislation.

Protecting the environment not only makes good commercial sense but is also an investment in our future, both short term and long term. A S Plant, therefore, firmly commit to adopting this policy as a means to achieving this.



A Sutton  
Managing Director

October 2019

# A S Plant Ltd.

## Appendix 2: Alcohol and Drug Abuse Policy

It is the policy of A S Plant Ltd to forbid the consumption of alcohol on the Company's premises. Any employee who is found consuming alcohol on the company's premises or is found to be intoxicated whilst at work will face disciplinary action on the ground of gross misconduct under the Company's disciplinary procedure.

The possession use or distribution of drugs for non-medical purposes on Company's premises is strictly forbidden. If you are prescribed drugs by your doctor which may affect your ability to perform your duties, you should discuss this problem with your manager. The same procedure shall also apply to medication procured over the counter, you are required to advise your manager what you are taking and why. No employee shall work whilst taking prescribed medication unless it has been verified it is safe to do so by the employees General Practitioner.

Health Checks are in force to establish whether there are any drug and alcohol problems.

All prospective employees will be asked as a condition of any offer of employment to undergo a medical examination which will seek to determine whether a prospective employee has a drug or alcohol abuse problem. A refusal to give consent to screening will result in the immediate withdrawal of any offer made.

If A S Plant suspects there has been a breach of the prohibition on substances, or your work conduct or performance has been impaired through substance abuse, we reserve the right to require you to undergo a medical examination to determine the cause of the problem. If in such circumstances you refuse to undergo a medical examination, your refusal will constitute gross misconduct in accordance with the Company's disciplinary procedure.

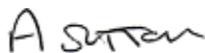
If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, A S Plant reserves the right to suspend you from your employment and determine whether to deal with the matter under the terms of the Company's disciplinary procedure or to require you to undergo treatment and rehabilitation.

If you are offered rehabilitation A S Plant will determine in consultation with its medical advisor an appropriate period of time which you will be required to undergo medical treatment. During the period of rehabilitation, it will be determined whether you are fit to return to work. If you are not judged fit, you will take unpaid leave.

If at any time you disobey an instruction given to you by A S Plant with regard to your rehabilitation or suffer a relapse during or following rehabilitation A S Plant reserves the right to withdraw support and deal with the matter under the Company's disciplinary procedure.

A S Plant reserves the right to search you or any of your property held on Company premises at any time if there are reasonable grounds to believe that the prohibition of substance is being or has been infringed. If you refuse to comply with a search, your refusal will be treated as gross misconduct and will entitle A S Plant to take disciplinary action.

A S Plant reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Company's premises.



A Sutton  
Managing Director

October 2019