

create
construction



**CREATE
A SAFER
FUTURE**

SHE POLICY

July 2018

SECTION 1 – GENERAL STATEMENT OF INTENT

Throughout the business Health, Safety and Environmental Management is considered a vital component to our success.

Create Construction Ltd (CCL) will take all reasonable steps to ensure full compliance with its legislative duties as imposed by the Health & Safety at Work etc. Act 1974, the Environmental Protection Act 1990 and the Regulations made thereunder.

These requirements are to be monitored for continual improvements and where practicable, Codes of Practice and Industry Guidance will also be implemented to thrive to achieve best practice standards.

Amongst other things, the Company recognises its general duty towards its employees and will therefore take all reasonable steps for the provision and maintenance of:

- Safe places of work;
- Plant and equipment that is safe and without risks;
- Information, instruction, training and supervision;
- Safe systems of work; and
- Effective supervision

The Company will also take all reasonably practicable steps to ensure that it conducts its undertaking in such a manner as to ensure third parties, including its supply chain and the public, are not thereby exposed to risks to their health and safety. Reasonable steps will be taken by the Company, at all times, to ensure all operations are carried out in such a way that the Environment is not harmed in any way.

Other key aims of this Policy are:

- To allocate sufficient resources to enable the SHE Policy to function effectively;
- To promote a positive health and safety culture within which the commitment and involvement of all managers and employees is obtained;
- To fully integrate SHE management into the mainstream management function by ensuring it becomes a key part of every Manager's role;
- To promote employee wellbeing as a fundamental element of our approach to the effective management of people and health, safety and environmental issues;
- To reduce the number of accidents and incidents and to prevent instances of work related ill health;
- To monitor and review SHE Management and performance to ensure legal compliance and to thrive continual improvement;
- Seek to minimise environmental disturbance, so far as is reasonably practicable;
- Seek to prevent pollution, so far as is reasonably practicable;
- Endeavour to ensure that members of our supply chain are aware of, and apply, the necessary standards comparative to those within this Policy; and
- We are also fully committed to improving our performance by investigating accidents and incidents, reviewing the results of audits and via the undertaking of an annual review of our management systems, as a minimum.

Issue Date: July 2018
Reference: SHE1-MS-01
Version: 4
Document Title: SHE Policy

create
A SAFER FUTURE

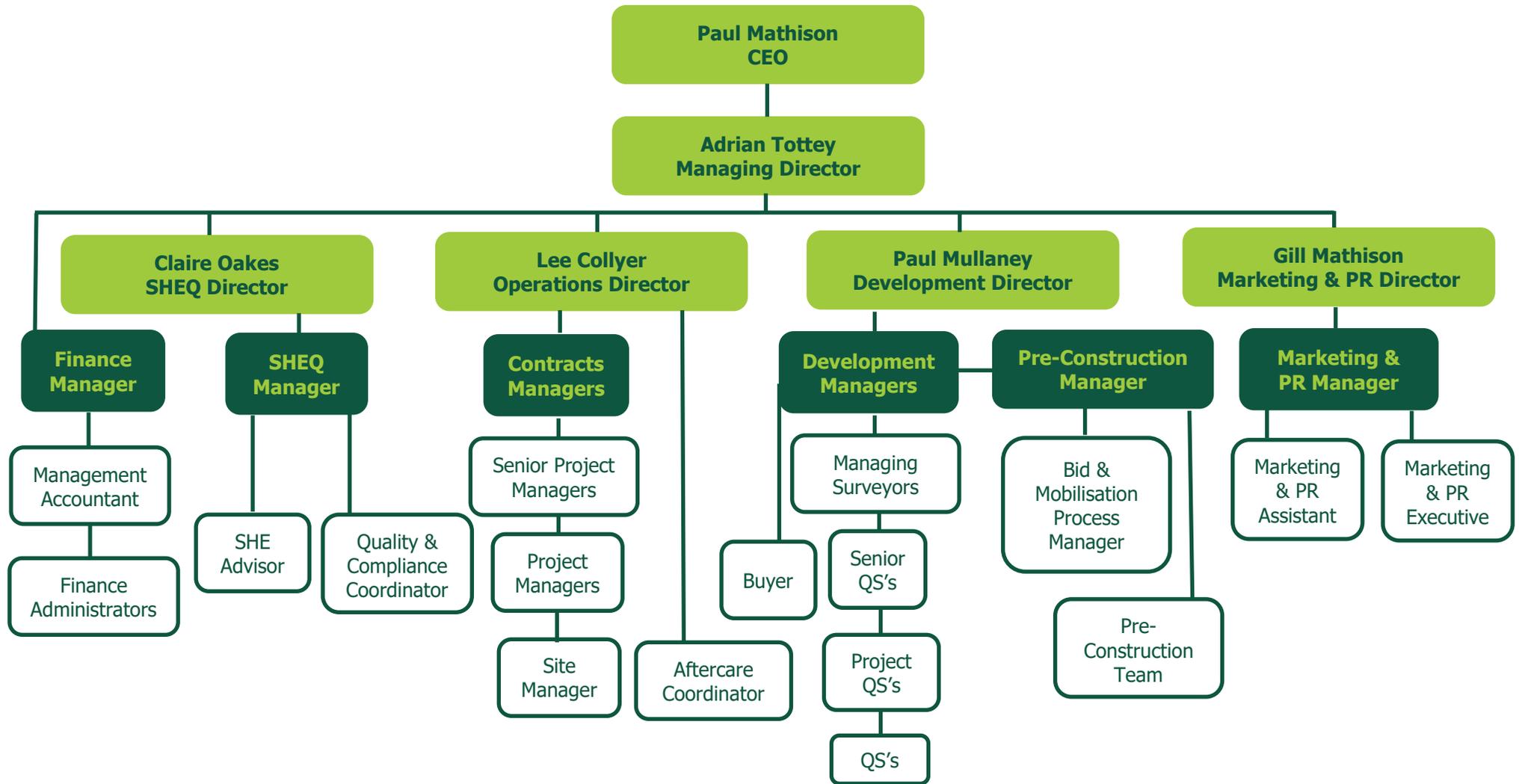
The Board is collectively responsible for seeking to ensure that effective management systems are planned, delivered, monitored and reviewed. Each member will each set a good example and demonstrate leadership. They will also ensure that SHE requirements are considered during all business decisions.

Leadership is promoted via the specific responsibilities laid down within this Policy for the CEO, all Directors and Senior Management staff.

Also, each employee has their own duty of care to act responsibly at work in respect of their own health and safety; the health and safety of others; and to co-operate with the Company to actively implement this Policy and the arrangements set out within it. This includes using the training they are provided with and always complying with Company requirements designed to protect health, safety and the environment.

Signed 
Paul Mathison - CEO

Date: July 2018



SECTION 2 – ORGANISATION FOR IMPLEMENTATION OF COMPANY POLICY

The CEO

Mr Paul Mathison, the Company **CEO** will lead the SHE Strategy for Create Construction Ltd (CCL) although the general duties of the Policy will be enforced, implemented and monitored by the Board of Directors.

In particular, he is responsible for:

- Ensuring the SHE Management Systems are planned, delivered, monitored and reviewed by the Board, as a whole;
- Taking a direct interest in, and giving support and commitment to the SHE Management System;
- Actively supporting all levels of management in their efforts to maintain high standards in SHE ensuring financial resources are made available to achieve the required standards; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE on site.

The Managing Director is responsible for:

Mr Adrian Tottey, the **Managing Director** of the Company has the authority to formulate and implement Strategy and Policy which is delegated to the Managing Director, by the CEO.

In particular, he is responsible for:

- Setting and reviewing SHE Objectives with the SHEQ Director;
- Ensuring SHE Management Systems are planned, delivered, monitored and reviewing by the Board, as necessary;
- Taking a direct interest in and giving support and commitment to the SHE Management System;
- Supporting all levels of management in their efforts to maintain high standards of SHE and ensuring adequate financial resources are made available to achieve the required standards;
- Providing active support and commitment to ensuring the effective implementation of the Policy;
- Promoting SHE matters on sites at both planning and construction stages of all projects;
- Showing a visible and active commitment to SHE standards;
- Taking reasonable steps to ensure adequate resources are available to ensure operations can be undertaken in a controlled manner and to ensure activities are suitably managed;
- Complying with Statutory Regulations, approved Codes of Practice and Guidance Notes, where reasonably practicable;
- Ensuring arrangements are in place to provide training to all employees to enable them to perform their tasks safely;
- Making this Policy available to all employees and ensuring arrangements are in place to bring it to their attention and that its provisions are understood;
- Considering SHE issues through all business decisions; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE on site.

The SHEQ Director is responsible for:

Mrs Claire Oakes, the **SHEQ Director**, is the Director responsible for all matters relating to SHE issues within CCL. Authority to formulate and implement SHE Strategy and Policy is delegated by the CEO and Managing Director, to all Board Members.

In particular, she is responsible for:

- Initiating the regular review of the SHE Policy, at a minimum of once per year;
- Setting and reviewing SHE Objectives with the Managing Director;
- Seeking to ensure the SHE Management Systems are planned, delivered, monitored and reviewed by the Board, as necessary;
- Chairing monthly H&S Meetings with the Operations Board and Leadership Team;
- Supporting all levels of management in their efforts to maintained high SHE standards;
- Monitoring the SHE Department budget and seeking to ensure that adequate resources are made available to implement the Company's SHE Policy and SHE Management System;
- Promoting SHE matters on site at both the planning and construction stages of all projects, where relevant;
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy;
- Showing a visible and active commitment to SHE standards;
- Complying with Statutory Regulations, approved Codes of Practice and Guidance Notes, where reasonably practicable;
- Seeking to ensure arrangements are in place to provide training to all employees to enable them to perform their tasks safely;
- Encouraging consultation with employees in relation to SHE issues;
- Complying with the requirements of the Company's SHE Policy and SHE Management System;
- Keeping informed and updated about relevant SHE Legislation, approved Codes of Practice, enforcement body / Industry guidance and bringing same to the attention of the Directors and Leadership Team and is cascaded through the business;
- Assisting the Board of Directors and Leadership Team with the identification of SHE training needs;
- Offering SHE advice to all levels of the organisation, where required;
- Taking reasonable steps to ensure the Client is aware of his duty to appoint a Principal Designer, where appropriate;
- Providing direction for the internal investigation of significant accidents and incidents and making recommendations to Board of Directors and Leadership Team for appropriate remedial actions;
- Requesting the suspension of any operation if, in their professional opinion, there is an immediate risk of injury to personnel or damage to plant, equipment or the environment;
- Making this Policy available to employees and adequate arrangements in place to bring it to their attention to allow its provisions to be understood; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE on site.

The Operations Director is responsible for:

- Maintaining overall supervision of SHE matters for their direct reports;
- Taking reasonable steps to ensure the Company SHE Policy and SHE Management System are implemented;
- Taking a direct interest in and giving support and commitment to the SHE Management System;
- Supporting all levels of management in their efforts to maintain high standards of SHE;
- Promoting SHE matters on site at both the planning and construction stages of all projects;
- Showing a visible and active commitment to SHE standards;
- Taking reasonable steps to ensure adequate resources are available to allow operations to be undertaken in a controlled manner and to allow activities to be suitably monitored;
- Complying with Statutory Regulations, approved Codes of Practice and Guidance Notes, where reasonably practicable;

- Ensuring all bid submissions allow for suitable and sufficient welfare facilities; safe working methods; storage facilities; adequate sanitation; and safe means of access and egress;
- Considering SHE issues through all business decisions;
- Monitoring and reviewing SHE performance;
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy, where reasonably practicable;
- Seeking to ensure the availability and provision of suitable training to employees to enable them to perform their tasks safely, in line with the company training plan, and seeking to ensure staff are released to attend such training;
- Seeking to ensure bid submissions allow for suitable and sufficient measures with regards to temporary works in accordance with BS5975:2011;
- Seeking to ensure bid submissions make necessary considerations for STA Guidance Documents where timber framed construction is being considered;
- Consulting with employees on matters relating to SHE;
- Taking reasonable steps to ensure that the Client is aware of his duty to appoint a Principal Designer, where appropriate;
- Attending regular H&S Meetings with the Operations Board and Leadership Team;
- Taking reasonable steps to ensure the provision and maintenance of safe and healthy working conditions; plant and equipment that is safe and without risks; information, instruction, training and supervision; safe systems of work; and effective supervision;
- Highlighting during bid evaluation stage any health and safety implications which may affect the contract period or sequence of works;
- Taking reasonable steps to ensure works do not commence on site until provisions are in place for the supply of water; electricity; welfare arrangements; fire precautions; and safe organisation of pedestrians, for each project;
- Taking reasonable steps to ensure each project has sufficient first aid cover and supplies to reflect the site hazards, throughout the construction period;
- Supporting and encouraging their team in their efforts to achieve safe and healthy conditions and high environmental standards on site;
- Supporting the implementation of recommendations by the SHEQ Director, following Board agreement;
- Initiating appropriate disciplinary actions where any members of management fail to fulfil their responsibilities in respect of SHE issues;
- Taking reasonable steps to ensure he visits site as soon as reasonably practicable, in the event of a significant accident / incident, where judged necessary by the SHEQ Director; and
- Setting a good example to other employees by the own compliance with relevant SHE rules, including the wearing of necessary PPE whilst on site.

The Development Director is responsible for:

- Maintaining overall supervision of SHE matters within their areas of responsibility;
- Taking reasonable steps to ensure that the Company SHE Policy and SHE Management System are implemented;
- Taking a direct interest in and giving support and commitment to the SHE Management System;
- Supporting all levels of management, as required, in their efforts to maintain high standards in SHE and ensuring that adequate financial resources are made available to achieve the required standards;
- Promoting SHE matters on sites at both planning and constructions stages, of all projects;
- Showing a visible and active commitment to SHE standards;
- Complying with Statutory Regulations, approved Codes of Practice and Guidance Notes, where reasonable practicable;

- Considering SHE issues through all business decisions;
- Highlighting during bid evaluation stage and health and safety implications which may affect the contract period or sequence of works, as relevant;
- Ensuring all bid submissions allow for suitable and sufficient welfare facilities; safe working methods; storage facilities; adequate sanitation; and safe means of access and egress;
- Seeking to ensure bid submissions allow for suitable and sufficient measures with regards to temporary works in accordance with BS5975:2011;
- Seeking to ensure bid submissions make necessary considerations for STA Guidance Documents where timber framed construction is being considered;
- Monitoring and reviewing SHE performance;
- Seeking to minimise environmental pollution, so far as is reasonably practicable;
- Taking reasonable steps to ensure adequate resource are available to allow operations to be undertaken in a controlled manner and to allow activities to be suitably monitored;
- Seeking to ensure the availability and provision of suitable training to employees to enable them to perform their tasks safely, in line with the company training plan, and seeking to ensure staff a released to attend such training;
- Consulting with employees on matters relating to SHE;
- Taking reasonable steps to ensure that the Client is aware of his duty to appoint a Principal Designer, where appropriate;
- Attending regular H&S Meetings with the Operations Board and Leadership Team;
- Taking reasonable steps to ensure that only competent contractors are appointed from the Company's approved list of contractors;
- Supporting and encouraging their team in their efforts to achieve safe and healthy conditions and high environmental standards on site;
- Supporting the implementation of recommendations made by the SHEQ Director, following Board agreement;
- Initiating appropriate disciplinary actions where any members of management fail to fulfil their responsibilities in respect of SHE;
- Liaising with the SHEQ Director to assess relevant training needs and making arrangements for employees to be released for such training, as necessary;
- In the event of a serious accident or incident, complying with the Company's serious accident / incident protocol; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE whilst on site.

The Marketing & PR Director is responsible for:

- Maintaining overall supervision of SHE matters within their area of responsibility;
- Complying with Statutory Regulations, approved Codes of Practice and Guidance Notes, where reasonably practicable;
- Considering SHE issues through all business decisions;
- Promoting a positive image of SHE within the business; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including wearing of necessary PPE whilst on site.

The Development Managers are responsible for:

- Maintaining overall supervision of SHE matters within their areas of responsibility;
- Taking reasonable steps to ensure that the Company SHE Policy and SHE Management System are implemented;
- Taking a direct interest in and giving support and commitment to the SHE Management System;

- Supporting all levels of management in their efforts to maintain high standards of SHE ensuring that adequate financial resources are made available to achieve the required standards;
- Showing a visible and active commitment to SHE standards;
- Highlighting during bid evaluation stage any health and safety implications which may affect the contract period or sequence of works, where relevant;
- Monitoring and reviewing SHE performance;
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy, where reasonably practicable;
- Seeking to minimise environmental pollution, so far as is reasonably practicable;
- Ensuring the availability and provision of suitable training to employees to enable them to perform their tasks safely;
- Seeking to ensuring this Policy is brought to the attention of major suppliers and sub-contractors;
- Consulting with employees on matters relating to SHE;
- Promoting SHE matters on sites at both the planning and construction stages, of all projects;
- Taking reasonable steps to ensure that the Client is aware of his duty to appoint a Principal Designer, where appropriate;
- Taking reasonable steps to ensure that only competent contractors are appointed from the Company's approved list of contractors;
- Supporting and encouraging Managing QS's, Senior QS's, Project QS's and QS's and other members of the site management team in their efforts to achieve safe and healthy conditions and high environmental standards on site;
- Supporting the implementation of recommendations made by the SHEQ Director / Manager;
- Attending monthly H&S Meetings with the Operations Board and Leadership Team;
- Initiating appropriate disciplinary action where any members of their team fail to fulfil their responsibilities in respect of SHE;
- Liaising with the SHEQ Director / Manager to assess relevant training needs and making arrangements for employees to be released for such training, as necessary; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE whilst on site.

The Pre-Construction Manager is responsible for:

- Maintaining overall supervision of SHE matters within their area of responsibility;
- Taking reasonable steps to ensure that the Company SHE Policy and SHE Management System are implemented;
- Taking a direct interest in and giving support and commitment to the SHE Management System;
- Supporting all levels of management in their efforts to maintain high standards of SHE;
- Showing a visible and active commitment to SHE standards;
- Highlighting during bid evaluation stage any health and safety implications which may affect the contract period or sequence of works;
- Seeking to ensure sufficient lead-in times are agreed to allow suitable planning of the construction phase;
- Ensuring all bid submissions allow for suitable and sufficient welfare facilities; safe working methods; storage facilities; adequate sanitation; and safe means of access and egress;
- Ensuring bid submissions make necessary considerations for STA Guidance Documents where timber framed construction is being considered;
- Ensuring bid submissions allow for suitable and sufficient measures with regards to temporary works in accordance with BS5975:2011;
- Taking reasonable steps to ensure provisions are made to allow for adequate resources enabling operations to be undertaken in a controlled manner;
- Highlighting any residual risks following design changes during the pre-construction phase;

- Ensuring that Client has provided a Refurbishment and Demolition Asbestos survey, where appropriate;
- Where feasible, using sub-contractors from the approved list and where not feasible starting the PQQ process and advising the delivery team of same;
- Where a sub-contractor is not approved, risk assessing their capability ahead of completion of the PQQ;
- Promoting SHE matters during the planning stages of all projects;
- Taking reasonable steps to ensure that the Client is aware of his duty to appoint a Principal Designer, where appropriate; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE whilst on site.

The Contracts Managers and Senior Project Managers are responsible for:

- The overall supervision of the implementation of the Company's SHE Policy and SHE Management System on all projects under their control;
- Complying with the requirements of the Company's SHE Policy and SHE Management System in the areas for which they are responsible;
- Ensuring that adequate resources are made available for the safe conduct of every contract under their control;
- Ensuring a competent supervisor is on site, at all times during construction activities, for all projects under their control;
- Ensuring any changes in design, which may have implications to health and safety, are communicated to the SHEQ Director / Manager and the Principal Designer, as appropriate;
- Ensuring works do not commence on site until provisions are in place for the supply of water; electricity; welfare arrangements; fire precautions; and safe organisation of pedestrians, for each project under their control;
- Ensuring each project under their control has sufficient first aid cover and supplies to reflect the site hazards, throughout the construction period;
- Seeking to ensure that only competent contractors are appointed from the Company's approved list of sub-contractors;
- Supporting and encouraging Project Managers, Site Managers and other members of the site management team in their efforts to achieve safe and healthy conditions and high environmental standards on site and assisting, where necessary, in the development of safe systems of work;
- Supporting and implementing recommendations made by the SHEQ Director / Manager;
- Initiating appropriate disciplinary action where any members of their team fail to fulfil their responsibilities in respect of SHE;
- Liaising with the SHEQ Director / Manager to assess relevant training needs and making arrangements for employees to be reasonable for such training, as necessary;
- In the event of a serious accident or incident, complying with the Company's serious accident / incident protocol;
- Seeking to minimise environmental pollution, so far as is reasonably practicable;
- Seeking to reduce the quantity of energy and water consumed and waste generated;
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy;
- Providing information, instruction, training and supervision to allow employees to carry out their duties without risks to themselves, others or the environment;
- Ensuring they visit site as soon as reasonably practicable, in the event of a serious accident / incident, where judged necessary by the SHEQ Director;
- Taking a direct interest in and giving support and commitment, to the SHE Management System;
- Monitoring and reviewing SHE performance;

- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy, where reasonably practicable;
- Taking reasonable steps to ensure adequate resources are available to allow operations to be undertaken in a controlled manner;
- Taking reasonable steps to ensure adequate resources are available to ensure activities are suitably monitored;
- Ensuring the availability and provision of suitable training to employees to enable them to perform their tasks safely;
- Consulting with employees on matters relating to SHE;
- Promoting SHE matters on sites at both the planning and construction stages, on all projects;
- Taking reasonable steps to ensure that the Client is aware of his duty to appoint a Principal Designer, where appropriate;
- Attending monthly H&S Meetings with the Operations Board and Leadership Team;
- Liaising with the SHEQ Director / Manager to assess relevant training needs and making arrangement for employees to be realised for such training, as necessary; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE whilst on site.

The Bid & Mobilisation Process Manager is responsible for:

- Taking reasonable steps to ensure that the Company SHE Policy and SHE Management System are implemented;
- Taking a direct interest in and giving support and commitment to the SHE Management System;
- Highlighting any residual risks following design changes during the pre-construction phase;
- Where feasible, using sub-contractors from the approved list and where not feasible starting the PQQ process and advising the delivery team of same;
- Where a sub-contractor is not approved, risk assessing their capability ahead of completion of the PQQ;
- Promoting SHE matters during the planning stages of all projects;
- Ensuring that Client has provided a Refurbishment and Demolition Asbestos survey, where appropriate;
- Taking reasonable steps to ensure that the Client is aware of his duty to appoint a Principal Designer, where appropriate; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE whilst on site.

The SHEQ Manager is responsible for:

- Supporting all levels of management in their efforts to maintain high standards of SHE;
- Promoting SHE matters on sites at both the planning and construction stages of all projects, where relevant;
- Complying with Statutory Regulations, approved Codes of Practice and Guidance Notes, where reasonably practicable;
- Taking reasonable steps to ensure the provision and maintenance of safe and healthy working conditions; plant and equipment that is safe and without risks; information, instruction, training and supervision; safe systems of work; and effective supervision;
- Seeking to ensure arrangements are in place to provide training to employees to enable them to perform their tasks safely;
- Encouraging consultation with employees in relation to SHE;
- Complying with the requirements of the Company's SHE Policy and SHE Management System;

- Keeping informed and updated about relevant SHE legislation, approved codes of Practice, and enforcement body / Industry Guidance and bringing same to the attention of Directors and Management and cascaded throughout the business;
- Measuring and reviewing performance through accident records, accident investigations, site audits etc;
- Monitoring the SHE performance of the Company and producing periodic reports;
- Producing accident statistics and identifying significant trends;
- Developing and maintaining the Company's SHE Management System to enable it to meet the needs of the organisation;
- Developing a monthly H&S report and delivering to the Operations Board and Leadership Team during monthly H&S Meetings;
- Ensuring frequent audits and inspections are carried out on all live projects;
- Offering SHE advice to all levels of the organisation, where required;
- Taking reasonable steps to ensure the Client is aware of his duty to appoint a Principal Designer, where appropriate;
- Ensuring Construction Phase Plans are compiled, in conjunction with the project team, for all projects, prior to commencement;
- Ensuring F10's are made available for all projects, prior to commencement;
- Ensuring all accidents, incidents and dangerous occurrences are reported, where necessary, in accordance with RIDDOR 2013;
- Ensuring suitable records of health and safety training are held;
- Devising and promoting initiatives to deal with the causes of reoccurring accident and incidents;
- Liaising with Enforcing Authorities, ie HSE, Environment Agency, Local Authority etc, where necessary;
- Requesting the suspension of any operation if, in their professional opinion, there is an imminent risk of injury to personnel or damage to plant, equipment or the environment;
- Undertaking the internal investigation of significant accidents and incidents as directed by the SHEQ Director;
- Ensuring the H&S sections of the Company PQQ are reviewed in a timely fashion to continually develop the approved list of sub-contractors; and
- Setting a good example to other employees by their own compliance with relevant SHE Rules, including the wearing of necessary PPE whilst on site.

The Finance Manager is responsible for:

- Ensuring funds are allocated and promptly made available to implement approved SHE measures; and
- Setting a good example to other employees by their own compliance with relevant SHE Rules, including the wearing of necessary PPE whilst on site.

The Project Managers and Site Managers are responsible for:

- The implementation of the SHE Policy and SHE Management System on site(s) under their control;
- The overall oversight of all aspects of SHE issues on their site(s);
- Considering at the planning stage and, subsequently during the construction phase, any hazardous activities, and defining through risk assessments appropriate safe systems of work;
- Endeavouring to ensure full compliance with all relevant SHE Regulations, Company rules and procedures, on their site(s);
- Ensuring works do not commence on site until provisions for water; electricity; welfare arrangements; fire precautions; and safe organisation for pedestrian safety are in place;
- Ensuring that adequate first aid and welfare facilities are supplied and maintained on site(s);

- Ensuring that all persons coming to work on their site(s) receive site specific induction training, before commencing work and records of acknowledgements are maintained;
- Ensuring all operatives on site produce evidence of training by their CSCS Card (trade specific where necessary), as a minimum, prior to commencing works;
- Reviewing employees training records, relevant to identified tasks, during site induction;
- Ensuring that current test / inspection certificates are available, where relevant, for plant and machined hired for use on site(s);
- Ensuring, so far as reasonably practicable, compliance with the Client's SHE rules, as stated in the pre-construction information pack and Construction Phase Plan;
- Ensuring, so far as reasonable practicable, all measures and advice outlined in the Construction Phase Plan and Site Audit Reports are complied with;
- Maintaining Statutory Reports of Inspections in respect of working platforms; excavations; lifting equipment; and other pieces of work equipment;
- Ensuring all accidents / incidents and near misses are immediately notified, by telephone, to the SHEQ Manager / SHE Advisor, no matter how trivial;
- Ensuring that the Accident Book is completed correctly in respect of accidents on site and that a copy of each report is forwarded to the SHEQ Manager / SHE Advisor;
- Organising the workplace, workforce and planning activities so that tasks are carried out with minimal risks to operatives and others who may be affected by our undertakings;
- Arranging pre-start meetings with sub-contractors, prior to their commencement, where appropriate;
- Setting and agreeing standards to ensure sub-contractors comply with the SHE Policy and SHE Management System via pre-start meetings or by supplying the relevant associated documentation;
- Coordinating work activities of all contractors on site(s) to ensure their health and safety and impact on the environment is not prejudiced;
- Ensuring that instructions given to any CCL operative are clear; concise; and include information necessary for the work to be completed safely and without harm to the environment;
- Having an oversight of the daily task briefings being delivered to the supply chain by their relevant supervisors(s);
- Ensuring that information about the safe use of articles and substances at work is passed onto employees who may be at risk;
- Ensuring access to site is controlled and that visitors to the site, including Inspectors from Enforcing Bodies, are accompanied at all times, when not in receipt of induction;
- Ensuring that adequate fire risk assessments are carried out on site and appropriate fire safety plans are drawn up; implemented; developed; and maintained;
- Seeking to minimise environmental pollution, so far as is reasonably practicable;
- Seeking to reduce the quantity of energy and water consumed and waste generated;
- Promoting environmental awareness and understanding to ensure activities can be carried out in accordance with the SHE Policy;
- Acting on advice given and reports made by the SHEQ Director / Manager / SHE Advisor and Inspectors / Officers of Enforcing Bodies;
- Ensuring that procedures for worker consultation are followed, as appropriate, and that worker engagement is encouraged, at all times;
- Ensuring that information likely to affect the safety and health of people at work, under their control, is relayed to the relevant members of Line Management;
- Ensuring that, when procuring equipment or materials, they comply with the relevant Regulations, standard or specification and that suppliers are asked to provide the information necessary to use the equipment or materials safely, and in a manner that will not harm the environment;

- Seeking to ensure that adequate information of SHE matters relating to a subcontract order is passed to the person issuing the order;
- Seeking to manage and monitor sub-contractors on site to ensure, so far as reasonably practicable, their compliance with the site's specific SHE Rules, and the contractors own Safe System of Work;
- Paying due regard to the effect of our work activity may have on members of the public and ensuring that the site is secure and will present no danger to children or others outside working hours;
- Ensuring that appropriate checks are carried out on hired plant, including checks on statutory testing and examination certificates for lifting equipment;
- Ensuring that where necessary, appropriate disciplinary procedures are initiated against contractors / contractor' employees / CCL employees for poor SHE performance;
- Cooperating with the SHEQ Manager / SHE Advisor in the preparation of the Construction Phase Plan, where necessary;
- Implementing, maintaining and developing the Construction Phase Plan during the construction phase;
- Ensuring that all contractors supply a satisfactory risk assessment and method statement, as a minimum, before commencing work on site and retaining copies of the same in the Construction Phase Plan;
- Evaluating the safe systems of work issued by all sub-contractors, prior to their work commencing;
- Undertaking risk assessments and producing method statements for work carried out by the CCL employees;
- Implementing a monitoring regime to check if works are being carried out in line with the agreed safe systems of work;
- Ensuring that they pay particular attention to the health and safety of new starters or young persons under their control by providing close supervision and advice;
- Ensuring that any design changes proposed by the construction management team are notified to the SHEQ Manager and the Principal Designer, as appropriate;
- Monitoring the SHE performance of subcontractors and reporting any lack of cooperation to higher management;
- Gathering information for the project Health and Safety File for onward transmission to the Principal Designer;
- Returning all SHE documentation to the SHEQ Manager on completion of a contract;
- Complying, where relevant with the Company's serious accident / incident protocol; and
- Setting a good example to other employees by their own compliance with relevant SHE rules, including the wearing of necessary PPE whilst on site.

The SHE Advisor is responsible for:

- Complying with the requirements of the Company's SHE Policy and SHE Management System;
- Keeping informed and updated about relevant SHE Legislation, approved Codes of Practice and enforcement body / Industry Guidance;
- Providing assistance to the SHEQ Manager in respect of monitoring performance and undertaking audits and inspections on all live projects;
- Providing assistance to the SHEQ Manager to ensure all duties under the SHE Policy are fulfilled;
- Offering SHE advice to all levels of the organisation, where required;
- Attending pre-start meetings with sub-contractors, for high risk activities, where reasonably practicable;
- Ensuring Construction Phase Plans are compiled, in conjunction with the project team, for all projects, prior to commencement;
- Undertaking the internal investigation of significant accidents and incidents as directed by the SHEQ Director / Manager;

- Requesting the suspension of any operation if, in their professional opinion, there is an imminent risk of injury to personnel or damage to plant, equipment or the environment;
- Ensuring the H&S Sections of the Company PQQ are reviewed, in a timely manner, to continually develop the approved list of sub-contractors;
- Showing a visible and active commitment to SHE standards;
- Complying with Statutory Regulations, approved Codes of Practice and Guidance Notes, where reasonably practicable;
- Ensuring consultation with employees occurs in relation to SHE, so far as reasonably practicable;
- Complying with the requirements of the Company's SHE Policy and SHE Management System;
- Assisting in the development of safe systems of work and procedures, as necessary;
- Ensuring frequent audits and inspections are carried out on all live projects;
- Ensuring F10's are made available for all projects, prior to commencement; and
- Setting a good example to other employees by their own compliance with relevant SHE Rules, including the wearing of necessary PPE whilst on site.

The Buyer is responsible for:

- Specifying that, when procuring equipment or materials for a contract, they must comply with the relevant Regulations, standard or specification, as relevant, and that all suppliers are asked to provide full information relevant to health and safety and associated with the equipment or materials;
- Ensuring material data sheets are provided for materials purchased by CCL;
- Ensuring suppliers are made aware of significant hazards and condition likely to affect their deliveries;
- Obtaining materials from sustainable sources, wherever reasonably practicable;
- Endeavouring to ensure major suppliers are aware of and apply to the SHE Policy; and
- Setting a good example to other employees by their own compliance with relevant SHE Rules, including the wearing of necessary PPE whilst on site.

The Pre-Construction Department are responsible for:

- Ensuring that the Client has provided a pre-construction information pack, where appropriate;
- Ensuring that all relevant SHE information is passed onto the SHEQ Manager in time for the preparation of the Construction Phase Plan and other appendices of the PMP;
- Ensuring that Client has provided a Refurbishment and Demolition Asbestos survey, where appropriate;
- Where feasible, using sub-contractors from the approved list and where not feasible starting the PQQ process and advising the delivery team of same;
- Ensuring that they comply with the relevant parts of the Company's SHE Policy and SHE Management System; and
- Setting a good example to other employees by their own compliance with relevant SHE Rules, including the wearing of necessary PPE whilst on site.

The Managing QS and all QS's (all levels) are responsible for:

- Ensuring all sub-contractors are approved, prior to appointment;
- Ensuring all sub-contractors are issued with the relevant documentation, including the SHE Policy and Site SHE Rules for sub-contractors, prior to appointment;
- Undertaking necessary checks to determine if sub-contractors have necessary insurance provisions in place, prior to appointment;
- Ensuring sub-contractors do not exclude SHE elements from their package, so far as is reasonably practicable;

- Ensuring sub-contractors are provided with details of known significant hazards and site conditions prior to award of contract, where possible;
- Attending pre-start meetings with sub-contractors prior to their commencement, where appropriate and arranged by the project team;
- Inviting the SHE Advisor to pre-start meetings, particularly for high risk activities;
- Ensuring sub-contractors have confirmed receipt and understanding of the PMP, prior to commencement;
- Ensuring sub-contractors have confirmed receipt and understanding of the Site SHE Rules for Sub-Contractors (SHE3-MS-67), prior to commencement; and
- Setting a good example to other employees by their own compliance with relevant SHE Rules, including the wearing of necessary PPE whilst on site.

The Head Office Departmental Managers are responsible for:

- Complying with and implementing relevant parts of the SHE Policy and SHE Management System;
- Ensuring, so far as is reasonably practicable, the proper use of equipment;
- Keeping informed about Head Office emergency procedures, so far as is reasonably practicable;
- Ensuring that they and members of their department comply with appropriate SHE Legislation and Company rules;
- Ensuring that new employees have received SHE Induction Training;
- Helping to identify health and safety training needs of their staff;
- Reporting any concerns about SHE matters to the SHEQ Manager / SHE Advisor;
- Reporting all accidents, incidents and near misses to the SHEQ Manager / SHE Advisor, no matter how trivial; and
- Setting a good example to other employees by their own compliance with relevant SHE Rules, including the wearing of necessary PPE whilst on site.

The Head Staff are responsible for:

- Complying with and implementing relevant parts of the SHE Policy and SHE Management System;
- Ensuring proper use of equipment in accordance with training, information and instruction provided;
- Keeping informed about Head Office emergency procedures, so far as is reasonably practicable;
- Reporting any concerns about SHE matters to the SHEQ Manager / SHE Advisor; and
- Reporting all accidents, incidents and near misses to the SHEQ Manager / SHE Advisor, no matter how trivial.

All Employees Driving on Company Business are responsible for:

- Maintaining their vehicle in a safe, clean and roadworthy state;
- Ensuring they possess a valid driving licence and have adequate insurance cover;
- Notifying the SHEQ Director of any driving convictions they may receive during the course of their employment; and
- Driving and parking their vehicle in accordance with the applicable legal duties and Highway Code.

All Employees, including Site Operatives are responsible for:

- Ensuring that their acts and omissions at work do not endanger their own safety or the safety of others;
- Cooperating with the Company regarding SHE matters and acting on instruction relating to SHE
- Only using items of mechanical plant and equipment for which they are trained and authorised to do so and to use the plant / equipment in accordance with the training provided;
- Regularly inspecting plant, equipment and PPE in their possession or under their control and reporting any defects to their Line Manager and / or the Site Manager;

Issue Date: July 2018
Reference: SHE1-MS-01
Version: 4
Document Title: SHE Policy



- Reporting immediately any defects in plant or equipment or any other unsafe condition to their Line Manager and / or the Site Manager;
- Always using the correct tools or equipment for the job and never improvising at the expense of safety, health or the environment;
- Ensuring the proper use of PEE, where appropriate;
- Carrying out site operations in accordance with the appropriate method statement and risk assessment;
- Informing their Line Manager and / or the Site Manager of any medication they are taking which is likely to affect their capacity for work, or any condition they are suffering which could affect their capacity for work;
- Informing their Line Manager and / or the Site Manager of any medical history which may affect the health, safety and welfare of themselves or others;
- Complying with instructions given to them by management teams, including rules stipulated within the Site Safety Induction;
- Restricting themselves to authorised work areas and access routes;
- Not misusing or abusing any safety equipment or welfare facilities provided for their use;
- Acting responsible at all times in relation to safety, health and environmental issues;
- Notifying their Manager and / or the Site Manager, or the SHEQ Manager / SHE Advisor of any issues of concern which relate to SHE matters in order to afford the Company all reasonable opportunity to take appropriate action;
- Reporting any accident or SHE related incident to the site management team, without delay;
- Actively participating in any worker consultation activities, as required;
- Recording any issues on the site You Said: We Did Board;
- Maintaining their workstation / work area free from hazards; and
- Maintaining and wearing the required PPE in an appropriate manner.

By virtue of their Order, Approval Process and Site Induction all Sub-Contract Employees are responsible for:

- Complying with the Site SHE Rules for Sub-Contractors – SHE3-MS-67

EMPLOYEES AT ALL LEVELS OF THE COMPANY ARE REMINDED THAT IT IS A CRIMINAL OFFENCE NOT TO TAKE CARE FOR THEIR OWN PERSONAL HEALTH AND SAFETY AND FOR THE HEALTH AND SAFETY OF OTHERS WHO MAY BE AFFECTED BY THEIR WORK, ACTS OR OMISSIONS AND TO FAIL TO CO-OPERATE WITH THEIR EMPLOYER WITH RESPECT OF HEALTH AND SAFETY MATTERS

SECTION 3 – ARRANGEMENTS FOR IMPLEMENTING THE COMPANY POLICY

The arrangements laid down to ensure the successful execution of this Policy are contained within our SHE Management System. Further information should be obtained from each specific procedure contained within the systems manual. However, to summarise:

| Procedure No | Title | Summary |
|--------------|---|--|
| SHE2-MS-01 | Arrangements for SHE Policy | The SHE Policy is endorsed by the CEO and reviewed annually, as a minimum. Effective arrangements are in place to monitor the effectiveness of the Policy. |
| SHE2-MS-02 | Accident / Incident Reporting | All accidents, incidents and near misses are reported and recorded, no matter how trivial. The SHEQ Manager takes control of all external reporting, where necessary. |
| SHE2-MS-03 | HSE / EA Site Visits and Correspondence | Communication loops are clearly defined, and all formal communication is dealt with by the SHE Manager. |
| SHE2-MS-04 | Training and Competence | Annual appraisals, 6-monthly reviews and bi-monthly one-2-ones are undertaken which assists in assessing competence and identifying training requirements. Training is provided to all levels of the business incorporating on-site, internal and external training. |
| SHE2-MS-05 | Site Conduct and Disciplinary Action | The conduct of individuals is monitored, and relevant actions are taken when misconduct has been identified. |
| SHE2-MS-06 | SHE Records and Archiving | Relevant SHE documentation will be suitably maintained, stored and retained, as necessary, throughout the contract period and beyond. |
| SHE2-MS-07 | SHE Monitoring & Performance Review | Various mechanisms are in place to monitor and measure SHE performance, standards and compliance. |
| SHE2-MS-08 | Selection, Management and Monitoring of Sub-Contractors | All companies appointed to undertake works are approved via the on-line PQQ and all companies submit site specific RAMS, for acceptance, in advance of their commencement on site and works are then monitored on site. |
| SHE2-MS-09 | Principal Designer Competence | Prior to appointment of a Principal Designer, due diligence checks will be undertaken via the completion of a PQQ. |
| SHE2-MS-10 | Worker Engagement | Various mechanisms are in place to ensure we engage with our workforce and that the workforce feel they can raise issues on site. |
| SHE2-MS-11 | Provisions for Risk Assessment | Works are not permitted to commence until risk assessments have been developed and accepted. Specific Environmental Impact Assessments are also carried out on all projects. |
| SHE2-MS-12 | Maintenance of Records | Records and Registers of Inspections are carried out, maintained and retained throughout the contract period, and beyond. |

Issue Date: July 2018
Reference: SHE1-MS-01
Version: 4
Document Title: SHE Policy

| Procedure No | Title | Summary |
|--------------|---------------------------------------|--|
| SHE2-MS-13 | Occupational Health | Relevant provisions are in place to ensure adequate controls are in place to eliminate risks relating to occupational health, e.g. Noise, Dust, Vibration, Manual Handling. |
| SHE2-MS-14 | Young Persons | Suitable and sufficient assessments are undertaken for all young persons to ensure adequate controls and management arrangements are in place. |
| SHE2-MS-15 | Sharp's Arrangements | Suitable and sufficient measures are in place for the safe removal of Sharp's should they be encountered whilst working on site. |
| SHE2-MS-16 | Lone Working | Lone working is not a common practice within the business, except in isolated circumstances. Controls are in place, in such instances, to ensure regular communication is maintained with lone workers. |
| SHE2-MS-17 | Emergency Planning | Emergency plans are drawn up for all projects which will incorporate contact numbers and guidance on what to do in the event of an emergency. |
| SHE2-MS-18 | Environmental Monitoring | Mechanisms are in place to allow us to gather data on energy and water consumption and waste generated to allow us to suitably monitor usage. |
| SHE2-MS-19 | Fire Prevention / Hot Works | A Fire Safety Plan, including Fire Risk Assessments, is drawn up for all projects and kept under regular review. Necessary controls are implemented during hot works which is controlled under a permit. |
| SHE2-MS-20 | Drugs and Alcohol | The company do not permit the consumption of drugs, alcohol or non-prescribed drugs in the workplace. |
| SHE2-MS-21 | Environmental Aspects | Environmental Impact Assessments are developed for all projects to enable the implementation of suitable control measures to eliminate / reduce any impact on the environment. |
| SHE2-MS-22 | Display Screens | Workstation assessments will be carried out for all "permanent" display screen users and necessary corrective actions implemented. |
| SHE2-MS-23 | Management of Construction Projects | A Construction Phase Plan will be developed for all projects which will outline the management arrangements in place to meet our legislative duties and company requirements. |
| SHE2-MS-24 | Management of Existing Services | Appropriate measures are to be implemented to identify, safeguard and avoid contact with existing services, whether overhead or below ground. |
| SHE2-MS-25 | Electrical Installation | All electrical installations, inspections and testing regimes are undertaken by competent, trained personnel and will be re-tested at intervals not exceeding three months. |
| SHE2-MS-26 | Management of Asbestos | All works are suitably planned, managed and monitored to eliminate / reduce any risks associated with asbestos containing materials. |
| SHE2-MS-27 | Management of Demolition / Soft Strip | All works are suitably planned, managed and monitored to eliminate / reduce the potential of unplanned collapse of the structure / part of the structure. |

Issue Date: July 2018
Reference: SHE1-MS-01
Version: 4
Document Title: SHE Policy

| Procedure No | Title | Summary |
|--------------|---|--|
| SHE2-MS-28 | Planning & Management of Excavations | All works will be planned and managed to eliminate / reduce risks associated with excavations, including the risk of personnel entering / falling into excavations. |
| SHE2-MS-29 | Planning & Management of Contaminated Land | Where contaminated land is evident suitable control measures are to be implemented to reduced harm to the workforce and the environment. |
| SHE2-MS-30 | Planning & Management of Works in Confined Spaces | Works are not permitted to commence until suitable arrangements are in place for rescue procedures and a permit will be issued, to stipulate specific control measures. |
| SHE2-MS-31 | Management of Piling Operations | All piling mats are designed and installed for the rig being used and all works are undertaken in accordance with the specialist sub-contractor's safe system of work. |
| SHE2-MS-32 | Planning, Management & Use of Tower Cranes | Tower crane bases will be designed and inspected following installation for suitability. A lifting schedule will be developed, and the crane will be operated by competent, trained personnel. |
| SHE2-MS-33 | Planning, Management & Use of Cranes | Lifting with the use of cranes will be undertaken under a Contract Lift and all required personnel will provide evidence of training, prior to commencement. |
| SHE2-MS-34 | Planning, Management & use of Forks (inc Telehandlers) | All telehandlers will be suitably tested and only operated by CPCS trained personnel who will follow the agreed safe system of work. |
| SHE2-MS-35 | Planning, Management & Use of Lifting Equipment / Accessories | Suitable arrangements are implemented to ensure lifting operations are planned and managed and that all equipment is fit for purpose, with necessary test certificates and is only operated by CPCS trained personnel. |
| SHE2-MS-36 | Management & Use of Plant and Equipment | Suitable and sufficient checks are undertaken regarding the testing and maintenance regime of the plant and equipment which must only be operated by CPCS trained personnel, or IPAF for MEWP's. |
| SHE2-MS-37 | Management of Scaffolding | Scaffolding is carefully procured, appropriately designed, erected safely, used efficiently and dismantled correctly. |
| SHE2-MS-38 | Management of Works at Height | Works at height are suitably planned, appropriately supervised and are undertaken in such a manner to eliminate / reduce the risk of falling persons / materials. |
| SHE2-MS-39 | Management of Temporary Works | A formal appointment of a TWC is made by the Designated Individual for all projects to allow suitable management of all temporary works. |
| SHE2-MS-40 | Management of Timber Framed Construction | Suitable provisions are implemented to ensure considerations are given to the STA Guidance for any timber framed construction. |
| SHE2-MS-41 | Use of Abrasive Wheels | Abrasive wheels will be operated by competent persons and the disc will only be changed by those personnel trained to do so. |

ACKNOWLEDGEMENT SLIP

Name:

Date:

Job Title:

Company:

I confirm that I have received a copy of the Company SHE Policy dated July 2018 and that I have read my responsibilities detailed within it.

I fully understand and accept my own personal responsibilities and recognise that I have a legal duty to take reasonably care of my own health and safety at work, and the health and safety of anyone else affected by my acts and/or omissions, and that I must cooperate with my employer in respect of all SHE matters.

Signed:

Dated:

