



Bridgestone

Health & Safety Arrangements



Bridgestone Health and Safety Arrangements

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1. Statement of Intent

Bridgestone Construction Ltd recognises and accepts its responsibility as an employer and a contractor for ensuring a safe and healthy workplace for our employees, and for any other person(s) affected by our actions. Safety is the prime consideration for the Senior Leadership Team we will apply this policy statement with due diligence to ensure full compliance with proactive safety management being pursued at all times.

Bridgestone Construction Ltd will take steps within its power to meet this responsibility paying particular attention to the provision and maintenance of: -

- A safe place of work and safe access to it.
- A safe and healthy working environment.
- Plant, equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute to their own safety and health at work.
- Adequate welfare and first aid facilities

To ensure continued safe conditions of work Bridgestone Construction Ltd will, ensure the provision of competent technical advice on safety and health matters, and employee Vicky Cabo, SHEQ Manager to provide guidance and advise on safety matters.

It is the policy of Bridgestone Construction Ltd to do all that is reasonably practicable to prevent personal injury, property damage and to protect everyone, including other contractors, client's employees and members of the public from foreseeable work hazards, which may result from any work carried out by Bridgestone Construction Ltd as required by Section 3 of the Health and Safety at Work act, and to employ an active risk assessment strategy as required by the Management of Health and Safety at Work Regulations 1999, Regulation 3 and the supporting guidance HSG 65 for successful safety management.

Bridgestone Construction Ltd appoints competent employees only and co-operates fully with these employees providing them with the facilities and training to carry out their work

in a safe manner. All employees of Bridgestone Construction Ltd shall co-operate fully with Bridgestone Construction Ltd so as to enable it to carry out its own responsibilities successfully.

Employees of Bridgestone Construction Ltd know and understand their duty to co-operate in the operation of this policy under Section 7 of the Health and Safety at Work Act:-

- By working safely at all times
- By using protective clothing and equipment
- By reporting accidents and hazards
- By adhering to procedures and systems of work at all times
- By co-operating and liaising with the clients of Bridgestone Construction Ltd as necessary

A copy of this statement along with BS(D).08 Health and Safety Arrangements will be issued to all employees, including sub-contract workers. This policy will also be amended added or modified annually and/or as industry practice improves or changes or in view of new legislation/the organisation.

It may also be supplemented with further statements, risk assessments, (as required by the Management of Health and Safety at Work Regulations 1999) or method statements as necessary in the future. Clients of Bridgestone Construction Ltd will be provided with risk assessments and method statements as necessary.

The Senior Leadership Team accepts overall responsibility for fulfilling this safety policy and ensuring its effective implementation, and for practically applying this policy on all contractual works.

Signed: Mark Lyons, MD **Date:** 13/11/23

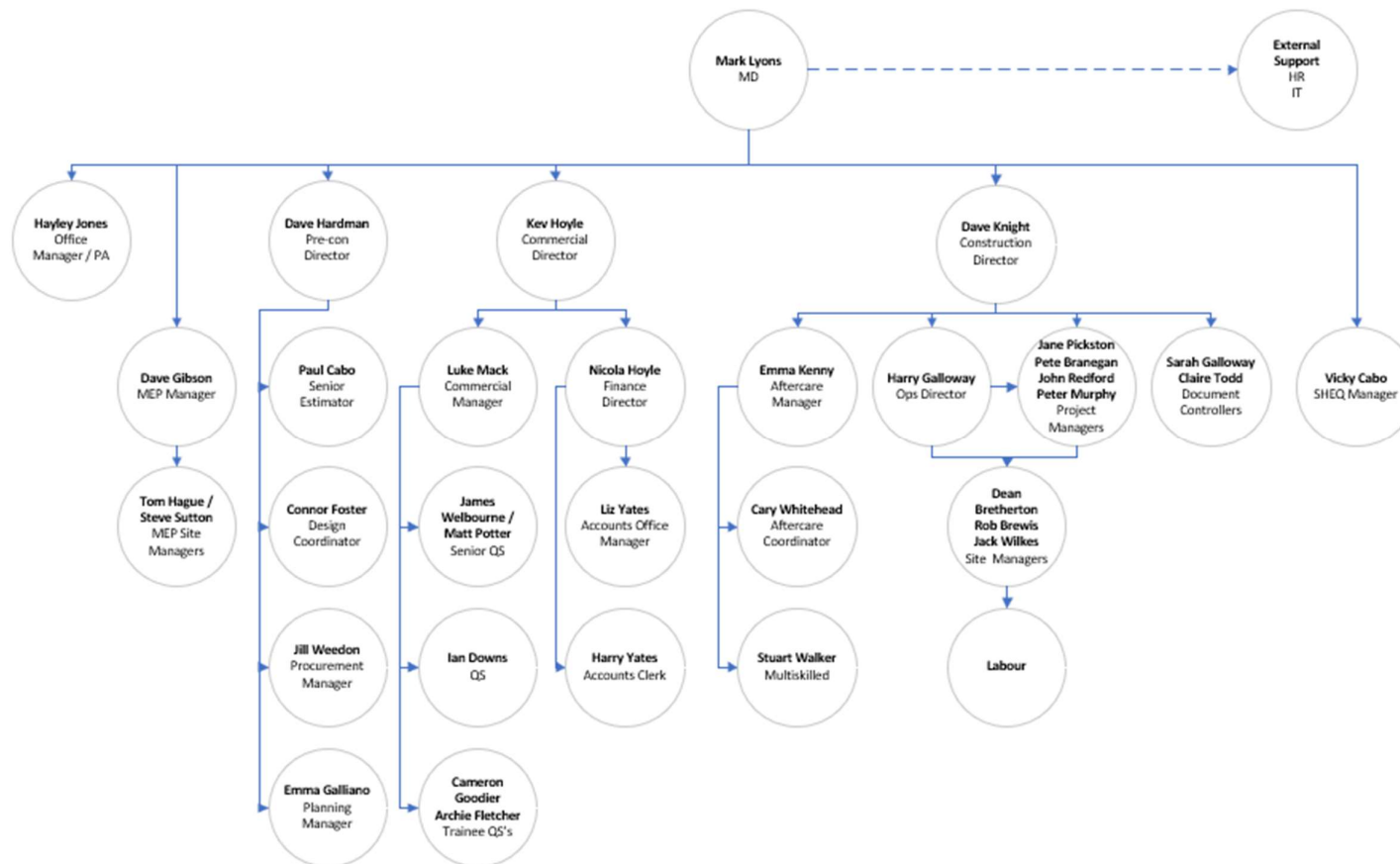


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2. Health and Safety Responsibilities



This organisational structure chart defines the levels of responsibility for safety within Bridgestone Construction Ltd. Specific duties in relation to implementing and ensuring compliance with this policy statement are defined below.



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In accordance with the Health and Safety at Work Act and all other Health and Safety legislation, Bridgestone Construction Ltd as the employer is responsible for the Health, Safety and Welfare of all its employees and all other persons who may be affected by their work.

2.1. Director Duties

The Directors of Bridgestone Construction Ltd are ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy and ensuring its effective implementation. In particular they will: -

- Drive the positive health and safety culture of the company.
- Prepare instructions for the organisation and administration of this policy.
- Set a personal example by wearing protective clothing where appropriate when visiting a workplace.
- Ensure that each person is aware of their individual responsibilities and duties.
- Ensure sufficient resources are in place for good health and safety management including staff, facilities, equipment and supervision.
- Ensure that employees have suitable and sufficient training to carry out their work activities.
- Ensure that sound and safe working practices are both understood and observed.
- Encourage participation by all levels of staff.
- Consult with employees of the company, or their representatives on matters relating to health, safety and welfare.
- Ensure that liaison between the company's offices, workplaces and representatives of the HSE occurs (where notification is required by statute).
- Ensure that accidents are reported to the enforcing authority as required by the R.I.D.D.O.R
- Ensure that Health and Safety receives full consideration in all tasks.

- Ensure that younger people employed are afforded extra supervision and are prevented from using any potentially dangerous items of equipment.
- Ensure that employees and subcontractors are kept fully informed of expected standards.
- Ensure that due consideration is given to the risks to employees and others of the work activities and control measures are in place to control these risks.

Specifically, the MD will:

- Take overall responsibility for this policy and establish a positive health and safety culture.
- Keep in contact with official and professional bodies, e.g. HSE.
- Action any safety recommendations received and arranging safety meetings when necessary.
- Foster an understanding that injury prevention and damage control are an integral part of business and
- Arrange all necessary insurance's, certificates etc., appropriate to the workplace's size and function operational efficiency.

Specifically, the Commercial Director will:

- Ensure that all quotations allow for the cost of the provision of adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access
- Ensure that sufficient funds are made available for the company to fulfil its health & safety policy commitments.

Specifically, the Construction Director will:

- Ensure sufficient provision of the appropriate equipment and PPE



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- Ensure that supervisors under their control are aware of their duties and obligations and that they do not permit employees and other persons who may be affected to take any unnecessary risks.
- Ensure that regular and frequent workplace inspections of practice, equipment and materials are carried out.
- Ensure the provision of written risk assessments for any operation, substance or method that could entail potential hazards to employees or others, or the public; in good time to be agreed before work commences
- Provide of the necessary instruction for employees and sub-contractors, to enable them to perform their work safely.
- Ensuring that the company complies with the requirements of Construction (Design & Management) Regulations 2015 “CDM” (where applicable).

Specifically, the Pre-construction Director will:

- Ensure sufficient planning for safety when pricing and planning projects.
- Ensure sufficient surveys are undertaken to identify issues on site before work commences.
- Ensure that programs allow for sufficient time to deliver tasks safely.
- Highlight known safety issues to the operational team at handover

2.2. SHEQ Manager

The SHEQ Manager is responsible for the day to day implementation of SHEQ policies and processes, monitoring of safety standards on site and raising and escalating concerns to the board of Directors. In particular they will:

- Lead in the implementation and modification of an Integrated management system which meets the requirements of ISO45001, ISO14001 & ISO9001.
- Regularly inspect all workplaces and machinery/equipment to ensure that the policy and arrangements are being complied with and make

recommendations directly to management and employees concerning health and safety.

- Carry out periodic audits of the company’s management system, raising any required non conformances and suggesting required actions to the directors
- Issue safety recommendations in line with new safety legislation and recommend and new safety rules
- Chair the quarterly management reviews, having first gathered all required information.
- Chair quarterly SHEQ committee meetings
- Assist in and advise on the safety training/induction of all employees and new employees.
- Assist in the creation of suitable material and publicity of company health and safety policies and procedures
- Assist in the investigation of accidents and incidents and recommend corrective action
- Inspect new and unusual processes for potential hazards
- Advise and assist managers/supervisors in ensuring compliance on site with Construction (Design & Management) Regs 2015 (where applicable)
- Assist when required with the preparation of written risk assessments, COSHH assessments and Method Statements and with the implementation of protective measures shown to be necessary because of the assessment.
- Establish and maintain the companies document library
- Maintain the companies legal, hazard and context registers
- Assist in the development and completion of company objectives

2.3. Project Management

Site management teams are responsible for the practical implementation of the Health and Safety Policy on site. Specifically, they will:



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- Ensure all sitework is carried out in a safe manner in accordance with safe working practices.
- Ensure that all equipment and machinery is checked prior to use. (Reference should be made to The Provision and Use of Work Equipment Regulations (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), which requires that a risk assessment be undertaken for work equipment or lifting equipment used by anyone at work.
- Ensure that good standards of housekeeping are kept at all times.
- Ensure that all lifting equipment is tested and results held on file
- Ensure that all work is adequately supervised at all times, and those young people are given extra supervision and assistance in their role.
- Ensure that site access and egress is maintained and that work areas are secure from intrusion where necessary.
- Ensure all accidents or site hazards are reported immediately their line manager.
- Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees.
- Ensure that employees under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- Ensure that any employee or sub-contractor not discharging their duties are stopped from working and relevant disciplinary action taken
- Ensure effective liaison on site with clients ensuring compliance with their requirements.
- Ensure that employees are adequately trained and competent
- Ensure that adequate first aid facilities are available and regularly checked and employees under their control know its location.
- Ensure that permit to work systems are adhered to and supervised as work is carried out, as required by clients.
- Ensure that colleagues, client's staff and members of the public are never placed at risk as a result of work carried out by the company.

2.4. Commercial Team

Commercial teams are responsible for the resourcing of projects and must ensure that adequate funds are in place for safe working and:

- Ensuring the procurement of competent suppliers and contractors
- Procuring equipment and material that is safe and environmentally sound
- Ensuring health and safety budgets are adequate for the nature of the work and the size of the workforce

2.5. All employees' duties

The employees of Bridgestone Construction Ltd are and well trained, they assist the Directors in fulfilling their responsibilities for health and safety. They must:

- Always conform to the rules and regulations applicable to their work and follow the instructions of senior staff.
- Always be aware of safe working procedures and specific method statements of work and follow those procedures.
- Always wear the personal protective equipment provided by the company
- Always be fully aware of and adhere to the fire & emergency procedures for each site.
- Always check plant and equipment for safety prior to use and report any defects.
- Always report hazards, defects and any accidents to the senior manager.
- Always understand their responsibility under Section 7 of the Health and Safety at Work Act, to ensure they carry out their work in a safe manner so as to prevent any risk to themselves or to other persons who may be affected by their actions. In addition to co-operate with the employer/Bridgestone Construction Ltd at all times.
- To always comply with safe systems, procedures and controls as defined by risk assessments undertaken for your area of work.



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- Always co-operate with senior staff and clients of Bridgestone Construction Ltd ensuring compliance with specific on site rules and regulations, including site signage,
- Always maintain good standards of housekeeping at all times, particularly on the premises of sites of clients of Bridgestone Construction Ltd.
- Refrain from any intentional or reckless interference with safety equipment.
- Avoid horseplay at all times.
- Undertake job instruction and training as required by the Directors of the company
- Always keep welfare facilities in good order.

2.6. Sub-contractors

All sub-contractors will be expected to comply with Bridgestone Construction Ltd Policy for Health, Safety and Welfare and must ensure their own company policy is made available on site whilst work is carried out. They must also ensure that:

- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on site and the general public.
- All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representatives.

- Sub-Contractors employees must comply with any safety instructions given by this Company's Site Representative.
- Any material or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc cleared as work proceeds.
- It is the policy of Bridgestone Construction Ltd that all operatives, sub-contractors, visitors etc on all sites will wear adequate PPE at all times other than in areas specifically designated as 'no risk' areas by site management.

Work Safe – unsafe work refusal

Operatives can refuse work if they believe one or more of the following:

- Any machine, equipment or tool the operative is using or is told to use is likely to put themselves or others at risk
- The physical condition of the workplace is likely to put themselves or others at risk
- Any machine, equipment or tool the operative is using, or the physical condition of the workplace is in violation of health and safety regulations and is likely to put themselves or others at risk

The company has an obligation to investigate the complaint and if justified suspend the work and take action to reduce the risk to an acceptable level.



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3. Health & safety arrangements

3.1. Arrangements for implementing health and safety

We require all workers and sub-contractors to comply with all UK Health, Safety and Environmental Legislation, and with our Health, Safety and Environmental Policies.

All work carried out by the company must comply with the Health and Safety At Work Act 1974 all other current regulations and approved codes of practice. This document details the general arrangements which must be in place to ensure good standards of safety are maintained at all times.

n.b. All employees and sub-contractors who do not have their own safety policy approved by Bridgestone Construction Ltd will abide by the conditions of this policy and will also conform to any "Principal Contractors" Health and Safety Plan that may be applicable.

3.1.1. Construction Design and Management Regulations

Construction Design & Management Regulations 2015 sets out the responsibility of duty holders and we have put in place an efficient management system to carry out and assist other duty holders to comply with their responsibilities as required under the regulations.

CDM requires the registering with the HSE of construction work that will take more than 30 days to complete, or work that will involve more than 500 persons days. A copy of the F10 notification will be posted on the site notice board.

The Client

When a commitment is made to the project, they must employ a competent Principle Designer and a competent Principal Contractor. They must give information on the land and development that is reasonable for him to know. They must ensure that the safety plan is sufficiently developed before work begins on that phase of the project. They must receive the safety file from Principle Designer in accordance with the CDM

regulations 2015 at the end of the project and allow others to see it, who may have cause to.

Designers:

Must be competent. Use techniques of risk assessment to eliminate risk where reasonable practicable, so as to ensure that the construction can be built, maintained and eventually demolished safely. To give safety information about the design and its residual risks to the Principle Designer.

Principle Designer

Check the competence of designers and ensure their co-operation and co-ordinate their activities. Give advice to the client and contractors as required. Provide to the Principal Contractor an outline safety plan. Collect information for the safety file. To notify the HSE on F10(rev) as to the project.

Principal Contractor

Develop the health and safety plan for managing the residual risks on site. To ensure that only competent persons are employed. To develop risk assessments and method statements. To ensure that resources are available and properly used. To ensure that all sub contractors and self employed are competent, have resources and co-operate with him and follow the safety plan. Ensure that all persons on site have safety training as required and set up communication of health and safety for operatives. Prevent entry onto site of unauthorised persons. Monitor the systems and keep records.

Contractors and the Self Employed:

Must co-operate with the Principal Contractor so that they may fulfil his statutory duty. They must only employ competent persons and ensure that they have suitable safety training. They must use resources correctly and complete risk assessments and method statements as required.



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3.2. Training and competency

All employees/self-employed will be instructed and trained to carry out their tasks in a safe manner. This includes the risks associated with the task, the substances, the safe use of plant, machinery and portable tools etc.

The need for special training will be appraised at the regular Management Meetings and any training required will be organised.

Site management teams will ensure that all persons under their control have an induction of health and safety on their first day on site and before starting work. Where there is a special need identified, then further training will be provided. This may be in the form of "tool box" talks or a recognised training course. It is the intention of Bridgestone Construction Ltd that safety training is carried out on a regular basis, employees and self employed are expected to co-operate in this requirement. All sub-contractors must ensure that their own personnel meet these requirements.

All employees will be given adequate instruction and supervision as is necessary to ensure that their work is carried out efficiently and safely. Site management teams must monitor their performance and take remedial action where bad practices are identified.

All new employees and sub-contractors will be automatically booked onto the above training/assessment courses unless they already have current training cards and certificates.

All new employees will receive a comprehensive health & safety induction prior to the commencement of any work/activity.

Updates must also be conveyed to all personnel which affect the running of the business and auctioned upon.

3.3. Consultation and Participation

All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Regulations 10 (Information for Employees) and 13, (Capability and Training) of The Management of Health and Safety at Work Regulations 1999.

All employees are inducted, where they are provided with a copy of the safety policy and advised of Bridgestone Construction Ltd organisational arrangements and procedures for safety management.

Site specific inductions and toolbox talks are also carried out where the specific risks associated with the site are discussed and the associated risk assessments and method statements are gone through.

Records of any inductions/toolbox talks and training provided will be held on file.

3.4. Accident & Investigation procedures

All accidents must be reported and an entry made in the accident book at the site office and in any accident book which exists on site. The accident book must be made available for the "competent" persons, so that accidents and their causes can be investigated.

The company has the approved BS(P).07 Accident, Incident and Near Miss Reporting process in place which details the steps to be taken following an accident, incident or near miss.

3.5. RIDDOR:(1995)

Certain types of accidents and dangerous occurrences must be reported to the HSE i.e. Fatalities, broken bones, amputations, electrocution, asphyxiation etc (see Regulations for full details). The SHEQ Manager must ensure that any incidents that are required to be reported under RIDDOR by completing and sending to the HSE the form F2508 within 10 days of the accident or incident.



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All major accidents will be fully investigated by a competent person and the report issued to the Directors and Contracts Managers of Bridgestone Construction Ltd

3.6. Fire and Evacuations

The company recognises that it has the responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that procedures are developed in respect of fire and other emergencies. The company will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies as contained within the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

Head Offices or other permanent buildings

A fire risk assessment of the office-building complex is to be carried out annually by the relevant competent person. We will ensure that all findings and actions arising from the assessment are actioned accordingly. The assessment is to be revised annually.

Emergency procedures for Office Buildings are to be posted next to all fire exits in the building and reception area. These procedures are to be tested regularly, on the instruction of a responsible person, at intervals not exceeding 12 months.

External Sites

At the beginning of each contract a fire risk assessment will be carried out by the Site Supervisor with guidance from a responsible person, if required that will determine:

- The number and type of fire extinguishers and/or other fire fighting equipment to be made available.
- Communication arrangements with the emergency services.
- Effective evacuation places with adequate means of escape.

- Storage areas for flammable liquids and containers for flammable waste.

As the building is constructed, a competent fire safety specialist shall create a full construction phase FRA.

In the event of a serious fire, the emergency services must be called and the SHEQ Manager informed.

Prevention of Fire

Bridgestone Construction Ltd will ensure all employees have sufficient information / training and at all times exercise good housekeeping techniques. Keep site clean. If the site operates a "permit to work" system ensure that this is fully understood and followed.

All personnel are instructed in emergency procedures and advised of the following precautions:

- Make certain you know your escape route
- Keep fire doors and shutters clear and unobstructed
- Do not obstruct access to fire extinguishers and know how they operate
- Clothing should not be hung over or near heating equipment
- Keep a clear work area. Paper, oily rags or rubbish must not be allowed to accumulate
- The No-Smoking Rule must be strictly adhered to
- Use proper containers for flammable liquids, not open tins or buckets
- Handle flammable liquids at a safe distance from possible sources of ignition
- Check before and after using blowlamps, welding and cutting equipment
- Do not pile flammable materials in corners, use skips provided
- Switch off from the mains any electrical equipment when not in use

Fire extinguishers



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The site management will ensure the correct fire extinguisher is available on site and will instruct employees and contractors not to attempt to fight fires unless they have received adequate training and are sure they will not put themselves at risk.

- Red / Red label - contains water - fires of wood, paper, rubber etc
- Red / Cream label - contains foam - fires of liquid, petrol, paint, oils
- Red / Blue label - contains powder - most types of fire, including electric
- Red / Black label - contains CO 2 - any fire

3.7. First Aid

All site management staff will be trained as first aiders and be in charge of the first aid box, to ensure that it is fully stocked and kept in a clean and accessible place. They will offer first aid to persons who have accidents on sites.

They must ensure that the accident book is completed. In the event of a serious accident or illness, they will undertake the responsibility to call an ambulance, keep a record on an accident form of the event and notify the responsible person.

Offices are provided with their own first aid facilities and appointed person.

3.8. Risk Assessment

Many of the things we do and products we use are hazards which could cause harm. We know that we need to think about these and the safety measures needed so that the risk of someone getting hurt or becoming ill is small. Hazard means anything that can cause harm. Risk is the chance, high or low that someone will be harmed by the hazard.

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management. Control measures are defined in the form of written safe working procedures, method

statements and safety plans are relayed to the persons at risk by line management, through formal information channels, instruction and training.

In addition to the legal requirement of the Management of Health & Safety at Work Regulations 1999, for general Risk Assessments, other statutory provisions require specific risk assessment measures, as an example the following list in some form or other requires the need to assess risk, suitability or competency.

- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Manual Handling Regulations 1992.
- The Personal Protective Equipment Regulations 1992
- The Provision and Use of Work equipment Regulations 1998

The above list is not a comprehensive list. Site specific risk assessments are completed for each project/works.

The most common cause of death on construction sites is falling from height and this, together with fire prevention, preventing objects falling, minimising risk to the public and others and all the other hazards will be considered. The results of this risk assessment are recorded in a site-specific Method Statement. This document describes the special safety control measures and safe systems of work that need to be followed on that site.

The Site Management team must not allow work to start until vetted and acceptable Risk Assessments and Method Statements are in place. They will check that all appropriate individuals understand the work to be done and safety measures needed. They will brief the other operatives and comply with any of our customer's safety induction procedures.



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The Site Management team will inspect the work area and use his own practical knowledge and experience to make sure that no significant risk exists from, perhaps other contractors, scaffolding etc, before starting.

Specific RAs

Where required, specific risk assessment will be undertaken for certain workers, including:

- Disabled workers
- Young works
- Pregnant workers
- Lone workers

3.9. COSHH

Employees should only use hazardous chemicals if they are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Employees should only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

The site management team should ensure material safety data sheets are obtained where hazardous chemicals are stored, handled, transported and or used.

The COSHH assessment sheet that must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical,

how to dispose of the container etc. These sheets should be available / accessible for all staff likely to be exposed to the chemical.

Containers which have held hazardous chemicals are to be disposed of as per the supplier's instructions.

In the majority of instances only small quantities of hazardous substances will be stored or available on site. It will be the responsibility of persons in charge to ensure that the "safety information" on the labels are read, understood and adhered to. Special attention must be given to substances that are mineral oil based, bitumen's and felts etc.

3.10. Welfare

Construction Sites

Facilities on our construction sites will meet the requirements of the CDM 2015 Regs and will include sufficient:

- Toilets
- Washing facilities
- Drying facilities
- Drinking water and cups
- Facilities for rest

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking area.

Offices

All offices, stairways, passages, rest rooms, workshops, stores & yards will comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Site and Office Management will ensure inspection of all such facilities once per week to ensure that they are all in good order and well maintained.



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A copy of the requirements of the above act will be displayed on the notice board. all employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

Racking, shelving, cupboards and stores will be checked each week to ensure that they are in good order, not over-loaded or liable to collapse.

3.11. Permit to work

A Permit to Work System is in place for high-risk tasks and activities, to give greater control and Health and Safety protection where there are increased risks.

These permits will be issued and controlled by the Site Management team.

These include but are not limited to:

- Hot works
- Work in confined spaces
- Lifting of materials via a crane
- Work on plant and machinery

The permit as appropriate shall clearly define the controls required for particular work tasks. All personnel required to work under permits must strictly adhere to their conditions.

Appropriate copies of the permits shall be maintained.

On completion of the work or at the stipulated time of return, the permit must be returned to the issuer. The issuer must maintain all open and closed permits. Additional permits may be issued if necessary.

3.12. Work Equipment

All equipment provided by the company will be suitable for its intended use, safe for use, well maintained and inspected regularly. Only those trained will be allowed to use equipment and any required protective measure will be in place (i.e. guards, stop devices etc.). Equipment should only be used as per its requirements,

All plant, machinery, electrical equipment, power tools will be tested and assessed to ensure compliance.

All work equipment hired in or borrowed will be accompanied by all appropriate inspection and maintenance records.

3.13. PPE

Site Management will ensure that adequate supplies of all necessary protective clothing and equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in PPE issue register.

Mandatory PPE on all sites is:

- Safety Helmet
- High visibility vest
- Safety footwear (S3)
- Gloves suitable to the task

Additional Personal Protective Equipment (as identified in Risk Assessments) will be available. It will be suitable for the task and if more than one piece of equipment is to be worn, then the competent person will ensure its compatibility.

Site Management will ensure that before employees are set to work, any necessary protective clothing is provided. Please note that subcontractors must provide their staff with the required PPE for the task.

Any person observed carrying out any process which required the use of protective clothing or equipment will be informed of statutory or company policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as employees.

Site Management will ensure that the protective clothing or equipment is suitable for the specific purpose for which it is provided.



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All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage and drying of PPE.

All supervisory and management staff will set a good example in the wearing of PPE at all times on site.

3.14. Control of specific hazards

3.14.1. Plant, Tools and Equipment

All items of plant, tools and equipment such as excavators, telehandlers, dumpers, generators, grinders, drills etc used on site must meet the requirements of PUWER Regulations 1998. The Supply of Machinery (Safety) regulations 1992 and with Specific Guidance (L22) issues by the HSE.

They must be fit for their purpose and use. They must be maintained as set out in the manufacturer's instructions and records kept.

Persons using this type of plant must have sufficient information and training to perform their operations in a safe manner. Care must be used to ensure that exhaust fumes, or other fumes do not enter buildings or excavations etc. Operators should also ensure that hoses and leads do not cause tripping hazards and erect barriers and display signs as is necessary. Keep lids and covers in place to reduce the noise levels.

The appointed supervisor will inspect all plant before issue and when they visit site. The user will inspect all plant before use.

- All equipment must be suitable for the tasks and area to be used in.
- All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
- All dangerous parts will be suitably guarded
- All equipment will be kept in a good state of repair and have service logs kept including delivery drivers.

- A frequency of inspections will be undertaken appropriate to the item of plant.
- Defective equipment will be taken out of service until repaired.
- All operatives of equipment will receive adequate training for the task.

BS(P).34 Plant, tools and equipment details the steps which should be taken when selecting suitable equipment.

Stability

Precautions shall be taken to ensure that items of work equipment are stabilised, e.g. the use of outriggers with mobile cranes, where appropriate.

Lighting

The company shall ensure that all places where work equipment is used are suitable and sufficiently lit. The need to provide additional or special lighting shall be assessed, taking due account of the circumstances and types of task to be performed.

Markings and Warnings.

The company shall ensure that, where necessary, all work equipment is marked with the appropriate health and safety warning signs and notices. Examples of markings are:

- The maximum rational speed of an abrasive wheel
- The maximum safe working load on lifting equipment
- Identification of gas cylinders by colour
- Hazard symbols on dangerous substances

Warnings are normally in a form of notices or signs. The latter shall conform to health and safety (safety signs and signals) Regulations. Warning devices, e.g. reversing alarms on vehicles, shall be clear and easily understood.

Inspection Requirements

An inspection is required for the work equipment whenever it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to



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operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime for work equipment shall be set by the company based on manufacturer's information and other statutory obligations. Additional inspection requirements may be identified taking into account the work being carried out, any site-specific risks that may affect the condition of the equipment and the intensity of use of the equipment.

Certain types of equipment are required to be inspected under specific regulations, e.g. working platforms under the work at height regulations. Other regulations lay down specific items to be examined. These specific regulations take precedence over the requirements in PUWER.

As a guide, the following shall apply:

- All equipment to be visually inspected before use
- All plant to have a recorded daily check
- All temporary works equipment (other than scaffold) to have a recorded daily check
- Harness to have a recorded daily check
- All access equipment to have a recorded weekly check
- All mechanical aids and LOLER items to have a recorded weekly check
- Defibs, First aid kit, Spill kit and fire points to have a recorded weekly check
- All other equipment to have a recorded monthly check
- All LOLER items and accessories to have a 6monthly LOLER inspection (unless machinery that doesn't lift people).
- All portable tools to be PAT quarterly
- All electrical equipment in the office and welfare to be PAT annually
- All plant to have an annual thorough inspection

- Harness to have a annual certified check
- All measuring equipment to be annually calibrated

Visual Inspection

Low risk equipment used for low risk activities will not require formal inspection. Visual inspection may be required by the user before each use to ensure the equipment is in good condition.

In circumstances where additional hazards exist, low risk equipment may need more detailed check.

Equipment that is of higher risk and equipment with moving parts should have visual check before each use and may require a more formal check at specified intervals. This must be carried out by a competent person. Inspection of equipment that poses a significant risk, e.g. dumpers, ride on rollers etc. will be carried out by a competent person in accordance with the company's inspection regime.

Abrasive Wheels

All persons who change or mount the disks / wheels or angle grinders or bench mounted abrasive wheels must have been trained to do so. Persons who use abrasive wheels must ensure that they have the correct disk mounted for the task. They must take precautions to prevent dust, grip or sparks from causing a nuisance to others. If working near the edge of site and there is a risk of sparks / dust etc being discharged in a manner likely to cause danger or interference to members of the public - then a secure fence or barrier should be erected to prevent this nuisance. Also sparks can cause fire, therefore ensure that all carbonaceous materials are cleared from the area. Alternatively, and if possible, cover or wet down the materials at risk. Safety guards must be properly adjusted. Ensure the working area is uncluttered and provides safe footing. Safety glasses and dust masks must be worn and other PPE which is necessary.

Cartridge Operated Tools



These tools will only be operated by trained and named personnel. They will ensure that at all times the tool is not misused and that no unauthorised person is permitted to use it. It will be kept in a secure locked container when not being used. Cartridges will also be kept in a locked container. Mis-spent cartridges will be collected and disposed of under the guidance or instruction from the “competent person”. Eye protection and ear protection must be worn when using this tool. The cartridge operated tool must be regularly maintained as per manufacturers instructions. Splatter guards must be kept in position. No person under the age of 18 years is to use this tool. Operators must check that the area both behind and alongside is clear of persons before firing, (in case of ricochet or shoot through).

3.14.2. Work at Height

Work at height must only be carried out when weather conditions do not jeopardise the health or safety of persons involved in the work.

Work at height must only be organised, planned, supervised and carried out by people who are competent to do so or, if being trained, being supervised by a competent person.

Avoidance of Risk from Work at Height

In order to identify the measures required to avoid the risks from working at height a site-specific risk assessment will always need to be carried out. Where it is reasonably practicable to carry out the work safely otherwise than at height then work at height must be avoided.

Where work is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. These measures are to include ensuring that, where it is reasonably practicable to carry it out safely and under appropriate ergonomic conditions, the work is carried out from an existing place of work or, in the case of obtaining access or egress,

using an existing means. Where this is not reasonably practicable sufficient work equipment must be provided to prevent a fall occurring.

Where the risk of a fall occurring cannot be eliminated, additional training and instruction or other additional measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Selection of Work Equipment for Work at Heights

Work equipment for use in work at height must give priority to collective protection measures over personal protective measures and, additionally, take account of:

- The working conditions and the risk to the safety of persons at the place where the work equipment is to be used.
- In the case of work equipment for access and egress, the distance to be negotiated.
- The distance and consequence of a potential fall.
- The duration and frequency of use.
- The need for easy and timely evacuation and rescue in an emergency.
- Any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

Only work equipment which has characteristics, including dimensions, which are appropriate to the nature to the work to be performed and the foreseeable loadings, allow passage without risk and is in other respects the most suitable work equipment is to be selected for work at height.

Requirements for Particular Work Equipment

Means of Protection

Where a person could be liable to fall a distance likely to cause personal injury, suitable and sufficient means of protection shall be provided that shall be:



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- Of sufficient dimensions, strength and rigidity for the purposes for which they are being used and otherwise be suitable.
- Be so placed, secured and used as to ensure, so far as is reasonably practicable, that they do not become accidentally displaced.
- Be so placed as to prevent, as far as is reasonably practicable, the fall of any person or of any material or object from any place of work.

In relation to work at height involved in construction work the top guardrail must be fixed at a height of at least 950mm above the edge from which any person is liable to fall. Toe-boards must be suitable and sufficient to prevent the fall of any person or any material or object and there must not be an unprotected gap exceeding 470mm between any guardrail, toe-board or other similar means of protection.

Any structure or part of a structure which supports means of protection, or to which means of protection are attached, must be of sufficient strength and suitable for the purpose of such support or attachment.

Except at a point of access to a ladder or stairway where an opening is necessary, there must not be any lateral opening in means of protection. Means of protection must be removed only for the time and to the extent necessary in order to gain access or egress, or where it is necessary for the performance of a particular task, and must be replaced as soon as practicable.

While means of protection are removed the task must not be performed unless effective compensatory safety measures are in place.

Working Platforms

A working platform must:

- Be suitable and of sufficient strength and rigidity for the purpose for which it is intended to be used or is being used.

- Be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person.
- When altered or modified be so altered to modified as to ensure that it remains stable.
- Be dismantled in such a way as to prevent accidental displacement.
- Working platforms and supporting structures are not to be loaded so as to give rise to a risk of collapse or to any deformation which could affect their safe use.

Scaffolding

The following additional requirements for scaffolding are to be noted.

- Strength and stability calculations are to be carried out for scaffolding unless a note of the calculations covering the structural arrangements contemplated is available or it is assembled in conformity with a generally recognised standard configuration.
- An assembly, use and dismantling plan is to be drawn up by a competent person for all scaffold. Depending on the complexity of the scaffolding selected, this plan may be in the form of a standard plan supplemented by items relating to specific details of the scaffolding in question. A copy of this plan is to be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.
- The dimensions, form and layout of scaffolding decks must be appropriate to the nature of the work to be performed, suitable for the loads to be carried, and permit work and passage in safety.
- While a scaffold is not available for use (including during its assembly, dismantling or alteration) it is to be marked with general warning signs and be suitably restricted by physical means preventing access to the danger zone.
- Scaffolding may be assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged which



addresses specific risks which the operations may entail and precautions to be taken, particularly:

- Understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned.
- Safety during the assembly, dismantling or alteration of the scaffolding concerned.
- Measures to prevent the risk of persons, materials or objects falling.
- Safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned.
- Permissible loadings.
- Any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

Collective Fall Arrest Systems

A collective safeguard for arresting falls, e.g. a net, mat or inflated device designed to catch a falling person, is to be used in preference to personal fall protection systems. However, a risk assessment must show that, so far as is reasonably practicable, work can be performed safely while using it and without affecting its effectiveness.

Personal Fall Protection Systems

A personal fall protection system is only to be used if a risk assessment shows that, so far as is reasonably practicable, work can be performed safely while using that system.

Fall Arrest Systems

A fall arrest system must incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

A fall arrest system must not be used in a manner which involves the risk of a line being cut, where its safe use requires a clear zone which cannot be made available, or which otherwise inhibits its performance or renders its use unsafe.

Ladders

A ladder is only to be used for work at height if a risk assessment shows that the use of more suitable work equipment is not justified because of the low risk, together with the shore duration of use or existing features on site which cannot be altered.

A ladder is only to be used where the surface on which it rests is stable, firm, of sufficient strength and of suitable composition to support the ladder and any loading intended to be placed on it safely, so that its rungs or steps remain horizontal.

A ladder used for access must be long enough to protrude sufficiently above the place of landing to provide a handhold, unless a firm handhold has been provided by other measures.

A mobile ladder must be prevented from moving before it is stepped on.

All ladders must be compliant with BS EN 131.

As a guide, only use a ladder or stepladder:

- In one position for a maximum of 30 minutes.
- For 'light work' – they are not suitable for strenuous or heavy work.
- Where a handhold is available on the ladder or stepladder.
- Where you can maintain three points of contact (hands, knees, elbows and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one.

Falling Objects

Suitable and sufficient steps must be taken to prevent, so far as is reasonably practicable, materials or objects from falling and causing injury to any person. If it is



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not reasonably practicable to prevent materials falling precautions must be taken to prevent people being struck. Materials or objects must not be thrown from a height if they could injure someone. All materials and equipment are to be stored safely so as to prevent their collapse, overturning or unintended movement causing risk to any person.

Danger Areas

Where a workplace contains an area in which there is a risk of any person at work being injured by falling a distance or being struck by a falling object the workplace is, so far as is reasonably practicable, to be equipped with devices preventing unauthorised persons from entering that area and that area must be clearly indicated.

3.14.3. Lifting

All lifting operations will be carried out by suitably trained, and competent, personnel. On sites where suitably trained and competent persons are not available, contract lifts will be employed.

All Lifting Equipment must have a current test certificate and be thoroughly tested and examined in line with all current legislation. All Accessories for Lifting must be examined before first use, when exposed to conditions causing deterioration and every six months in accordance with an examination scheme drawn up by a competent person. All examinations will be recorded, and records kept.

All lifting operations will be planned in a suitable lift plan and all equipment and accessories must be visually inspected prior to use.

Exclusion zones must be in place below all lifting.

3.14.4. Excavations

All excavations will be under the control of a competent person. A risk assessment will be produced and operatives must comply with requirements.

All excavations at 1.2 metres deep or more will be supported with suitable materials (timbers, sheet pile or proprietary systems etc). These will be inspected daily to ensure that no movement has taken place. Action to be taken as required by the competent person.

Edges of excavations must be kept clear of materials or spoil to ensure safe passage and access. There must be appropriate edge protection where the fall risk is greater than 500mm.

A means of access must be provided for persons working in excavations, it must be kept in position as they may need to escape in a hurry.

Heavy plant should not be allowed near edges of excavations as this may weaken the supports and cause collapse. Wheel stops may be required.

Checks must also be made to ensure that the atmosphere in the excavation is suitable to sustain life i.e. sufficient oxygen, no toxic gases and not flammable or explosive atmospheres.

Buried Services

Prior to any digging, the ground must be scanned by a competent worker and service drawings checked. A suitable method statement must be in place for all works to note control measure to prevent interception of buried services and appropriate responses if struck.

3.14.5. Electricity

All site electrical equipment to be 110v; centre tapped with earth, and kept in good repair. Inspection must be carried out before use and a 'competent person' must test the equipment on a regular basis. Records of such test should be kept for inspection.



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Damaged or unsafe electrical equipment must be removed from site or offices immediately to prevent use.

All Portable Electrical Equipment, (equipment not hard wired) shall be visually inspected by the operator before each use and subjected to PAT test at defined intervals. All hardwired electrical equipment will be tested and inspected at required intervals

3.14.6. Asbestos

We will ensure that appropriate surveys are in place prior to any works being completed on site to determine if asbestos is present on site. This may be a ground survey (SI) or a demolition survey. The results will be communicated to all workers during the site induction.

Asbestos awareness training is mandatory for all persons who may potentially interface with asbestos and this must be renewed annually.

Under no circumstances will work commence where there is a risk of exposure to asbestos.

If at anytime employees disturb asbestos containing materials they are instructed to cease work immediately and report this to the site management team.

3.14.7. Noise

We recognise that noise will be a Health and Safety and Environmental issue on most construction sites and will endeavour to reduce the risk by engineering methods, as far as is reasonably practicable.

Where this cannot be achieved, suitable and sufficient PPE will be provided, free of charge to all employees. In continuously noisy areas, surveys will be carried out to determine the levels of noise and the total personal exposure levels (LEP, d) of

employees. These areas will then be suitably defined and signed, to warn of the danger, and the need to wear PPE.

Levels that require hearing protection are detailed in the Noise at Work Regulations and these can be described as:

- 80dB(A) as a first Action Level where hearing Protection Must be freely available for employees and that employees know there is still some risk to their hearing. (Employees will have to shout to be heard at approx. 2 metres)
- 85dB(A) as the Second Action level where hearing protection MUST be provided and WORN. (Employees will have to shout at approx. 1 meter)

3.14.8. Dust

Like all hazards, dust will be managed following the hierarchy of control. Where possible we will reduce and/or eliminate it by cutting materials outside/offsite or using mechanical ventilation, extraction, and dust suppression

All workers who may be expose to dust will wear an FFP3 mask and have a valid face fit test. They must be clean shaven or wear a half rubber mask. Workers who are exposed often may be subject to an occupational health assessment.

Workers must also wear safety goggles to prevent dust and debris entering eyes. Sweeping is only permitted with the use of dust suppression.

M Class hoovers must be in place across the site.

3.14.9. Hot work

If there is a practical method to carry out a task without involving 'hot work', this method will be used.

All equipment used for hot work shall be in good order and fit for the intended purpose. Employees and contractors shall not use any equipment that is below standard or in



need of repair. Any equipment found to be unsafe shall be immediately withdrawn from service and disposed of or repaired.

A Hot Work permit is required for all hot work, and all precautionary measures must be adhered to, i.e. removing combustible materials from the area and carrying out smoulder checks after completion.

3.14.10. Manual Handling

Where reasonably practicable, mechanical aids will be used to reduce the need for Manual Handling. When manual handling must be undertaken then a manual handling risk assessment will be carried out to ensure the task can be carried out safely and without risk. When tasks must be carried out manually, then ensure the path is clear from obstructions and that lighting is sufficient.

Heavy and awkward loads may require team lifting, then one person will act as team leader to ensure safest operation of lift. Care should be taken for the protection of hands when lifting objects with sharp edges, or hot / cold surfaces.

The correct method of lifting makes the operation seem easier, less tiring and safer. Lifting should be carried out by the proper use of muscles.

Back and abdominal muscles are weak, the leg and thigh muscles are strong. The spine has a natural shape when a man is standing, if he bends over, the spine is arched and becomes weaker. If therefore the back can be kept in its natural erect position and the leg muscles brought into play, and the load is kept close to the body, a man can operate like a human elevator. This results in heavier loads being lifted, with less physical effort.

This is the basis for manual handling. In practice there are six significant points:

- Grip – A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Using the sensitive fingertips can

cause considerable damage and the continued use of them leads to strained fingers or strained forearm muscles.

- Back – The back should be kept straight to maintain it in its natural and strongest position. This requires bending at the knees and ankles to get down close to the load and then to raise it, pushing upwards with the leg muscles to regain the vertical position.
- Chin – The chin should be kept well in so that it is fairly near to the chest, as this helps to keep the spine in its natural upright shape.
- Feet – The proper position of the feet is approximately the width of the hips apart and with one foot slightly in front of the other.
- Arms – Arms should be kept as close to the body as possible so that its own members do not unbalance the body itself.
- Body – The body, being kept in its normal position, should act as a counterweight to the load.

The main thing is that operatives should know how much they could lift and not be afraid to ask for help when the load is beyond them. To this end Manual Handling Risk Assessment will be carried out on all operations identified as having significant risk, remedial action taken by the appropriate supervisor.

3.14.11. Storage and Housekeeping

Poor stacking/storing arrangements are often instrumental to accidents and damage. It is the policy of Bridgestone Construction Ltd to reduce the risk at source.

The site will be kept securely locked when not in use. Relevant notices will be displayed. All Highly Flammable Liquids and Liquefied Petroleum Gas e.g. Propane will be stored in cages or metal lock ups, adequate fire extinguishers will be correctly placed for emergency use.



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All staff must maintain their workspaces in a safe, clean and tidy manner. Staff must leave work equipment and tools in a safe manner after use and place waste in appropriate bins.

Materials must not be stored in a way that they could fall and injure somebody i.e. not lean against the wall unless tied back.

Chemicals are to be stored in line with the COSHH procedures.

This will be by arrangement with registered waste carriers (builders waste only). Disposal of other types of waste must be discussed in advance with the contractor or "competent person". Waste must not be allowed to accumulate and cause obstruction or health hazards. It may also be a fire risk.

We all have a duty to protect the environment, therefore we must not burn our rubbish on site. We must also ensure that we do not harm or contaminate the water systems or water table. Clean up spillages and if in doubt check with the site manager.

3.15. DSE

Assessments will be carried out on all workstations, to identify any hazards/risks that may be present. Assessments will include analysis of ergonomics, seating arrangements, lighting, work area and general environmental conditions.

The users of the equipment will be informed of the findings of the assessment and provided with any training or instruction as required. Employees who are "users" will be invited to undergo eyesight tests at regular intervals by requisition from their Manager.

3.16. Workplace Stress and Mental Health

Stress within the workplace is recognised as a health issue, and measures to prevent stress within the workplace have been implemented within the Company. The

Company shall aim to minimise workplace stress where possible. Persons potentially suffering from stress should contact the SHEQ Manager.

The Finance Director shall monitor absences relative to stress. Where stress is deemed to be a concern, a review of prevention measure shall be implemented. Stress management training shall be provided, where deemed suitable.

Where appropriate, measures shall be introduced to deal with

- discrimination at work.
- training deficiencies
- aggression and bullying.
- excessive workloads.
- helping persons suffering from stress back to work.

Fatigue is also a serious issue in the workplace and can not only contribute towards stress, but can cause accidents especially when operating equipment. If you are suffering from fatigue you should liaise with your manager so that a personal risk assessment can be created and your work pattern adjusted.

Mental health is also a particular issue on construction sites with men most likely to suffer. All workers have access to trained mental health first aider and ad hoc support.

3.17. Drugs and Alcohol

All persons working or representing Bridgestone Construction Ltd are expected to support Bridgestone Construction Ltd image and conduct themselves in a responsible manner at all times. Alcohol or drugs, or persons under the influence of alcohol / drugs will not be tolerated on site. Any person breaching this rule may be subject to instant dismissal.



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3.18. Monitoring

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the MD of Bridgestone Construction Ltd, however in practice the SHEQ manager and project management teams will be responsible for the day to day monitoring of work in progress.

They will ensure the policy is being adhered to by all operatives and also by operatives of any sub-contractors used. This is done via tool-box talks and also regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

As part of a continuous improvement programme, monthly review meetings will be held by Senior Management to assess performance and set objectives.

The policy is reviewed annually by the MD of Bridgestone Construction Ltd and in conjunction with their appointed competent person, SHEQ Manager Vicky Cabo.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.

3.19. Health Surveillance

Bridgestone Construction Ltd will advise all operatives of any potential occupational health risks posed by their work activities. This may include potential hazards associated with exposure to noise, dust, hand/arm vibration, asbestos etc. We will ensure that were through the risk assessment process any of these potential hazards has been identified, then suitable control measures will be implemented to eliminate or reduce the risk to a low as level as practical.

Bridgestone Construction Ltd will ensure all operatives are provided with information, instruction and training as part of our risk control strategy for managing occupational health risks.

Subcontractors must also provide their employees with the same.

3.20. Control of contractors

Contractors shall comply with all legal requirements relating to them and their work. Particular attention shall be given to the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1999 and all other statutory legislation.

Sub-contractors are selected based on their technical expertise and their ability to demonstrate compliance with health and safety requirements. Sub-contractors health and safety arrangements are assessed by requiring the subcontractor to submit the following documentation for review: -

- Completed sub-contractor questionnaire
- SSIP certificate
- Insurances
- Sub-contractor method statements
- Sub-contractor risk assessments

Documentation submitted by sub-contractors is retained and the results of the assessment are recorded and kept for future reference

Sub-contractors are supervised on site by Project/Site Managers and Site Supervisors. On arrival on site, sub-contractors will receive site safety induction and will be required to record their receipt of induction. In addition, sub-contractors will provide the method statement and risk assessments applicable to their works for approval.



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In the event of any serious breaches of health and safety procedures the sub-contractor's status as an approved supplier will be subject to immediate review.

3.21. Control of visitors

All visitors will be inducted upon arrival by the person they are visiting. This is likely to be a shorter less in-depth induction as all visitors must always remain accompanied. Visitors are expected to comply with all rules and procedures and wear appropriate PPE.

3.22. Disabled workers

There are many different types of disability, which may not always be noticeable to others. Changes in working practices can ensure that disabled workers have the same opportunities as others. Some of the adjustments are straightforward and may be carried out with little expense.

Disabled workers will be subject to a specific RA, where control measure will be determined and implemented accordingly.

3.23. Non-English Speakers

Control measures we will ensure are in place to ensure the safety and health of non-English speaking workers are:

- A Buddy system by using English speaking compatriots to act as interpreters to pass on information and minder the non speaker,
- Every 1 in 3 operatives must speak English.
- Information around the workplace will be provided in various formats and languages such as posters, pictograms, videos to provide vital emergency and high risk details.

- Inductions and toolbox talks will be held with the assistance of an interpreter where appropriate and those with poor literacy skills must seek further support and verbal advice from site management.
- Supervision needs to be increased and in-house training for non-English speakers, such as mentors.
- Translations and translators of key information such as method statements, risk assessments and commonly used terms and phrases.