



Company Systems Manual

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Health & Safety

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2.1 Policy Statements:

2.1.1 Health & Safety Policy

1. It is the corporate objective of this company to safeguard the health of its employees by ensuring that operations are carried out safely. Current legislative requirements are to be complied with and at all times the highest possible standards of safety should be aimed for. Through the achievement of the highest standards of safety the company may benefit from increased efficiency, reduced insurance premiums and good reputation in the industry. Employees will benefit through reduced risk of accidents or damage to health with associated benefits to morale and pride in a job well done.
2. The Company recognises that it is exposed to specific risks associated with its piling, marine construction and diving activities. It is an essential part of the Company Policy to have general and specific health and safety procedures to cover these special categories of risk.
3. Implementation of the Safety Policy is a specific responsibility of the company management. Management is considered to be Directors, General or Functional Managers, Diving Supervisors or the most senior person present at an activity. However, it is the duty of all employees or labour only subcontractors to observe the company's Safety Procedures and to positively contribute to overall safety performance.
4. The company Directors have ultimate responsibility for implementation and review of the Safety Policy and have appointed **Julian Branford** as having particular responsibility for health, safety and welfare matters.
5. The Company Safety Manual shall be the principal means by which the Groups Safety Policy will be made known and implemented. It shall be issued to all Directors, Managers, Supervisor's and a copy available and displayed on all sites.

Signed:

Date:

Nigel Craddock.

Managing Director. CMP Limited.



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2.1.2 Drug and Alcohol Policy.

1. It is the corporate objective of this company to safeguard the health of all its employees by ensuring that operations are carried out as safely as possible.
2. Under the general duties of the Employee and Employer of the Health and Safety at Work Act 1974, it is therefore this Company's policy not to allow any persons to work who are or appear to be incapacitated due to the influence of drugs or alcohol.
3. Workplace Supervisors are responsible for the identification of the circumstances and implementation of the following procedures:
4. At the start of each day, any persons suspected or found to be under the influence of drugs or alcohol will be refused entry to their workplace.
5. During the working day, any persons suspected or found to be under the influence of drugs or alcohol will be escorted from their place of work immediately and will not be allowed to return to work until such times as the site management are satisfied that no impairment to working safely exists.
6. Managers and Site Managers have the authority to suspend or terminate the employment of any person found to be under the influence of alcohol or drugs should they consider that individual to be a danger to themselves or other personnel on the site.
7. Workplace Supervisors must obtain, if possible, a witness to the circumstances of the infringement of the Policy and subsequent implementation of the procedures above.
8. When appropriate a written report of all drugs related incident shall to be made and sent to Head Office for review and statistical recording.

Signed: Date:
 Nigel Craddock.
 Managing Director. CMP Limited



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2.2 Introduction to Company Safety

2.2.1 Compliance with Current Legislation:

1. The Directors of the Commercial Marine & Piling Group are satisfied that this Health & Safety Policy meets or exceeds the requirements of all current legislation relevant to the areas of work in which the company operates and shall include but is not limited too:

- The Health & Safety at Work Act of 1974
- The Management of Health & Safety at Work Regulations of 1999
- The Construction Design & Management Regulations of 2007. (CDM)
- COSHH Regulations as amended, Approved Code of Practice.
- The Diving at Work Regulations of 1997 (ACOP's)
- The Merchant Shipping Regulations of 1995 (Where Applicable)

2.2.2 Additional Guidance and Reference Sources:

In addition to the guidance given in this and other sections of the Company Systems Manual further practical guidance and reference material is available on site. A copy of GE 700, Construction Site Safety, published by the CITB is available on every CMP site and contains relevant and helpful information on a range of H&S issues found in the construction environment. Reference to this and other publications specific to individual work practices should be referred to whenever necessary.

2.2.3 Employees and Sub-Contractors:

This policy will be brought to the attention of all employees and sub-contractors via a safety induction briefing and ongoing toolbox talks. All employees and sub-contractors will then have the responsibility to ensure they comply with the details contained in this policy to ensure they and others are not put at risk. By agreeing to work for or with CMP all personnel are deemed to have accepted the details contained within this policy in addition to any they or their company may operate. Failure to meet the requirements of this policy or acting in a way that compromises the safe working practice adopted by this company can result in instant dismissal.

2.2.4 Company Safety Advisor:

The company has appointed The Worksafe Partnership as the H&S advisor to give help and support where necessary to ensure compliance with all relevant statutory requirements.



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2.3 Individual Responsibilities

2.3.1 All employees have:

1. Statutory responsibilities to take reasonable care to safeguard their own Health and Safety and that of others who may be affected by their actions at work.
2. A statutory duty not to intentionally interfere or misuse anything provided in the interests of Health, Safety or welfare.
3. A statutory duty to comply with all regulations which affect their work and to report to the appropriate person any defective equipment or hazardous situations.
4. To fully co operate with their employer and follow any information or training that is given to them.
5. To make full use of safe systems of work, use any PPE provided and correctly use any equipment supplied by the employer.
6. A duty to develop a personal concern for safety.
7. A duty to warn other employees of known hazards or report to the employer any work situation that may present a danger.
8. A duty to report immediately any accidents that cause you or others injury.

2.3.2 Responsibilities of the: MANAGING DIRECTOR

1. Lead by example by showing interest and enthusiasm for Health and Safety matters
2. Make adequate financial arrangements to ensure the adoption and maintenance of proper standards of Health, Safety and Welfare throughout the activities of the Company and to ensure the effectiveness of the Policy
3. Ensure Health and Safety matters are included on all Management meeting agendas and that relevant matters are properly addressed.
4. Initiate and maintain a proper reporting structure on matters of Health and Safety.
5. Ensure that all levels of staff receive adequate and appropriate safety training.



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6. Set a personal example by understanding the full requirements of this policy and keep up to date with health and safety matters.
7. Liaise with the Technical/Safety Manager and appointed experienced Safety Consultants to review safety performance and consider other health and safety issues.
8. Review, sign and kept up to date a statement of the company health and safety policy.
9. Ensure that full back-up is given by all staff to Managers and Site Managers in their duty to implement the requirements of this policy.

2.3.3 Responsibilities of the: TECHNICAL & SAFETY MANAGER

1. Ensure that equipment supplied for use on site is properly maintained and certified as safe for use.
2. Ensure that all-statutory tests and examinations have been carried out for lifting appliances and lifting gear.
3. Ensure that all the vessels used by the company conform to the requirements of the Marine Safety Agency.
4. Make sure that all information regarding the safe use of plant is supplied to site management.
5. Prepare and regularly review the training plan and arrange appropriate training as necessary.
7. Set a personal example.
8. Liaise with the MD and appointed Safety Consultants to ensure and annual review and safety audit is undertaken of this Company Systems Manual and its implementation.

2.3.4 Responsibilities of the: PILING AND OPERATIONS MANAGER.

1. Advise site staff on all Health, Safety and welfare matters
2. Carry out site safety audits
3. Ensure that site staff receive adequate and appropriate safety training



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4. Reprimand any individual failing to discharge their Health and safety responsibilities
5. Check working methods and ensure proper Risk Assessments and Method Statements are prepared prior to operations taking place.
6. Assist the Estimator in assessing Health, Safety and welfare requirements at tender stage.
7. Keep up to date with recommended Codes of Practice and new safety literature
8. Set up basic fire precautions.
9. Institute proper reporting and investigation of any injury, damage or loss.
10. Promote the culture of a clean and tidy site.
11. Ensure that the arrangements for first aid comply with statutory requirements.
12. See those all-relevant acts, codes of practice and regulations are observed on site.
13. Set a personal example,

2.3.5 Responsibilities of the: SITE MANAGER.

1. Organise the site so that work can be carried out to the Company standards and without risk of injury to anyone site or damage to equipment.
2. Issue detailed work or job safety instructions and ensure that all persons have been thoroughly briefed.
3. Understand the principles of the Construction (Design and Management) Regulations 2007, any relevant H & S legislation or approved codes of practice and ensure all elements of the above are complied with.
4. Understand and implement the company health and safety policy.
5. Coordinate the delivery, storage and stacking of materials to avoid any unnecessary risks. Plan and maintain a safe site – a tidy site is a safe site.
6. Ensure electricity and all electrical equipment is installed and maintained without risk to person or equipment.



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7. Ensure that a coherent Lifting Plan is prepared and available for all lifting activity on the site.
8. Establish and enforce safety arrangements with subcontractors to avoid any confusion about areas of safety responsibility.
9. Ensure that all machinery, plant and tools are maintained (inc hand tools) and in good condition and weekly inspections records retained.
10. Ensure the correct PPE items are available on site and used.
11. Ensure that a qualified first-aider is on site with the provision of first aid equipment.
12. Make preparations so that proper care is taken of casualties and that you can obtain further medical assistance if necessary.
13. Set a good personal example with regards to Health & Safety.

2.3.6 Responsibilities of the: ESTIMATORS.

1. Ensure that all tenders are based on safe methods of working.
2. Make adequate time and cost allowance for Health and Welfare facilities and any other safety equipment.
3. Assess the competence of proposed subcontractors.
4. Ensure that any subcontract quotations obtained make adequate allowance for Health and Safety.
5. Seek feedback from site with regard to information, which may affect tender allowances for Health and safety matters.
6. Ensure that adequate pre-contract Risk Assessment and Method Statements are prepared as part of the estimating process.
7. Set a personal example with regards to Health & Safety matters.

2.3.7 Responsibilities of the: DIVE SUPERVISOR

- 1 To ensure that diving operations are carried out from a suitable and safe location.



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- 2 All plant and diving equipment to be used in the operation is certified suitable and safe to be used.
- 3 The numbers in the dive team comply with the requirements of current legislation and are adequate for the proposed work.
- 4 To ensure he remains present on the dive at all times and does not dive himself unless a properly appointed Assistant Diving Supervisor is available.
- 5 The qualifications of the divers in the team are in order including logbook, certificate of training, medical and first aid certificates.
- 6 Proper records of the dive are kept in the diver's logbooks and that a 'Daily Dive Record Sheet' Form No DR02 is completed for each dive.
- 7 All relevant Authorities including Harbour Masters, Dock Masters are informed and consulted before diving operations commence.
- 8 Copies of the US Navy Dive tables and appropriate decompression procedures are available on site and followed.
- 9 Stand - by divers are fully dressed, at an immediate state of readiness and their breathing apparatus tested and ready for use.
- 10 Every person employed as a diver has knowledge of the existence of the Diving Operations Manual and complies with its requirements.
- 11 A job file is maintained which contains all the forms and certificates described in the dive manual.

2.3.8 Site operatives, machine drivers, and Divers.

In addition to the responsibilities relating to all personnel Site Operatives, Machine operators and Divers shall ensure that:

1. All works are carried out in a safe manner by ensuring that safe systems of work are adopted and hazards are eliminated whenever possible.
2. Works carried out under their control do not compromise the safety of others.
3. That others and in particular the site management are advised of hazards or risks outside their direct control.



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4. They set an example to all other site personnel by using the appropriate personnel protective equipment and ensuring others within their control do the same.
5. Make regular inspections of plant, equipment or machinery within their control and be satisfied that appropriate certification exists and personnel are competent to use or operate the plant or equipment.

2.3.9 Sub-Contractors:

1. Must ensure that the work they carry out is done so in accordance with statutory requirements and this Company's policy.
2. That where appropriate a copy of their company's Health & Safety Policy is made available to the Site Manager or Contracts Manager for reference and kept on site during the period of the works.
3. They appoint a Site Safety Supervisor who shall liaise with CMP's appointed representative on all matters relating to Safety, Health and welfare.
4. That appropriate Health and Safety Training, induction courses, site specific work procedures and regular tool box talks are given to all their personnel and appropriate records made available to CMP for the Contract Files (Site & Office).

2.4 Arrangements for Implementing the Policy.

2.4.1 Dissemination of the Safety Policy:

1. This Safety Policy and the importance of the document as an integral part of the Company System Manual shall be drawn to the attention of all new employees. Employee starter forms require a signed confirmation that an introduction to the requirements of the company safety policy has been given.
2. All personnel shall have access to the Safety Policy and Manual; copies are available at each work site and on display in the head office. Site personnel shall acknowledge that they are aware of its existence, purpose and content when signing Form CA06 the Site Induction Guidelines / Record Sheet.
3. The Company's Safety Policy will be displayed in all work places and a copy of the complete Health & Safety Document available in each office, site or mobile facility operated by the Company.



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4. Meetings to review the benefit of the Company's Health & Safety arrangements and to receive comments on ways to improve safety performance will be held twice yearly and be open for all employees to attend.

2.4.2 Training:

1. Training appropriate to an employee's responsibility shall normally have been received prior to taking up employment (e.g. diver training) or from time to time be organised by the company as deemed appropriate. Site management shall ensure that employees are suitably trained and relevant certificates available before commencing work.
2. Details of employee's training certificates and expiry dates are stored on CMP's central database which in turn will flag up when training is due for renewal. A hard copy of the certificate will also be stored on the personnel's file.
3. All company employees will be required to attend a Health & Safety awareness course every three years with additional safety training being arranged at the discretion of the section managers.
4. Site operatives will be expected to attend additional training courses covering site specific issues or safety matters relating to the use of items of specialist plant or equipment.
5. Induction courses appraising all personnel of the risks identified on a particular site will be carried out at the start of each contract and repeated as deemed appropriate by the Site Manager of manager.
6. Tool Box talks reminding site personnel of particular safety issues will be held on a regular basis at times and locations convenient to the work in hand. Attendance registers (Form No: HS09) will be maintained and copies held in the relevant section of the Construction Site File.
7. Training requirements will be reviewed annually by the management and implemented in accordance with the published plan.

2.4.3 Communication and Consultation:

1. Notice boards are placed at head office and at all sites where welfare facilities are provided. As a minimum they display: Health and Safety Law Poster, F10 (Sites), Employers Liability Certificate, Emergency Procedures and the Health and Safety Plan (Sites). In addition further safety communications as issued from time to time will also be displayed e.g. safety bulletins, safety committee minutes and other relevant info.



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2. To allow consultation with the workforce, a safety committee meets bi-monthly to address any concerns of the workforce and to allow these to be brought forward and rectified. The Safety Committee consists of the Safety Manager, a Site Manager and a selection of operatives from various sites who have volunteered to voice the views of the workforce. The committee is an opportunity to ensure policy reflects what happens on site and to change it where necessary.
3. CMP operates an open door policy and all employees should be aware that if they have concerns with health and safety they should contact their supervisor immediately. If he is not available or they do not receive a satisfactory answer they should consult the Site Manager or Safety Manager. Health and Safety concerns will always be dealt with immediately and feedback given as soon as possible.

2.5 Site Health & Safety Procedures.

2.5.1 The Health & Safety Plan (HS10)

1. The Health & Safety Plan is prepared to compile in one document all information required to ensure that “every reasonable precaution” has been taken to ensure that the works are conducted in a safe and methodical manner.

The H&S Plan will develop with the project and has two clear phases.

2. Phase 1: This phase occurs during the design and planning stage and generally results in the main or principal contractor and any resulting sub contractors being provided with information relating to the Health & safety aspects of the project that need to be made known to them.

This would normally include:

A general description of the works.

Details of H&S risks known to the designers and employers at that time.

Any information that will aid those working on the site to carry out the works.

Provide any specific information that should be incorporated within the contractors H&S Plan.

3. Phase 2: This is the construction phase of the works and requires that the contractor develops the information provided under Phase 1 and uses this to compile a plan that will allow the execution of the works with due regard for the Health, safety and Welfare of all those involved .

This would normally include:

How H&S will be managed.

Risk Assessments and method Statements for any high risk activity.



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Details of Welfare facilities that will be provided.
How Health, Safety and Welfare issues will be coordinated.
Arrangements for any emergency procedures.
The selection of personnel and suppliers.
Details of training that may be necessary to carry out the works.
How compliance with all H&S Law will be achieved.

4. On completion of the site works on relevant information needs to be compiled and issued to the employer for inclusion in the project Health & Safety File, a document that should contain information on risks that will need to be addressed during future maintenance, repair, reconstruction or demolition.

There is no statutory format for provision of information for the Safety File, agreement should be reached between the contractor and employer on what is required at an early stage so that duplication or recreation of information at a later date is avoided.

2.5.2 Health and Safety Plans, Method Statements and Risk Assessments:

1. By adopting a preparatory planning approach to Health & Safety matters the development of a Health and Safety Plan (Form No: HS10), Method Statements (Form No:HS02), Risk Assessments (Form No:HS03) and an assortment of supporting documentation commences before work starts on site.

2.5.3 Preparation of Risk Assessments.

1. The preparation of risk assessments is central to planning for and the control of health and safety matters on any work site.
2. Risk assessments are completed in five steps:
 - Step 1: Identify the hazards
 - Step 2: Decide who might be harmed.
 - Step 3: Evaluate the risk and decide on action to control the risk.
 - Step 4: Record the findings of 1-3 and brief any personnel involved.
 - Step 5: Review the findings to ensure they remain valid and controls effective.
A new assessment is not always required if there are no major changes to the work activity.
3. The CMP Risk Assessment format, detailed on Form No: HS03 adopts this stepped approach but includes the use of a risk value to assist the Site Manager to apply



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- Step 1: Identify the Hazard
- Step 2: List the cause / risk and possible consequence.
- Step 3: Calculate a Risk Value but multiply the consequence (C) with the possible frequency (F).
- The Resultant Risk Value (RRV) indicates the level of risk and suggests the control action necessary to mitigate the risk.
- Step 4: List the control measures that will be applied.
- Step 5: Recalculate the risk value – assuming the control measures applied are adequate - and the resultant risk value should be in the low or acceptable level.
- Step 6: Calls for the periodic review of the assessments to check that the control measures remain adequate and RRV is unchanged.

4. Sample:

A completed sample risk assessment form is appended to this section for reference.

2.5.4 Preparation of Method Statements

1. Although health and safety method statements are not required by law, they have proved to be and remain one of the most effective and practical management tools especially for the potentially high risk work activity experienced on construction sites.
2. A method statement should set out:
 - A brief description of the work item.
 - How the work will be carried out.
 - What control measures have been applied.
 - What plant and equipment will be used.
 - What personnel are to be involved.
 - If any special precautions need to be applied.
 - How the work may affect others working on the site, or how they might affect this work.
3. In addition to being a good discipline for the site management to ensure that all aspects of the work have been considered, the method statement is an effective way of providing information to site workers about how the work item is expected to be progressed whilst appraising them of any precautions that need to be taken.
4. The addition of diagrams and drawings to further explain the details of the work can considerably enhance the effectiveness of the method statement.
5. Once the work is underway it is important to monitor that the described methods are put into practice and any control measures remain adequate.



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6. When a similar activity is repeated, as long as the method statement remains valid it is quite acceptable to reuse it for the new work item. However when the circumstances are considered to have changed a new method statement will be required or the existing one updated to include all new elements and control measures.

2.5.5 Preparation of Lift Plans.

1. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) require that:
 - All Lifting operations are planned, Supervised and carried out in a safe manner by competent personnel.
 - That lifting equipment and associated tackle is sufficiently strong, stable and suitable for the proposed use.
 - Those adequate controls are in place to prevent the risk of injury to personnel involved and others in the immediate vicinity.
 - That all equipment involved has been thoroughly examined and that relevant certification or documentation is available for inspection.
2. To facilitate Lift Planning CMP have prepared a simple Lift Planning format a copy of which has been included in Section 15 (Form No HS08)

2.5.5.1 Responsibilities during Lifting Operations

1. The Health & Safety at Work Act 1974 demands that employers have a safe system of work, so that their employees are protected from any risk, so far as is reasonably practicable. Using cranes without a safe system of work can be particularly hazardous.
2. The British Standard Code of practice for the Safe Use of Cranes (BS7121 Part 1) give good advice to organisations conducting crane operations and in particular indicates ways of ensuring that the legal requirements are met.
3. A principal requirement of BS7121 is that one person should be appointed to have overall control of each lifting operation to ensure it is carried out safely. The Standard lists the duties of this appointed person and all others involved in the lifting operation, including the operator and those attending tag lines.



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4. The four main persons involved in any lift operation and the duties they accept can be summarised as follows:

2.5.5.2 The Appointed person:

1. Nominated by the management to be in overall control of the lifting operation must have adequate training, experience and be competent. The duties include ensuring:
 - The operation is properly planned and carried out.
 - Accurate weights, radii and heights are established.
 - A suitable crane and lifting tackle are available
 - The site conditions are suitable for handling the load.
 - Any hazards in the immediate area are identified and any control measures necessary implemented.
 - That competent properly trained personnel are provided and fully briefed.
 - All cranes, lifting tackle and other equipment is properly certificated and the necessary documentation is available.

NB: The appointed person does not have to be on site whilst the lift operation is carried out as long as arrangements for a lift supervisor and competent crane driver have been made. Notwithstanding the above the appointed person retains overall responsibility for the operation.

2.5.5.3 The Lift Supervisor:

Nominated by the Appointed Person to be in control of the lifting operation. The duties assumed by the Lift Supervisor include:

- Making sure the operation is carried out in accordance with the Lift Plan.
- Actual Weights and working radius are within the safe limits of the crane.
- The crane is suitable for the planned lift operation.
- The site conditions are acceptable.
- Any hazards in the immediate area are identified and any control measures necessary implemented.
- That all personnel involved are properly briefed.
- All cranes, lifting tackle and other equipment is certificated and the necessary documentation available.

2.5.5.4 The Crane Operator:

Nominated by the management to be in control of the crane. Their duties include ensuring:



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- They are familiar with the planned lift.
- Weights and Radii are within the limits of the crane.
- The crane is in an operational condition.
- Weather conditions are suitable.
- Any hazards in the immediate area are properly controlled.
- That communications with the Lift Supervisor and Slinger / Signaller exist.
- The crane and associated equipment have been inspected.
- ***It should be noted that the crane driver cannot be nominated as the lift supervisor.***

2.5.5.5 The Slinger / Signaller:

Nominated by the Lift Supervisor to guide the movement of the crane:
The Duties include:

1. Slinging the load in accordance with the lift plan.
2. Giving instructions to the crane driver to safely lift the load.
3. Ensuring the load is lifted with the slings correctly positioned and C of G lower than the lift points. (i.e. In a stable condition)
4. Checking that the area to be covered by the movement of the load is clear and that all non essential personnel are clear of the site.

2.5.5.6 Sample Lift Plan:

1. A copy of the standard Lift Plan format (Form HS08) is appended to this section for reference.

2.5.6 COSHH and the Use of the 2002 ACoP

1. The COSHH assessments should be made using HS04 with reference to the datasheet for a particular product where possible.
2. The purpose of the assessment is to enable the employer to make a decision about the measures that may be required to control the exposure of personnel to substances that may be hazardous to health.
3. Consideration should be given to:
 - Factors relevant to the work.
 - The practicalities of preventing exposure.
 - The steps necessary to achieve adequate control.
 - The need for monitoring.
 - The likelihood of other actions proving necessary.



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2.5.7 Manual Handling Guidelines.

1. Manual handling is to be avoided if a safer method is practical.
2. Where manual handling is necessary, a risk assessment should be undertaken using form HS15.
3. Where possible when planning works contracts managers/estimators should seek to:
 - Provide a mechanical solution
 - Make loads smaller.
 - Change the system of work.
 - If manual lifting is unavoidable ensure the personnel involved are aware of the best way to lift loads to mitigate the risk of injury.

2.5.8 Access Equipment and Scaffolding:

2.5.8.1 Access Equipment:

1. Where access equipment is required, arrangements should be made with a specialist provider of the necessary item and arrangements to hire or sub-contract the appropriate service arranged.
2. For highly specialised access requirements sub-contract arrangements should be made and all required certificates, method statements and risk assessments provided by the specialist and filed in the H&S File.
3. Where the equipment is to be hired and operated by CMP personnel the following procedure shall be adopted:
 - Provide height, access and location information to supplier.
 - Ensure the equipment is suitable for the proposed work.
 - Check all test certificates for the equipment are valid.
 - Provide appropriate training to personnel using the equipment.
 - Ensure the equipment is used in accordance with the manufacturer's instructions.
 - Periodically check that the equipment remains serviceable, the access requirements are still within the capability of the unit and personnel using the equipment operate it in accordance with the instructions provided by the supplier / manufacturer.

2.5.8.2 Scaffolding:

1. The company does not own or self erect any scaffolding equipment.



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2. Arrangements should be made with a specialist sub-contractor who will be responsible for:
 - Design of the required scaffolding.
 - Erection of the scaffolding and all associated access points.
 - Certification of the erected structure as being fit for CMP use.
 - Using “ScafTag” or other accepted permit for use system.
 - Periodic inspection of the structure to ensure its continuous safe use by CMP personnel and others.
 - Complete Form HS13A (Weekly Scaffold Inspection Register)
3. Whilst scaffolding equipment is in use on a CMP site the Site Manager shall ensure:
 - A valid safe-use access certificate exists on site and is on file.
 - That the safe “ScafTag” is clearly displayed at each access point.
 - That periodic inspections are being carried out to ensure the continued safe use of the scaffolding.
 - The access point is closed off at the end of each days work to mitigate the risk of third parties gaining entry to the scaffolding.
 - Records of periodic inspections are retained on site.

2.5.8.3 Roped Access:

Where roped access is considered the most appropriate solution to an access requirement, arrangements should be made with a specialist sub-contractor who will be responsible for providing all required Method Statements, Risk Assessments and certification for the proposed equipment.

2.5.9 Temporary works

1. By reviewing the methods and procedures considered appropriate during tender preparation, due regard for the full implications of health and safety matters are considered and accounted for. Control measures adopted at this stage to minimise health and safety risks are an integral part of the tender submission and should therefore be clarified at this time.
2. During pre contract meetings further development of the appropriate method statements and risk assessments will take place with the relevant control measures.
3. Detailed method statements are prepared for each work activity and risk assessments and control measures planned to mitigate safety risks to those



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involved support each method statement. (More details on the content of the Construction Record File and the additional measures to control and monitor safety issues are included in Section 8)

4. Temporary works will include all works that are to be modified to existing equipment. Checks on any modifications will be carried out to enable a control on the safe use of the equipment and to ensure that changes have been verified safe by design, calculation and possibly confirmed by means of testing. Form HS28 will be used to record the verification process involved. This form will require authorisation from the Safety Manager.
5. Checks on stability of marine vessels when modified for works will be carried out on form HS28.
6. Checks on temporary structures made on site will be carried out by means of design calculations and where possible double checking by testing a sample. Use HS28.

2.5.10 Surveillance and Monitoring:

1. As an integral part of their responsibilities Managers are tasked to review and monitor the performance of health and safety related issues on all sites. The Management System includes the use of a Health and Safety checklist for each inspection to ensure all details are covered and a record of the inspection exists.
2. Weekly Statutory Inspections are required of Plant, Lifting Equipment, Scaffolding and Excavations. These inspections should be recorded on the relevant form HS12.
3. Each site has a designated Site Safety Supervisor, generally the Site Manager or Senior Works Foreman who is responsible for the day to day performance of Health & Safety issues and will carry out the above inspections.
4. Over and above these inspections, the Safety Manager or Safety Consultants will visit the site periodically to undertake a thorough site wide inspection. This inspection will be recorded on Form No: HS01 and should be rectified by the Site Manager in a timely manner. The inspector will indicate the level of risk and thus a suitable time in which to rectify. This will either be:

A – rectify immediately.
B – rectify within 24 hours
C – rectify within 7 days
D – rectify within 1 month.



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Other comments will also be made of good observations or recommendations for long-term improvements. These items will be denoted N for Note.

5. All contracts lasting longer than a week, or at the discretion of the contracts manager, are subject to a Site Safety Audit using form HS01. The audit is unscheduled and undertaken by the contracts manager or a senior member of CMP.
6. All significant Health & Safety issues should be recorded by the H&S officer for discussion at the next management meeting.

2.5.11 Fire Precautions:

1. All sites offices barges and vans will be fitted with appropriate fire extinguishers rated to deal with the emergency anticipated at each location.
2. Fire plans evacuation notices and emergency procedures will be created using form HS23 and displayed at each location and the detail made known to those working at that location.
3. All persons should be fully aware of the measures in place to prevent fire and be conversant with the procedures should the need to evacuate occur.
5. Special precautions covering the additional risks associated with welding, burning and grinding operations will be prepared as part of the risk assessment for a particular work item and the necessary control measures fully detailed.

2.5.12 Health Surveillance:

1. There are a number of operations undertaken by CMP and its sub-contractors, which could expose operatives to health risks.
2. Each person that joins or works with CMP will first fill out a Health Questionnaire (Form No: PF05) and then – if considered appropriate by the management - attend a pre-employment medical at which they will be asked pertinent questions relating to their work activity, their existing health and may then be examined by a nurse to determine any existing/unknown health issues, which may preclude them from undertaking certain tasks.
3. This information shall not be used during recruitment and is intended to allow personnel to be appropriately employed in the work place.



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4. Although every possible control measure is employed at CMP to reduce the risks, some tasks such as using vibrating equipment retain some element of risk.
5. Follow up surveillance checks may be arranged at 12-month intervals for those persons deemed to be exposed to these residual risks. These surveillance checks are intended to pick up any deterioration in health. The findings of the surveillance checks will be made known to both the individual and the employer. Consideration will then be given to a job change or the introduction of additional control measures to prevent further deterioration of any identified condition. Some of the common health problems are as follows:

2.5.12.1 Manual Handling:

All manual loads shall be assessed (using Form No: HS15) and mechanical handling provided wherever possible. Surveillance checks will seek to pick up on inherent problems and identify where a job change may be warranted. Muscular problems identified by individuals should be reported to CMP.

2.5.12.2 Noise:

All noisy work will be assessed and minimised wherever possible using form HS18. Whilst hearing protection is provided, surveillance checks will seek to pick up any inherent problems. Hearing problems identified by individuals should be reported to CMP.

2.5.12.3 Hand-Arm Vibration Syndrome:

Existing problems with nerve damage should be picked up during initial and periodic surveillance checks. For work on site, an assessment should be carried out (using Form No: HS16) and Vibration exposure be mitigated or eliminated wherever possible. At the discretion of the site management, personnel may be rotated as a further measure to limit exposure. Existing problems identified by individuals should be reported to CMP.

2.5.12.4 Dermatitis:

Skin problems arising out of contact with substances hazardous to health should be in decline if risk assessments are followed regarding the use of appropriate PPE. However, there are personnel who will be susceptible to certain substances; identification of this susceptibility should be picked up during initial surveillance checks. Any existing problems identified by individuals should be reported to CMP.



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2.5.13.1 First Aid Provision:

1. All sites including the Head Office in which Commercial Marine & Piling work will have First Aid Facilities. First Aid kits will be provided on CMP controlled sites and where Diving Operations are being carried out with a trained CMP first aider.
2. On sites where CMP are sub contractors CMP will use the first Aid faculties of the Main Contractor where available.

2.5.13.2 Accident/Incident Reporting:

1. This section covers the general procedures to be followed in the event of incident or injury at any of the company's work locations.
2. Further details on the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) can be found in the HSE Guidance Note, held at Head Office.
3. An Incident is defined as an unplanned event, which caused damage or had the potential to cause injury or damage.
4. All incidents/injuries shall be investigated to enable the Company to take steps to prevent their recurrence with potentially more serious consequence and to enable the Company to eradicate unsafe working practices or to adopt alternative procedures so as to fulfil its aim of creating a Safe and Healthy working environment.
6. All Incidents/injuries shall be reported forthwith and an Incident/Accident Report Form (HS05) completed and a copy forwarded to the company Safety representative who will decide the nature of the investigation to be undertaken. The Safety Advisors shall also be informed and will assist with conducting investigations when instructed by the company safety representative.
7. In the event of an Incident/injury considered to be reportable to the enforcing authorities the Safety representative shall again be informed immediately to enable compliance with requirements of RIDDOR (*Reporting of Injuries Diseases and Dangerous Occurrences Regulations*) reporting to fully complied. (Form 2508)
8. The company safety representative will periodically compile a report listing the type and frequency of accidents and incidents that occur on company work sites. This report will be used to compile the annual report on accident and incident statistics. The findings will be reviewed at management meetings to establish if and when further control measures are required to mitigate the recurrence of particular types of frequently occurring incidents or accidents.



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9. All absences from work due to illness must be reported to the Site Manager/Supervisor as soon as practicable and these reports to be referred to the Safety Director. Where a reportable industrial disease is identified this must be notified to the enforcing authorities in accordance with RIDDOR (Form F2508A)

2.5.14 Company approach to Construction (Design & Management) Regulations:

1. The HSE publication "Managing Health and Safety in Construction, Construction (Design and Management) Regulations 2007; ACOP" must be referred to prior to tendering for contracts which come within the scope of the regulations.
2. Where contracts fall within the scope of the regulations it is the responsibility of the Contracts Manager and Site Manager to ensure compliance during the construction phase.
3. Where The Company is the Principal Contractor a Health and Safety Plan must be compiled prior to commencement of the Construction Phase. Refer to the ACOP for subjects to be included. The Site Manager must monitor and ensure compliance by all personnel on site. Before engaging any sub contractors sufficient enquiries must be made to ensure competency and that adequate provision is made for health and safety considerations. Method statements and risk assessments, where applicable, must be obtained and reviewed for inclusion in the Plan. During the Construction Phase the Company must ensure the co-ordination and co-operation of all contractors on site.
4. Where The Company is not the Principal Contractor it must ensure that sufficient information is made available to the Principal Contractor to enable him to compile the Health and Safety Plan and must co-operate with him during the Construction Phase.
5. All employees and sub contractors must comply with CMP SHE Policy requirements and all rules as laid down in the Health and Safety Plan.
6. Reference must also be made to the ACOP to ensure that adequate procedures are implemented to meet the requirements for the compilation of a Health and Safety File for the project.



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2.5.15 Personal Protective Equipment (PPE):

1. Once PPE is issued to an operative, it is then his responsibility to look after it.
2. CMP will provide suitable storage facilities for operatives to secure their PPE whilst not in use but any damage caused by misuse or incorrect use will not be tolerated.
3. Genuine loss, accidental damage or reasonable wear and tear will result in replacement.
4. CMP aims to control the issue of PPE; all Site Managers are required to record the issue of all PPE on Form No: HS14.



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2.6 Appendix 2/1 Health & Safety Forms and Checklists.

Site Safety Inspection / Checklist / Report	HS01
Method statement	HS02
Risk Assessment sheet.	HS03
COSHH Assessment	HS04
Accident / Incident Report	HS05
Permit To Work	HS06
Sub-Contractor Site Safety Review	HS07
Lift Plan Format	HS08
Method Statement/Tool Box Talk Briefing	HS09
Health and Safety Plan proforma	HS10
Weekly Plant Inspection Register	HS11
Weekly Lifting Equipment Inspection Register	HS12
Weekly Scaff and Excav Inspection Register	HS13
PPE Issue Sheet	HS14
Manual Handling Assessment Form	HS15
Hand Arm Vibration Syndrome Assessment Form	HS16
Site Emergency Notices	HS17
Noise Assessment	HS18
Mud Rescue procedure	HS19
Emergency Evacuation for barge work	HS20
Personnel Rescue Plan with boat	HS21
Personnel Rescue Plan without boat	HS22
Fire Plan	HS23
Hot works permit	HS24
Offshore emergency response flowchart	HS25
Emergency Contacts	HS26
Life jacket checks and usage	HS27
Dive specific forms (SEE SECTION 9)	DR01 – DR23

Sample Copies of the above forms and checklists are included in Section 15