

John McNicol & Company (Electrical Engineers) Ltd

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H&S-8

29th February 2004

Health & Safety: Statement of Intent

John McNicol & Company (Electrical Engineers) Limited are committed to Health & Safety and Workplace Regulations in all spheres of our operations. We endeavour to provide a safe and hazard free working environment. We are keen to adopt new methods and are committed to training to ensure all staff are aware of the latest developments in legislation and safe working methods.

Company management aim to design safety into all works and have developed a Statement of Safety Policy forming a basis from which to work. Please refer to the Statement of Safety Policy and its Appendices for guidance on specific matters.

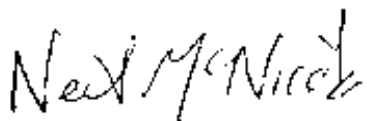
Employees are reminded that health & safety personal protective equipment (for use when danger cannot be eliminated) is available from the stores at 123 Elliot Street. If detailed guidance on the correct PPE is required, our stores can call on a network of local specialist suppliers to ensure that the correct products are requisitioned.

Employees have a duty to use and maintain correctly all such equipment and systems to minimise risk.

Pursuant to employee consultation on Healthy, Safety, Environment & Welfare matters, we welcome constructive comments, feedback and observations. The operation of Safe Systems of Working must involve dialogue between interested parties to enable successful implementation.

This Statement of Intent forms a prologue to our Statement of Safety Policy.

Yours faithfully,
for: John McNicol & Company (Electrical Engineers) Limited



Neil McNicol
Director responsible for safety

Approved:

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Statement of Safety Policy: Overview.

1. Safety can be defined as the assessment of hazards and risks and the adopting of calculated and considered operations to minimise and limit the likelihood of danger or potentially dangerous situations arising. The government have addressed safety through the Health & Safety at Work Act 1974 [HASAWA] and the recent introduction of the following;

Management of Health & Safety Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Workplace (Health, Safety and Welfare) Regulations 1992
Personal Protective Equipment at Work Regulations 1992
Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
Construction (Design and Management) Regulations 1994
Electricity at Work Regulations 1989

Health and Safety Executive publications are available from HSE Books, PO Box 1999, Sudbury, Suffolk or from the HSE office at Fifth Floor, 375 West George Street, Glasgow.

2. Under the Health & Safety at Work Act 1974, John McNicol and Company (Electrical Engineers) Limited [J.McNicol & Co.] have a statutory duty to ensure, so far as is reasonably practicable, the health and safety of all employees. Employees have statutory duties placed on them to comply with current Regulations and to adopt safe working practices and to co-operate with their employer to create safe working conditions. The Company will take all reasonable measures to ensure the Health, Safety and Welfare of all employees. The Company will comply with the requirements of the Act, any Regulations issued thereunder and any other statutes and directives which currently apply. Employees are expected to make themselves aware of current regulations. General information is displayed on the noticeboards at our 123 Elliot Street premises. Leaflets, booklets, ACOPs, HSE Health & Safety Guidance Notes, are available for inspection at the General Office. Some of our clients demand that we are aware of their particular local health & safety policy requirements and these are available from the General Office. Please request access to any particular documents that you require.
3. The Company has produced a booklet of Guidelines for the Health and Safety of Employees. [Appx I of this SoSP]. Every employee will issued with a copy of this document during the first week of working with the Company and is required to read, study and retain the guidance contained. Every employee is expected to adhere to its contents, or use them as a basis, to ensure compliance with the HASAWA.
4. If any points of this document are not clear, please approach the Safety Officer for clarification.
5. Useful emergency contact telephone numbers;

Western Infirmary	014 1211 2000	HSE Glasgow	014 1275 3000
Eye Institute	014 1211 2034	RIDDOR line	084 5010 9000
Dental Hospital	014 1211 9600	Cranstonhill Police Station	014 1204 1113
HSE infoline	087 0154 5500	Glasgow Council H&S	014 1287 6572

6. This Statement of Safety Policy does not replace specialist guidance and the Company is pleased to maintain a comprehensive range of Safety leaflets, booklets and guidance notes at 123 Elliot Street. Employees are encouraged to peruse this library and take copies as necessary. On demand, the Company will endeavour to seek out information and guidance on pertinent topics not included within the library.
7. Work on construction sites requires special care. Useful guidance is provided in HSG141 [Electrical safety on Construction Sites]. Often on construction sites, we shall work along side other trades under a main contractor –possibly CDM Regulations apply (see section G) – and we must ensure that we have an understanding of any difficult or dangerous tasks that these other parties plan.
8. Often our trade involves work in buildings where asbestos may be present. Asbestos is dangerous and must not be damaged or disturbed. Specialist surveys are required to determine its presence or otherwise, however photo-pamphlets and guidebooks are available at the General Office to offer initial guidance. Clients are obliged to advise us when asbestos is present, but sometimes they themselves are unaware of its presence. We can use our trade experience to guide them by suggesting alternatives to avoid contact with asbestos. Asbestos can be found in many forms; roofing and cladding sheets, floor tiles, ceiling tiles, wall panels, within electrical switchgear, pipe lagging, etc. ~ if in doubt DO NOT TOUCH. Stop work, vacate area and seek guidance from your supervisor, whom failing senior management. Asbestos is found everywhere, but a useful benchmark would be buildings constructed or altered during the late 1950s, 1960s, 1970 and early 1980s when its use was very prevalent. Apprentice training regarding is much improved in recent years, however all employees will benefit from periodic refresher training in awareness of asbestos. If there is any question of asbestos, please call the General Office immediately and speak to Senior Management. They will be able to support your position seeking answers from clients and building owners.
9. On occasion, we work in the water treatment industry at sewerage treatment works and similar. Great care must be exercised to avoid potential contact with Weil’s Disease (mainly carried in rat urine and transmitted via contact with open cuts or ingestion) and other contagious diseases. Simple precautions – eg. waterproof band-aid over any cuts/blisters/sores, use of overalls and gloves, eye protection or face visor, comprehensive washing with good soaps and hot water between tasks - will guard against trouble. Do not touch anything on site and then put your hand in your mouth or rub your eyes/nose/etc...On reaching site, water authority staff will be able to give you further information.
10. Pregnancy is a crucial phase of life and great care must be exercised when in the workplace, particularly during the first three months. Seek expert guidance and work out new routines with colleagues. Avoid long periods of any task, such as lifting or stretching. Change posture frequently and take regular breaks and rest. If any of the materials at work cause discomfort or create apprehension, please approach Senior Management to discuss and resolve.
11. Protect your skin against chemicals and dirt. Protective gloves or aprons are available. Frequent washing of exposed skin will limit likelihood of irritation. Avoid skin contact with chemicals, use brushes, funnels, oil cans and applicators to apply chemicals. The Company holds COSHH records on the products used during the course of our works. Provided sufficient care and thought is exercised none are overly hazardous. Careful use in a well ventilated area should not present problems.

12. Protect your eyes by using goggles, glasses or face visor. The PPE at Work Regulations 1992 has particular relevance and employees are reminded that they shall be open to prosecution by the HSE for not using safety equipment provided.
13. We seek to approach Health & Safety in the workplace by a commonsense partnership process, therefore this policy is subject to continuous review and monitoring. This policy can be adapted and altered to benefit from the latest knowledge or developments in the safety field. Regulations and directives are continually altered and introduced and the Company shall seek to stay appraised of these by any suitable means (eg membership of trade bodies, subscription to specialist publications, HSE website, etc.). Formal and informal consultation regarding Health, Safety, Welfare and Environment between management and employees shall be undertaken to ensure that the Company's Safety Policy is fulfilling its desired goals. Constructive feedback and objective comments are welcomed from employees with particular insight into specific project issues.
14. If any employee is apprehensive or concerned by any points within this statement they must share these worries with senior management, preferably in writing, to allow the matter to be resolved or further training given. If no such concerns are raised within 7 days of receipt of the policy, the Company shall assume that all aspects of the policy have been understood.

A. Management of health and safety at work.

1. John McNicol & Co. are unreservedly committed to safety. The director with overall responsibility for safety policy is Mr. ID McNicol. Neil McNicol, who may be contacted at the General Office, has been appointed the firm's Safety Officer and is responsible to Mr. ID McNicol for implementing policy. Employees shall report to their supervisor, who shall report to Neil McNicol, who in turn shall report to Mr. ID McNicol. He may take action or, if appropriate, delegate the role of assessing or implementing policy to another member of staff with particular knowledge of a specific discipline or area of work. The shaping of the safety policy system shall take full account of legislation, previous experience gained and considerations of good practice. Appendix II shows a diagram of the management structure for the health & safety aspects of our business.
2. To apply the safety policy system fully and correctly, safe systems of working will be developed. All activities and duties undertaken by the Company will be assessed for any risks. This risk may be to employees or anyone else who may be affected by our work activity. Safe methods of undertaking work will be devised following this assessment which shall be communicated by means of a method statement. Accepted standards and normal methods of working will be deemed acceptable where their adoption concurs with the assessed risk. Where it is shown that situations have arisen that were dangerous or potentially dangerous, they shall be investigated, reviewed and re-assessed in light of the findings and an improved safe system of work will be adopted. A continuous monitoring process, learning from experience and from outside bodies, shall be employed to ensure that the applied safety policy is working correctly.
3. Safe systems of work shall be adopted. Options shall be considered prior to work commencing and the correct and appropriate method of safely completing the task instituted. Communication between colleagues and other interested parties is vital to ensure a thorough understanding of the work to be undertaken and co-ordination of activities. Interested parties may be other employers and their employees sharing our work site, members of the client's staff or customers, patients, staff, students, members of the public and their pets and animals. Briefings will be carried out prior to work being undertaken. If particular points or details are unclear, employees should seek clarification before proceeding. If appropriate, specialist training shall be sought to ensure that employees are fully familiar with a new area of work, particular discipline or hazard.
4. If employees do not believe that they have had sufficient guidance, training or information on the works that they are expected to undertake, or appropriate equipment commensurate with the area that work is located in or the height that it is located at they must share their concerns with their supervisor (per Appx II flowchart). The supervisor will institute a procedure to re-assess the task and its attendant risk and to develop a fresh safe system of work. If employees feel that, at this stage, a safe system is not being adopted, they are welcome to approach the firm's Safety Officer. If they still feel that their concerns are not being treated with sufficient gravity, they should submit a written report to Mr. ND McNicol. Mr. ND McNicol may approach outside parties (eg trade association, unions, specialist manufacturers, etc) to seek expert guidance with the aim of resolving the issue.

5. If a risk assessment shows it to be necessary, health surveillance will be provided for employees. For example, those working with Display Screen Equipment are entitled to free eye sight test.
6. Temporary workers will be treated as full employees with regard to Health, Safety and Welfare.
7. John McNicol & Co. are open employers. The Company does not feel the need to discriminate against employees or potential employees on grounds of age, sex, race, religion or origin – competence, ability, commitment, manner and flexibility are the key attributes sought in employees for suitable vacancies. If any particular conflicts or difficulties arise in respect of Health, Safety and Welfare issues, John McNicol & Co. shall seek external independent guidance (eg. trade association, unions, specialist government departments, etc). A target time for resolution would be four working weeks after the issue first arises.
8. Where local conditions require special consideration, a local safety policy will be implemented. This may take the form of a new document being drawn up or adoption of a client's own safety policy - in so far as its requirements exceed the requirements detailed in this safety policy. Clients will be consulted and a combined approach to Health and Safety agreed. These particular local safety policies will be discussed fully with affected employees and the Company shall ensure, so far as is reasonably practicable, that complete understanding of the policies is gained. Training shall be instituted, if necessary from outside agencies, to eliminate any risk or hazard arising from these particular local conditions. In any cases where several safety policies cover a situation, the most onerous policy must be followed, unless written dispensation given by Mr. ID McNicol.
9. Clients, construction site operators, other trades, members of the public, building owners, users and occupiers have a duty to advise us of any hazards, latent hazards or periodic hazards that are present. They will have COSHH information available pertaining to their site and will afford us the safety status required. They will be able to show us their Building's Asbestos Register and to advise us if any explosives or solvents are on site.
10. The Company shall maintain an accident report book in the General Office. Neil McNicol has responsibility for the safe keeping of accident records from the new style January 2004 accident book. If an accident occurs, or a potentially dangerous situation arises, full details will be submitted in writing within 48 hours by all interested parties. The report should be written whilst information is fresh. Minimum information required: Date, Client/Site, Parties Involved, Weather/Site conditions, Salient points of the event. Details of any injuries and any response To fulfil legal requirements, under certain appropriate conditions, the information shall be logged in the accident book and reported to Statutory Bodies. The information from accident reports will be collated and reviewed quarterly to allow the Company to monitor Health & Safety performance and the findings shall be reported to the directors. By identifying or defining any trends that are developing, we will be able to take measures to improve the situation.
11. The RIDDOR telephone line is 084 5277 0277. This is an HSE Hotline for reporting Reportable Incidents and Dangerous Occurrences. RIDDOR '95 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, which came into force on 1 April 1996

12. Continuous monitoring of these accident or incident reports will allow the Company to monitor its Health & Safety Climate. The Managing Director of the Company will be able to verify the successful (or otherwise) implementation of the Company safety policy.
13. If an accident or incident occurs, employees MUST advise the senior employee on site, or client's representative, or the General Office immediately to allow appropriate medical action to be taken (if necessary) or suitable remedial action can be taken to prevent a subsequent re-occurrence.
14. If necessary, employees can take a taxi from site to the Accident & Emergency Unit of the local hospital and the Company will meet the costs. Contact should be made with the General Office, so that measures may be taken to protect any vulnerable employees remaining on site.
15. Where circumstances dictate, we may have to employ specialist sub-contractors on our project. Prior to their appointment, to verify the possible sub contractors, we shall audit their safety commitment; by previous knowledge, verbal enquiry or written enquiry using our subcontractor's audit form (Appendix IV). If, after due appraisal, the potential sub-contractor is felt not to give health and safety due prominence or sufficient emphasis, John McNicol & Co are entitled to seek alternative service providers.

B. Provision and use of work equipment.

1. These regulations are often referred to as 'PUWER'.
2. Work equipment is a broad title and includes everything from a hand tool, through vehicles and machinery, to a complete plant. Use includes installing, dismantling, starting, stopping, operating, driving, maintaining, cleaning, repairing, modifying, setting, transporting, etc.
3. Employees of each electrical grade have a duty to provide and maintain in good order a full tool kit as listed in the SJIB guidelines. For certain tasks and duties, the Company will provide supplementary equipment (possibly hired in for short durations). Such supplementary equipment should be maintained in good order and operated within supplier's recommendations. In the event of unfamiliarity, the Company shall arrange for expert guidance to be offered to the employees concerned, Office and other ancillary staff will, in general, have equipment for their work provided and maintained by the Company. Office equipment, as with all site equipment, shall be selected and chosen to fulfil requirements correctly, comply with all appropriate EC product safety regulations and be 'fit for purpose'. Consideration to the ergonomic design and environmental impact of work equipment shall be given, but shall not over-ride safety concerns.
4. Equipment shall be maintained in a state of good repair and full working order to ensure optimum efficiency. Employees have a duty to report any matters that would tend to undermine the above. Dangerous parts of machinery shall be guarded or a barrier preventing access erected. The danger may be due to many different sources; e.g. movement, temperature, unintended discharge of articles or substances, unexpected rupture or explosion. Risk assessment will determine the appropriate method of guarding machinery. Control systems and devices and isolators shall be sited and incorporated into machinery to ensure that elements of danger or risk are, so far as is reasonably practicable, eliminated.
5. Due consideration shall be given to stability and adequate lighting of machinery and tools to allow their safe and efficient operation. Movement space around equipment shall be assessed to confirm that it is sufficient to permit safe use. Warnings and markings shall be clearly placed on equipment, tools and machinery, where necessary, to alert anyone who may come close to that item of any potential hazards or particular characteristics.
6. Vehicles provided by the company (whether directly owned or hired in) will be maintained to comply with current legislation. Employees who are suitably qualified may be requested to and may drive the vehicles for the purposes of work and will be covered by the company motor insurance policy. This insurance policy has certain restrictions, e.g. barring drivers under a particular age from driving vehicles over a certain unladen weight, and the company will fully endeavour to advise employees of these restrictions. Employees are reminded, however, that when on the public road that they are responsible for the vehicle, its construction and use. The company cannot be responsible for any Road Traffic Offences (including Parking Tickets or Mobile Phone usage) committed by employees in company vehicles during the course of that employees work. It should be noted that the insurance policy is limited to employees using the titled vehicles in the course of their work and specifically precludes their use for personal or private journeys, unless previously agreed with the directors. Employees are reminded that our vehicles have our name & telephone number in large characters on their side and misdemeanors are soon reported by concerned citizens. . Please see below for further details of a System for Safe Driving.

7. A Safe system of driving.

- Employees are encouraged to obtain a copy of 'Roadcraft - The Police Drivers' Manual' (ISBN 0 11 340721 1 Published by HMSO) and study it thoroughly.
- Leave a safe distance between yourself and the vehicle in front. Two seconds can be useful ready reckoner for establishing an appropriate safety gap with the vehicle in front. Concentrate on driving and make sure all switches are set to provide the optimum driving environment.
- The adoption of a considered and systematic approach to driving will benefit the driver and other road users. The system of car control is a system or drill, each feature of which is considered, in sequence, by the driver at the approach of any hazard. The outline of the system, as detailed in Roadcraft, is noted below.
- A hazard is any feature which contains an element of actual or potential danger. It may be; a physical feature such as a junction, a roundabout, a bend or a hillcrest - or be created by the position or movement of other road users or pavement users -or be created by variations in road surface or weather conditions. Only the features of the system applicable to a particular circumstance are put into operation, but whichever features are selected they must always be put into operation in the correct sequence.
- COURSE ~ The driver, having seen the hazard, decides on the correct line of approach. He looks in his mirrors and if it is necessary to change position to obtain the correct course, he considers a deviation signal.
- MIRRORS, SIGNALS & SPEED ~ The mirrors are again used and if the intention is to turn right or left at the hazard, consideration must be given to a deviation signal. Any reduction in speed for the hazard will be accomplished at this stage precede by a slowing down signal if appropriate.
- GEAR ~ The correct gear is selected for the speed of the vehicle following the application of the second feature.
- MIRRORS & SIGNALS ~ It is essential to look in the mirrors again and to consider a signal to deviate, if not previously given, or to emphasise an existing deviation signal.
- HORN ~ Sound the horn, if necessary
- ACCELERATION ~ The correct degree of acceleration is applied to leave the hazard safely.

In the unfortunate event of an accident with a vehicle whilst on Company duty, details should be recorded forthwith of any other parties, vehicles, property, animals involved and sketch plan made (whilst memory fresh). This information should be submitted to the General Office timeously – to prevent unknown unexpected approaches from third parties and their insurers.

C Manual handling operations.

1. The risk assessment carried out in Section A para. 2 will identify the nature and scope of any manual handling operations to be carried out in the course of employees work. Many factors shall be taken into account e.g. does the load have to be moved at all, can it be moved mechanically, the shape and size of the load as well as its weight, the environment that the movement will be made in, the way the task will be carried out, etc.
2. The safe system of work implemented under Section A para. 3 shall take full account of the difficulties of manual handling loads.
3. Avoidance of injury is paramount and employees are required to participate in continual risk assessment prior to manual handling operations. If the assessment suggests a different course of action from that laid down in the guidelines, employees should alert their supervisor so that the matter can be fully explored. Is the load secure? Can it be broken down into smaller and more easily moved parts? Is it bulky or heavy? Does it require unusual strength to move it? Would mechanical handling aids would be more appropriate?
4. It may be useful to consider the following points, as a basis, when making an assessment;

Do the tasks involve –

- Holding loads away from the body?
- Twisting?
- Stooping?
- Reaching upwards?
- Large vertical movements?
- Large carrying distances?
- Strenuous pulling or pushing?
- Unpredictable movement of loads?
- Repetitive handling?
- Insufficient rest or recovery periods?

The loads, are they –

- Heavy?
- Bulky / unwieldy?
- Difficult to grasp?
- Unstable / unpredictable?
- Intrinsically harmful (eg. hot, sharp,..)?

In the working environment are there –

- Constraints on posture / confined spaces?
- Poor floors / variations in levels?
- Hot / cold / humid conditions?
- Strong air movements or external forces?
- Poor lighting conditions?
- Limits on ventilation?

Other factors –

- Is movement or posture hindered by clothing or personal protective equipment?
- Presence of unaware persons, children or animals?
- The maximum weight that an individual can lift is the weight that they can lift comfortably.

D Workplace (health, safety and welfare).

1. John McNicol & Co. (E.E.) Ltd. shall ensure, so far as is reasonably practicable, that all work places shall be well ventilated, kept at an appropriate temperature and be adequately lit. Dimensions and spacing of rooms and work stations shall be suitable and in line with the Regulations, there shall be adequate space for working and for the safe passage of circulating traffic. Seating provided shall be suitable for its purpose and shall be maintained in good order.
2. The buildings occupied by the company as the General Office and Anderston Electrical Works are constructed and maintained within the scope of the Buildings Standards (Scotland) Regulations 1990 (as amended) and subsequent Local Authority statutes. The doors, floors, windows, walls, gates, stairs, handles, clasps, locks, gas/pneumatic/electricity/water distribution systems, etc. have been chosen and installed to ensure, as far as is reasonably practicable at the time of construction, full compliance with the regulations and to be fit for their intended purpose. Employees have a duty to alert their supervisor if potential hazards are identified.
3. A fire alarm system will be installed, maintained and tested periodically (1st Saturday each month with any anomalies and subsequent remedial action logged) at the Company's premises. Suitable current fire extinguishers shall be placed at strategic locations or as directed by the local fire officer. Escape doors will be provided in line with building regulations. Employees co-operation is sought to maintain clear access on escape routes to escape doors.
4. Rest/messing areas and toilets/ washing facilities are provided at the main works. A first aid box is located in the General Office. Similar standards shall be applied, as far as is reasonably practicable, on all sites of more than five employees. Agreement will be sought with the client or main contractor to co-operate on the provision of facilities. Employees should treat facilities provided with respect.
5. On short duration/small numbers sites, use of local facilities will be sought by agreement with the person requesting the works.
6. John McNicol & Co. (E.E.) Ltd. will provide waste removal facilities and arrange for cleaning to be carried out, however employees are asked to tidy and dispose of excess materials, components and equipment appropriately as work progresses. The build up of materials and equipment not required for the task in hand should be avoided. Piece wrappers, crisp pokes, empty bru bottles should be tidied away as soon as breaks are finished. Rubbish bags are available to store these safely until they can be disposed of hygienically. Assistance from management and client's can be sought in this regard.
7. John McNicol & Co. have a responsibility for the health, safety and welfare of future generations and, as far as practicable, seek to implement waste disposal policies with minimum environmental impact. We encourage our suppliers to minimise un-necessary packaging, recycle materials where suitable and endeavour to anticipate and exceed all relevant EC directives.

8. The first aid box is exactly that and, in the event of incident or accident, qualified medical assistance should be sought. If necessary, employees can take a taxi from the works or site to the Accident & Emergency Unit of the local hospital and the Company will meet the costs. Contact should be made with the General Office, so that measures may be taken to protect any vulnerable employees remaining on site. After care has been given and the affected employee is sufficiently recovered they should seek an exact written description of the injuries suffered, treatment given and likely long term prognosis. Information should be sought whether 'follow up' visits to medical services (eg physiotherapy, counseling,..) are required. The Company will assist in complying with any such requirements.
9. The noise level within the workplace should be kept to a tolerable level. If surveys reveal, site rules require or personal experience dictate, ear defenders complying with all relevant EC directives will be made available. Similarly, respirator face masks, complying with the latest EC regulations, are available upon request, if the workplace atmosphere is contaminated with dust or other airborne particles. Once issued, employees will be responsible for the care and retention of their 'own' respirator face masks – any short comings should be reported for prompt action via the stores.
10. The workplace should be, as far as it ever can be, a settled and ordered environment. Bullying has no place at John McNicol & Co. and is viewed as a serious threat to the ability of the Company to undertake its electrical business safely and efficiently. If any employee feels that they are suffering from bullying, they should approach senior management confidentially for an initial discussion. It may assist to keep a diary or log of events with notes of incidents or independent witnesses. The situation will be monitored and reviewed (if necessary by third parties or electronic equipment) and steps taken to ensure that it stops occurring.
11. A degree of stress seems to be beneficial in sharpening performance, however this should not reach such a level that it impairs the health and welfare of employees. If any employee has anxieties that stress levels are becoming intolerable, they should approach senior management confidentially for an initial discussion. It may assist to keep a diary or log of events with notes of incidents and subsequent effects. The situation will be monitored and reviewed (if necessary by interview with medical or similar experts) and steps taken to ensure that it stops occurring.
12. Domestic, social and environmental climates outwith the Company can affect employees within the workplace. John McNicol & Co. rely on the positive contribution of all employees in providing an electrical service to clients with administrative support. Domestic violence, excessive alcohol intake, use of controlled substances, extreme weather, etc. can lead to employees reporting 'unfit for duty'. [In this regard, the definition from the Road Traffic Act of 'fit to drive' will be taken as 'fit to work'.] Management will seek to view repeat cases sympathetically, but it must be remembered that the electrical industry involves working with potentially lethal energies, at dangerous heights and with rotating machinery. In the office, key financial decisions that may affect the future well being of all employees are based on information and systems maintained by staff. Where practicable, short duration leave of absence may be considered as a step prior to invoking disciplinary procedures.

13. Working hours will be in line with EC directives and based on the latest SJIB guidelines. Employees are entitled to sufficient breaks to provide rest and recovery period between tasks, full details are listed in the SJIB Hand book available for inspection at the General Office. Employees are encouraged to eat proper food during these breaks (eg balanced diet ~ fruit, protein, carbohydrates, etc..) to ensure adequate blood sugar levels to maintain peak performance and minimise the chance of errors. On certain projects, electrical work can be as arduous as playing an international rugby match and employees have to guard against 'the knock'. Further guidance is available from outside bodies such as the Scottish Health Education Group.

E Personal protective equipment at work (PPE).

1. All employees are entitled to PPE designed to be worn or held to protect against a risk to health or safety. PPE should be considered as a last resort, the need for PPE should be, if possible, minimised or eliminated at the risk assessment stage of this safety policy. If risks cannot be adequately controlled then suitable PPE shall be supplied by the firm free of charge for the protection of employees against that risk. The PPE will be maintained, stored and renewed as appropriate by the Company. Employees are required to be familiar with correct and proper use of PPE. The Company will arrange for guidance or training to ensure that full understanding of the correct use of PPE is gained and the Company will subsequently endeavour to ensure that employees are using PPE properly.
2. All works employees are entitled to free overalls and all permanent works employees safety boots; these should be kept in good order and laundered/polished periodically. Employees are expected to advise if the wear and tear suffered during the course of work has led to a deterioration of the effectiveness of this PPE. Where particular client's local requirements necessitate additional protective clothing, this shall be provided free of charge by the Company. Hard Hats, Food Industry Beard Snoods, Eye Goggles, Respirator Masks, Ear Defenders and Gloves, etc. shall be maintained and provided by the Company free of charge. Where a risk assessment shows, or particular local rules require their use, these items should be requested from the Company stores or from the Client's representative. Employees should take good care of PPE in their possession, use it properly and store it carefully when not in use.
3. On certain sites and during certain processes – for example foul water treatment works (sewerage plants) - disposable neoprene gloves and ‘paper’ overalls should be used in preference to the standard blue cotton boilersuits. Site conditions will determine the optimum usage; however certainly PPE should be taken off during breaks. Fresh gloves should be worn at the start of each phase of the works. There shall be no charge to employees for the use of such equipment. When appropriate, new PPE will be bought in, guidance shall be sought from specialist suppliers on the most effective/optimum equipment available to meet the latest EC directives. Cost is not the issue here, effectiveness is the paramount concern.
4. Certain clients have requested that we wear orange overalls to ensure maximum visual indication of our presence on site. Where this applies these stout boilersuits shall be issued free of charge - as the need arises. Once issued to a particular employee, the employee is responsible for the protection and laundering of said orange boilersuits. The key purpose of the orange colouring is visual impact, therefore they must be kept clean. It is accepted that the arduous environment on such sites may lead to a shorter effective lifespan for such overalls. New orange boilersuits should be requisitioned before the effectiveness of the current pair diminishes below worthwhile levels.
5. The use and wearing of Day-Glo yellow high visibility vests or jackets is encouraged. These can be beneficial on many industrial sites, as well as the more usual external roadway/construction site/quarry type projects. They allow other persons to be aware that a specialist trade is on site and working. The period of issue of overalls and boots is covered by separate notices displayed on the notice board at 123 Elliot Street. In essence, overalls and safety footwear will be issued to Works personnel as soon as they start work. Subsequently, a rolling programme of replacement equipment will be instituted.

F Health and safety (display screen equipment).

1. John McNicol & Co. (E.E.) Ltd. will assess display screen equipment in consultation with employees and reduce any risks discovered. It is accepted that work with display screens can, if intensive and over a long period, lead to muscular strains, eye fatigue and stress. The Company shall ensure, so far as is reasonably practicable, that work stations satisfy the ergonomic and logistical requirements for safe and proper use of screens, keyboards, desk and chair. Working environment, tasks and breaks & change of work activity are all to be considered in the risk assessment.
2. Concentrated use of Cathode Ray Tube Terminals is unwise and employees are reminded that current thinking suggests a diversion/brief walk/other task be undertaken every 45 minutes or so.
3. The company will provide suitable anti-glare non reflective lighting in areas where the category of use of display screens is D2 or D1. In compliance with good electrical design, the Company endeavours to ensure that appropriate and suitable lighting is in service in all areas of its premises.
4. Where a risk assessment shows a requirement for ancillary equipment to eliminate risk, e.g. Anti-glare screen, wrist support, foot rest, adjustable chair, etc., these shall be provided and maintained by the firm free of charge.
5. The company will ensure that employees are given guidance and, if necessary, training and provide information on the safe and proper use of display screen equipment. The continuous monitoring component of the risk assessment system of this safety policy requires that employees alert their supervisor to any new risks arising.
6. Employees who use Display Screens regularly are entitled to free eye sight tests. Take a test and submit the invoice to management for re-imburement. We undertake Display Screen Equipment risk assessments and ergonomic layout assessments at working positions.
7. Mobile telephones with small display screens are provided on occasion by the Company. Their prolonged use is not encouraged - whilst government and manufacturers try to establish if there are any latent health implications. Whilst the convenience of a mobile telephone is attractive, perhaps a land line should be used where possible. If site does not have a telephone, perhaps a call box and reverse charge calls via the operator is an option worth considering initially. The Company does not condone the use of mobile telephones whilst operating machinery — eg driving a vehicle, turning a comm.. The use of personal telephones is not permitted within the workshop at 123 Elliot Street and over use is discouraged in all locations.

G Construction design and management regulations.

1. John McNicol & Co. (E.E.) Ltd. will endeavour to comply with all aspects of the CDM Regulations, in so far as they apply to works being undertaken.
2. In essence, the Client will be able to advise if CDM Regulations pertain (eg more than 5 operatives on site at one time, any demolition works, more than 10 hours work in the project, etc.). In such circumstances, the Client shall appoint a Planning Supervisor who will guide and assist to ensure that all parties comply with current regulations.
3. The Client will arrange for a Pre-Tender Health & Safety Plan to be drawn up and submitted timeously to allow John McNicol & Co. to take cognisance of any salient Health & Safety features that may affect our approach to the project. This plan must make mention of any known significant matters on site, whether directly involved or not with our particular project. It is for John McNicol & Co. to decide the relevance or otherwise of the information, not for the Planning Supervisor to assume that key matters do not concern us. In the absence of a Pre-Tender Health and Safety Plan, J.McNicol & Co. must assume that it is a “clean” site with no hazards. Persons in receipt of this SoSP who know otherwise are duty bound to advise us to the contrary.
4. Whether acting as Principal Contractor or a Sub Contractor, John McNicol &Co. will endeavour to comply with all reasonable requests for return of information or plans.
5. Where necessary, J.McNicol &Co. shall post HSE Notification (F10a).
6. Once a contract is in place, a Health & Safety Plan for the Construction Phases of the Project (CPHSP) will be prepared. This will be based on the workscope identified by the client’s requirements - whether written or verbal. These will usually be defined by drawings, tender and specification documents based on the extent of the works ordered and requested by the client or employer and will be developed by extending the initial Pre-Tender Health & Safety Plan. Information and guidance will be gained from any available source to ensure that the CPHSP is prepared using the latest and most accurate information available. J.McNicol & Co. will prepare and co-ordinate or will contribute to the CPHSP as commensurate with our status within the project hierarchy.
7. In appropriate circumstances, a Health & Safety File (HSF) will be maintained on site. This will include information relevant to the project such as, but not limited to, tender document, drawings and schedule, specification and bill of quantities, diagrams, charts, plans, manufacturer’s leaflets & brochures, programme of works, etc.. The HSF will be maintained on site and will be available to any interested parties for inspection upon reasonable request. New persons arriving on site will be expected to familiarise themselves with its contents. Such persons should contribute any salient comments or additions to the HSF, which will be incorporated and included in the file.
8. Once the project is completed, final updating of the HSF will be ensured. Any revised ‘as fitted’ drawings, new circuit charts will be cross checked for veracity prior to inclusion in the file. Leaflets with information on spare parts or recommended maintenance procedures from manufacturers may be included where possible. Test routines and planned maintenance will be advised where unusual. The entire document will be handed over to the Planning Supervisor for checking and passing on to the Client / Building End User.

H Electricity at work regulations 1989 (EAWR).

1. During the course of many of our works, there shall be close proximity to electrical energy. This may be at dangerous voltages.
2. Unless otherwise specified by experienced professionals, all our works will be undertaken in line with the latest version of BS7671:2001 ('16th Edition Wiring Regulations') and its associated Guidance Notes, Code of Practice and On Site Guide. The exact categories of various voltages are defined in this document.
3. All our works associated with electricity must comply with the Electricity at Work Regulations. Guidance is available in HSR25 'Memorandum of guidance on the Electricity at Work Regulations 1989' and HSG85 (2nd edition, 2003) 'Electricity at work - safe working practices'. This offers safe working practices to combat hazards. Assessments, procedures and examples are given to pool combined knowledge and allow electrical workers to benefit from previous experience. This is a short and worthwhile document and employees are encouraged to read, digest and retain the information contained.
4. 'Dead working' is the standard situation. 'Live' working is not permitted or recommended unless special requirements demand it and SSW and permit to work systems are employed. The law states that systems being worked on must be 'dead' unless it is unreasonable for them to be so. It must be a very special reason (eg medical equipment or crucial system) to demand live working [eg. a busy computer is not an adequate reason for live working]. When working on isolated circuits, locking off, complete removal of fuse carriages or similar method shall be employed to prevent the system becoming energised inadvertently.
5. Where client's require a 'permit to work' system to be applied (and they do not have a prepared permit system in place), a copy of the example contained in HSG85 will be considered suitable. The flow chart in this document should be followed.
6. Where hand lamps are required, they shall be used and maintained in line with PM38.
7. Where test lamps, test probes and leads are required, they shall be used and maintained in line with GS38.
8. Where steam water pressure cleaners are required, they shall be used and maintained in line with PM29.
9. Where work is to be undertaken within a quarry environment, the more onerous requirements of COP35 shall apply in preference to the requirements of EAWR and BS7671, although these documents remain relevant. They form a worthwhile reference point for shaping designs and providing systems for electrical matters not specifically covered in COP35.

I Young persons at work.

1. Special consideration shall be given to persons under 18 years of age working with J.McNicol & Co.. These may be apprentices, general workers, office staff or temporary work experience students or scholars. They shall be fully covered by our insurances.
2. Tolerance and extra supervision are requested from graded employees when working with a young person.
3. Such young persons shall work under the close personal supervision of a senior employee who is familiar with the workscope demanded.
4. In general, Young Persons under 16 years of age are not permitted to use access equipment leading to their feet being higher than four feet above floor level. Persons over 16 years of age but under 18 years of age may use standard access equipment under guidance from a senior colleague. Where necessary harnesses should be worn. Ladders will be tied or footed and scaffolds will have stabilisers and toe boards, etc. in line with the main SoSP.
5. The tasks and outcome expected from the young person will be discussed thoroughly prior to commencing each task. If any points are unclear the works should be further discussed until clarity is reached.
6. The use of drilling machines by young persons is not precluded, subject to use at ground level and under close personal supervision by a senior colleague.
7. Under no circumstances can hot works (eg welding/burning) or high speed cutting works (eg. angle grinder, band saw, disc cutter) be carried out by a young person. However, wearing suitable eye protection, etc. , they are encouraged to watch and learn whilst a senior colleague does undertake such works.
8. It would be beneficial if young persons, particularly on work experience programmes, made a log book of sites attended and work tasks undertaken. This may take the form of notes, sketches, diagrams, etc. They should also note any PPE measures invoked or safety procedures followed. It may prove useful for future reference when answering questions relating to the work experience programme.

J Working at Height.

When working above ground level, access equipment should be used to provide a platform for safe working. For example, access equipment may take the form of ladders for access, steps, mobile tower scaffold or powered access machine dependant on circumstances.

The Company will endeavour to ensure that operatives have been trained and offered guidance on appropriate use of such equipment.

Simple points to be followed when working at height.

- Don't start work at height until you have properly planned how you are going to do it, and you have weighed up and controlled the risks involved.
 - Ensure that you have fully considered all of the ways in which you could be at risk of falling.
 - Don't underestimate the risks involved. Simply "taking care" is not enough. Proper precautions must be in place.
 - Consider whether there are other, safer ways of doing the job.
 - Decide what equipment is required for the job. Ideally precautions should be designed to prevent a fall, for example using guard rails at a roof edge or crawling boards on a fragile roof. For some jobs it may be appropriate to use fall arrest equipment such as a safety harness.
 - If you have not got the appropriate equipment then get it. Don't take a chance with a ladder if what you should be using is a tower scaffold. Making do without the right equipment in an attempt to minimise expense can lead to injury or death, as well as prosecution if the law is broken.
 - Ensure that there are no defects in any equipment that you use.
 - Make sure that equipment is used safely and that any necessary training and/or supervision is provided.
-
- Constant vigilance is required to minimise danger. Any concerns, stop work and seek guidance.

K Notes.

PLANT

- All employees are reminded of their duty to carry out a visual inspection of any plant prior to its use, to ensure that it is safe and is suitable for use. It may have been tampered with or altered in your absence. Other trades on site are notorious for purloining electrician's plant for their own use. This extends to mechanical equipment and access equipment as well as electrical plant.
- Minor matters should be repaired on site immediately and major matters should be reported to the Company for remedial works or replacement.
- The Company is identifying all plant and, where appropriate, instituting a rolling programme of portable appliance testing. This applies both within the Workshop and out on site. Your co-operation will be appreciated.
- It is important that all electrical equipment used on construction sites, or similar, is 110volt CTE and is of suitable ruggedness for its expected duty. Battery operated hand drills can be a useful solution to avoiding trailing leads, although great care must be exercised as these are attractive to sneak thieves and petty criminals.
- These areas of your responsibility are extracted and highlighted from the main text of the Statement of Safety Policy. Constant vigilance is required to minimise danger.

INGESTION OF MATERIALS.

- All employees are reminded that they should not chew or swallow any materials or equipment found in the course of their duty. For example 'pyro compound' can cause irritation and swelling if chewed. Tallow, to ease threading conduit, is not suitable for eating. PVC adhesive should not be swallowed or inhaled. If any doubt exists about any chemicals/materials encountered during the course of your works, please contact the general office for guidance.

ASBESTOS. The Control of Asbestos at Work Regulations 2002 (CAWE) places a duty of care upon companies occupying buildings constructed between 1930 and 1970 to prevent exposure of their workers by managing their asbestos.

- All employees are reminded that they should not break or disturb asbestos. Existing employees will be offered training to ensure that they are familiar with asbestos, its forms and its effects. New starts will be interviewed to ensure that they are similarly familiar with asbestos. Apprentices will be taught about asbestos as part of their College course. HSE Guidance on asbestos is held at 123 Elliot Street and is available for all to inspect. We shall actively seek information from Clients and Building Owners to establish if asbestos is present in our work locations. An asbestos register should be available for inspection within any building where we may work detailing the nature and extent of any asbestos on site. Regulation 4 makes it compulsory for non-domestic properties to be inspected for asbestos. Regulation 4 also stipulates that dutyholders have to keep a formal, up-to-date and written asbestos register, detailing the type, location and condition of all asbestos-containing materials in the property. Asbestos in the construction industry was only banned in 1999 so the vast majority of non-domestic properties built before then are likely to contain asbestos-based materials.

APPENDIX I

Notes on Safety for the Guidance of Employees

1. To ALL EMPLOYEES AND TEMPORARY WORKERS.

It is important that you understand and remember that, under the Health & Safety at Work, etc. Act 1974, the Company has a duty, so far as is reasonably practicable, to ensure your health and safety at work. At the same time, you must remember that all employees have statutory duties; to comply with current Regulations, to adopt safe working practices and to co-operate with their employers to create safe working conditions.

The following guidance notes are intended to assist you in fulfilling your duty. They are designed to fit in a tool box top tray. You are urged to read these notes and to heed their contents and spirit at all times. Please remember that our aim is to promote a uniform and satisfactory standard of safety at work by operating in harmony with other trades, clients and other interested parties. You are required to comply with such Acts and Regulations as apply to your works. Further information on Health & Safety is presented in the Company's Statement of Safety Policy. For areas not covered, we shall seek expert guidance from external sources.

In cases where your work bounds upon or overlaps areas used by the public or client's personnel or their sub-contractors, every reasonable care must be taken to safeguard persons and animals from danger arising from your actions. If there is any doubt consult your supervisor for guidance.

2. NOTIFICATION OF INCIDENTS, ACCIDENTS & DANGEROUS OCCURRENCES.

In the event of an employee suffering an accident or injury the immediate supervisor, or a senior member of staff on 0141-221 0725, should be alerted as soon as possible and when practicable full written statements, containing all salient facts, should be prepared by all parties involved. If a potentially dangerous situation arises, or circumstances which may lead to a dangerous situation become apparent you should inform the immediate supervisor, or senior member of staff, to allow appropriate action to be taken. A pre-printed form "Report of Potentially Dangerous Electrical Condition" (available from the General Office) should be used to notify any such electrical instances in a standard format. Certain specified accidents and incidents - such as those resulting in three lost working days or worse - shall be reported by JMcN & Co. to the HSE on the RIDDOR line (0845 2770277). Details of all accidents shall be recorded in the Company accident book, held at the General Office. A First Aid Box will be maintained at the Company's General Office and also at any site where more than five Company personnel are working. First Aid Boxes should not be tampered with or mis-used. Employees on all sites should consult their Site Supervisor for the location of First Aid provision, generally such information will be available from the Site Office or Mess Room. On arrival at site, the location of the nearest Hospital Accident & Emergency Unit should be established with the Site Supervisor. There should be no hesitation for an accident sufferer presenting at this A&E Unit, if in doubt attend. Travel by taxi if necessary. Send any vulnerable persons remaining on site to a place of safety (such as the General Office), again by taxi if necessary. The Company will meet any such costs to the taxi operator (send them on to Elliot St if necessary).

3. WORKS PREMISES.

Where work is required at new or existing premises or locations, you are to comply with such Legislation, Quarry Rules, Factory Standing Orders & Notices, Site Rules & Contractor's Safety Rules, Codes of Practices, etc. as are relevant, particularly in respect of Fire Precautions, Protective Equipment, Authorised Work Areas and Access Routes. When reaching site for the first time, ask a responsible person (such as the Project Officer, Site Chargehand or the Client's Representative) for a Site Safety Briefing, in particular ask about any potential health hazards such as ASBESTOS, explosives or sewerage. Precautions against fire and explosion must be maintained at all times. Emergency exits and fire fighting appliances must be kept clear and accessible. The storage of petroleum spirit and other flammable materials must comply with the Petroleum Regulations, the Local Authority and all current rules and orders applying to the materials and the location. Naked lights, cutting torches, welding equipment must not be used in hazardous areas, unless a "permit to work" certificate has been issued by a responsible person. There shall be strict observance of NO SMOKING signs. Ensure that there is adequate lighting and ventilation in your work area.

4. TIDINESS.

Every effort must be made to prevent rubbish accumulating as work proceeds. Sites must be cleared regularly to ensure a safe working environment. Returnable cable drums, packing cases and unused off cuts & materials must be stored neatly away from the work area, in a place approved by the Site Manager. On no account, must loose pieces of timber with protruding nails be left lying around. Nails should be hammered flat and wood stacked neatly and securely. Plant and unfixated materials must be placed where they do not form an obstruction and must be stored in a stable fashion at all times. Where this cannot be avoided, warning notices or lamps are to be so placed as to alert persons working or passing nearby. Openings in any walkway, footpath, floor area, gang way or working platform, etc. should not be left unguarded at any time. Barriers and fencing should be placed to alert persons to the latent danger. Unfinished installations must be safe and secure and be left adequately supported. As far as is reasonably practicable, temporary service cables, etc should be supported neatly above head height or laid below ground.

5. VEHICLES

All vehicles should be operated within the terms of the manufacturer's guidelines and within the bounds of UK & EC legislation. No one, other than the driver, may ride on powered vehicles except on places provided specially for that purpose. Great care must be taken to ensure that any internal or external loads are tied securely and do not work loose during a journey. It may be beneficial to stop periodically and check that any external load has not shifted and is still secure. Cognizance of other uninvolved persons working near vehicles must be taken to ensure that their safety is not compromised, particularly during manoeuvring, loading or unloading operations. Where necessary watchers should be utilised to assist with vehicle operations. Vehicles under our control with high loads (switchboards, control panels, etc.) or mobile cranes or similar must not travel under overhead mains (e.g. electricity powerlines, pipe bridges, etc) where there is any possibility of collision, unless persons have been stationed to guide the driver from the ground. Routes to be taken by vehicles with large, bulky or heavy loads should be planned and appraised in advance and

John McNicol & Company (Electrical Engineers) Limited.

discussions should be undertaken with interested parties to ensure that roadways, bridges, tunnels, platforms, yards, etc are definitely capable of carrying the vehicles and their load with adequate margin to avoid danger or damage. Where appropriate, guidance from independent parties should be sought.

6. PLANT

All plant shall be erected, used and maintained in good order in line with supplier's instructions. All safety equipment supplied with plant shall be used. Any sections or components not required immediately shall be stored neatly at a safe location and their continued presence shall be checked periodically, especially during visits by other trades. Any defects shall be reported to the General Office. Note shall be kept of associated items of equipment to prevent mis-matching of components. Ladders shall be tied or footed. Where scaffolding is provided by a Main Contractor, their instructions shall be observed and any defect reported timeously to their responsible person.

7. PROTECTIVE SAFETY EQUIPMENT

Safety footwear and overalls shall be issued by the Company. Personal protective equipment (PPE) such as safety helmets, goggles, respirator face masks, high visibility outer clothing, safety harnesses, etc. suitable for the type of work being undertaken shall be provided where appropriate by the Company. Particular attention is drawn to protecting your eyes, operatives engaged in works **must** use safety goggles. Failure comply may lead to prosecution. You will be responsible for the correct use and care of all such protective safety equipment.

8. SERVICES & ELECTRICITY

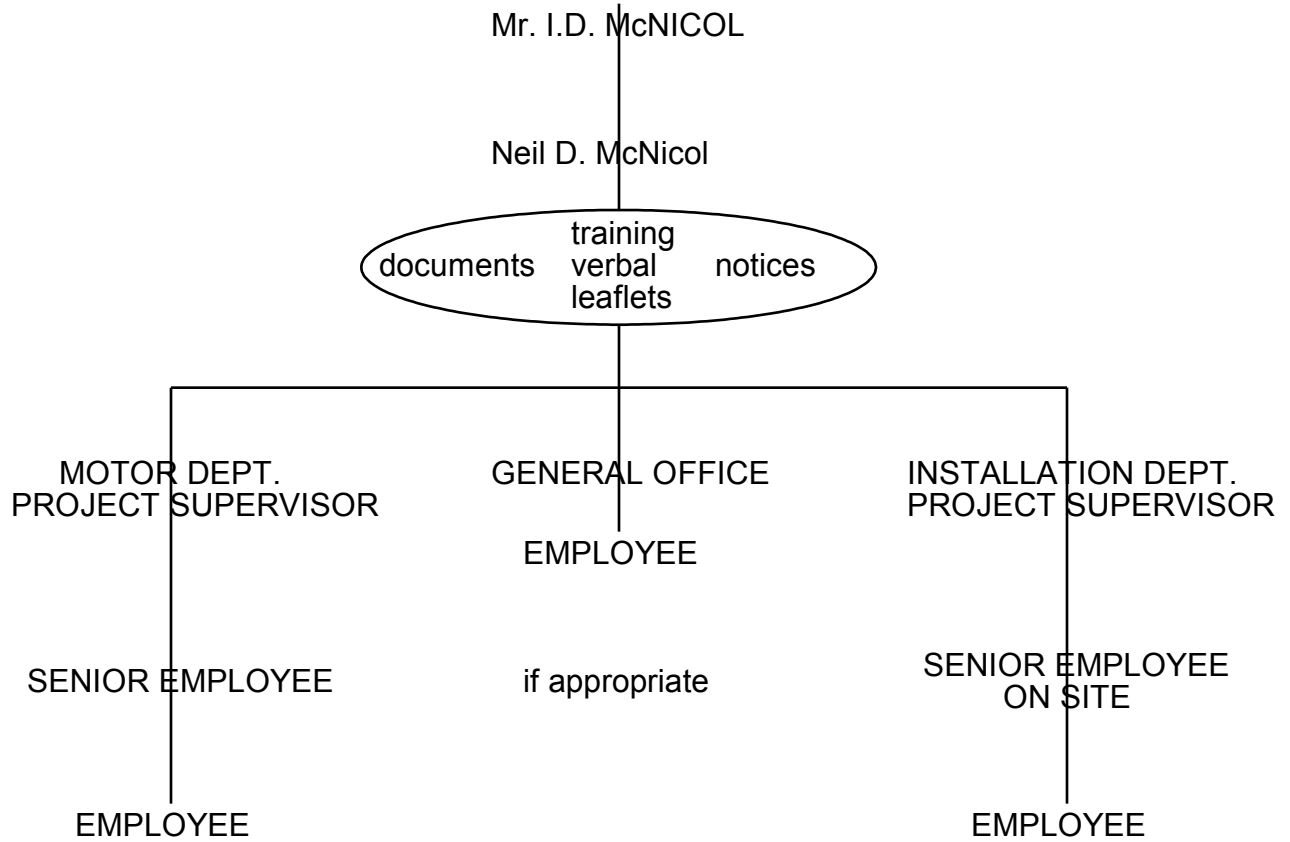
Live services (e.g. gas, water, electricity, communications, etc.), or services which may become live, must not be opened or connected to or interfered with in any manner except by authorised persons working within the terms of the relevant legislation.

All our electrical works must be undertaken in line with the Electricity at Work Regulations (EAWR) and BS7671:2001 (IEE Wiring Regulations). Communication, verification, isolation, lock offs, permit systems and testing, etc. shall all be employed as appropriate to ensure safety before, during and after our works. Construction Site & Quarry task power shall be 110volt or RCD protected as appropriate. Great care and due diligence to be employed during installation and testing of electrical systems to prevent danger to other persons nearby, or persons using the electrical system, during and after our works.

GENERAL. Further guidance on Health and Safety Matters is given in our Statement of Safety Policy, which you are required to read and retain. Independent guidance is available from the HSE (0141-275 3000) or RoSPA (0121-248 2051) amongst others. Constructive feedback is always welcomed. Be vigilant at work!!

APPENDIX II

STRUCTURE FOR IMPLEMENTING SAFETY POLICY AND RECEIVING FEEDBACK



APPENDIX III

RISK ASSESSMENT and SAFE SYSTEMS OF WORK

Potential dangers arising whilst at work include:

Tripping
Slipping
Straining
Stressing
Cutting
Breaking
Falling
Ventricle Fibrillation
Blunt Trauma
Acute Trauma

- The undertaking of all forms of physical work and use of plant, tools and equipment can lead to the above injuries and dangers arising.
- The assessing of likely risks to safety arising as a result of any actions undertaken during the course of work must take the above list and other injuries into account when formulating a safe system of working. There will be no question of employees being exposed to danger unprotected, ill-equipped and under-informed in the course of their work duties. John McNicol & Co. is fully committed to adequately resource the safety side of our business.
- If danger or risk to safety cannot be eliminated, then steps to minimise its effect must be instituted. This may be by defensive protective equipment, alternative methods or relinquishing the proposed contract of works.
- A considered approach must be adopted and this method must be repeated for each different operation or condition. A flow chart showing the method to be followed has been produced and the Company is unreservedly committed to its adoption. These will be known as a Safe System of Work (SSW).
- The company shall maintain an accident book in the General Office, the continuous monitoring of the safe system of working requires that this book is studied and any trends identified. The system will re-assess the adopted safe system of working and make improvements to minimise the occurrences. Consultations with outside bodies can be undertaken to benefit from their experiences.

APPENDIX IV

Potential Sub-Contractor Audit Form.

Dear Sirs,

POTENTIAL SUB CONTRACTORS ~ Health & Safety Questionnaire.

Our two Companies may possibly work together on a forthcoming project, to ensure that we fulfil our and the Client's obligations, we have to verify that your organisation is suitably resourced to meet current health & safety legislation. We would be pleased if you could return this questionnaire, to 123 Elliot Street, Glasgow G3 8EY, to permit us to audit your suitability to comply with the project's demands.

Company Name & Address:

Contact Name & Telephone No.:

Nature of Work:

Are you committed to Health & Safety and does your Company have a good understanding of current Health & Safety and Workplace Law?

Health & Safety Advisor:

Qualifications:

Have you ever been found lacking regarding Health & Safety?

Mitigating circumstances:

Are you prepared to commit resources to ensuring safety of personnel and third parties?

Please submit an assessment of any risks foreseen in your works on this project and a statement detailing what methods will be employed to eliminate (or minimise) them.

We thank you for your interest in this matter, your co-operation is appreciated.
for: John McNicol & Company (Electrical Engineers) Limited

Neil McNicol

APPENDIX V

Site Inspection Report Form: Suitability for Electrical Works.

Compiled by:

Date:

	Possible	Comments
Site		
Location		
Project / Client Planning Supvr		
Area of works	Confined space? Adequate space?	
Access / Egress	Steps? Lift? Ramp?	
Height above ground / Level Of Floor	Platform? Steps?	
Ventilation	Natural? Mechanical?	
Natural light	Northlights? Windows? Borrowed light?	
Power	400volt ? 230volt ? 110volt ?	
Plant / Equipment	Required? Use extg site eqpt?	
Welfare/Water/ WC/Parking	Tables, Chairs Hot / Cold Water? Swarfega?	
Significant local hazards	Sewerage? Asbestos? Chemicals? Animals? etc..	
Comments		

APPENDIX VI

Permit to Work Form To be used only on LOW VOLTAGE SYSTEMS (<1000V ac)

Permit No. _____

Part 1a

_____ is hereby authorised to conduct the task(s) specified below and work *live* on the *plant/equipment/system(s) identified below. Only the task(s) specified below are to be carried out and no other plant/equipment/system is to be worked upon. The safety precautions detailed below are to be strictly observed and the safety equipment and Personal Protective Equipment specified must be used, be in good condition and within its specified test period where applicable. All applicable safety measures as recommended in the Memorandum of Guidance on the Electricity at Work Regulations [HS(R)25 ref. EAWR reg.14] must be employed.

*plant/equipment/system: _____

Location: _____

Work/tests to be completed: _____

Safety equipment and PPE to be used: _____

Other precautions[ref.HS(R)25]: _____

Signature: _____ (Contractor) Date: _____ Time: _____

Part 1b

I acknowledge receipt of this permit to work live. I understand the above safety precautions to be observed and I am satisfied that they are adequate and accept responsibility for undertaking the work specified in a safe manner. I am in possession of the safety equipment and PPE specified; it is in good condition, within its specified certification period and will be used. I declare that neither myself nor those persons within my control will attempt any other task than is specified above.

Signature: _____ (Contractor) Date: _____ Time: _____

Company: _____ Position: _____

Part 2

I certify that the contractor has been appointed on the understanding that he will comply fully with the requirements of this Permit and that the work may now commence.

Signature: _____ (Dutyholder) Date: _____ Time: _____

Part 3

I certify that the work specified above has been *completed/stopped; all safety covers replaced and that all personnel, tools and safety equipment within my control have been removed from the work area.

Signature: _____ (Contractor) Date: _____ Time: _____

Part 4

I certify that the above safety measures have been removed, all safety covers have been replaced and that the *plant/equipment/system is safe to operate and is hereby returned to normal service.

Signature: _____ (Contractor) Date: _____ Time: _____

Part 5

I certify that the work is now completed and that normal service may resume. The operation of this permit is hereby cancelled and this completed form is filed for record purposes.

Signature: _____ (Dutyholder) Date: _____ Time: _____

* Delete as applicable

Revisions and amendments.

- This safety policy statement updates the 5th January 2001 version revising the previous issue from 25th July 1996 and its predecessors 8th November 1995 and 18th October 1993. These were updatings of the John McNicol and Company (Electrical Engineers) Ltd. Safety Policy issued 10.04.75 and revised 30.03.88.

Notes

----- 8 -----
Feedback / Comments.

I,....., confirm receipt of the John McNicol & Co.
(Electrical Engineers) Ltd. Statement of Safety Policy.

I have read the policy and understand its contents. I shall exercise all due diligence to ensure that I comply with its requirements.

Signed

Print

Date: