



HEALTH, SAFETY & ENVIRONMENT ARRANGEMENTS

DOCUMENT NO: M-0703



Revision History

Revision	Date	Description	Prepared By	Checked By	Approved By
1	27/09/16	Initial Issue	K. Arblaster	K. Arblaster	D. Ellison

Record of Amendments

Revision	Pages	Para.	Description of Changes
1	All	All	Issued for Review

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1 INTRODUCTION

The management of Health and Safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is in the appropriate Approved Code of Practice.

The company will, in accordance to the above specified regulations, carry out the following activities to provide Health and Safety of their employees. Assess the risks of each individual employee and sub-contractor and anybody else, in relation to health and safety through work activities. Consequently, any potential risks or hazards identified will then lead to any necessary preventative measures to be implemented. Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the hazards and risks identified. These risk assessments will be recorded and copies issued to all those affected and/or published in a public notice board where employees are encouraged to review each document.

Appoint a competent person(s) to assist in health and safety matters. This will ensure that effective arrangements are put in place for the planning, organisation, control, monitoring and review of Health and Safety. Develop plans and procedures for dealing with emergencies and for work in dangerous areas. Provide adequate information and training, and consultation with employees on health and safety matters.

The company will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment and will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The company will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees and subcontractors with information they can understand concerning health and safety matters.

The company will co-operate with other sub-contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

2 RISK ASSESSMENTS

Suitable and sufficient risk assessments are to be conducted for the range of work activities undertaken by the company, in compliance with the Management of Health and Safety at Work Regulations 1999. All identified risks are then to be controlled by as stringent means as are reasonably practicable.

The range of work activities within the workshop and office to be assessed include but are not limited to:

- Assessments for conducting site inspections, site visits and site supervision works
- Assessments for conducting surveys of any kind
- Assessments for conducting asbestos sampling
- COSHH assessments
- Manual handling assessments
- Assessments for work at height
- Use of display screen equipment
- Lone working

The range of work activities within our work scopes will be identified on a job by job basis.

Specific guidance on risk assessment can be found in HIRA Manual M-0701.

The identified risks shall be recorded on risk assessments/method statements which shall form part of the safe system of work for each job, employees and sub-contractors should make reference to SHE Manager, standard checklists and JFR Guidance to help ensure all the hazards are identified and the risk have been assessed effectively.

All assessments should be carried out and reviewed by competent persons, the reviewer should, where appropriate, add comments and amend the assessment as necessary prior to the works being carried out.



3 ORGANISATION

The Managing Director is responsible for the overall activities of the Company. Branch offices (on site or at additional locations), or onsite shall have an Area Manager or nominated Safety representative who is responsible locally for the Health, Safety, Welfare and Environmental considerations of those based at, and working for that office or onsite. The Area Manager or nominated responsible Safety representative will report on Health, Safety, Welfare and Environmental matters directly to the Company Health and Safety Manager who will report directly to the Managing Director.

Within each office or worksite, managers and safety reps maintain the day to day standards regarding Health, Safety, Welfare and Environmental matters by the provision of such tools, equipment and supervision as are necessary to ensure the Health, Safety and Welfare of all staff and sub-contractors. They will be assisted by suitably trained and experienced Site Supervision who will maintain healthy and safe conditions on site.

All levels of staff, sub-contractors and management will have access to advice and the assistance of the Company Health and Safety Manager. Contract Managers and Site Supervisors will in general terms maintain a Health & Safety supervisory role at work by advising site staff in working practices.

4 RESPONSIBILITES

The Managing Director is ultimately responsible for the all issues relating to the companies compliance with Health, Safety, Welfare, Environmental legislation and Industry Best Practice.

Due to the nature of the Company business activities the Managing Director has devolved implementation of these issues to their Health & Safety Manager and line management. This devolvement places the primary responsibility for Health, Safety, Welfare and Environmental Legislation and Best Practice with the Health & Safety manager & Line Managers and operatives who are given training and support, and the authority to develop/maintain a suitable and sufficient Safe System of Work.

Management is responsible for Health, Safety, Welfare and Environmental Legislation and Best Practice undertake to meet regularly with Company Health and Safety Manager at monthly Safety meetings to review and amend this Policy Document as required.

Independent Safety Advisers / Internal trained auditors carry out Audits, Inspections and monitor performance and report on successful achievements or shortcomings at all levels of the organisation. Any manager or operative who considers he is being instructed to work in an unsafe manner is encouraged to contact the Company Health and Safety Manager directly for a second opinion without any concern of being reprimanded.

4.1 Managing Director

The Managing Director is ultimately responsible for Health & Safety within the company.

The Managing Director will ensure that all accepted contracts can be carried out without risks to the health and safety of Company employees and any 3rd parties who may be affected by the work. In addition he will ensure that the periodic inspection of tools and equipment, supervision of work and the monitoring of health and safety standards applicable to contract work and within the offices under his control are in compliance with the Company Health and Safety Policy.

The Managing Director may also at any point devolve his duties to a suitably qualified, trained and competent Health and Safety Manager.

The Managing Director will also:

- Attend regular Monthly Safety meetings to review the Company's policy and co-ordinate its implementation;
- Ensure that adequate resources are made available to achieve the requirements of the policy;
- Set a good personal example with regard to Health, Safety, Welfare & Environmental matters.
- Act as Duty Holder for all relevant legislation/ACOP's requiring a designated Duty Holder such as The Electricity at Work Regulations 1989 and Control of Legionella ACOP L8:2013

4.2 Company Health & Safety Manager

In order to assist management with their statutory duties, the company employs a Health and Safety Manager as our Competent Advisor in order that the Company comply with Regulation 7 of The Management of Health & Safety at Work Regulations 1999. The objectivity for safety reviews is currently maintained by the Company Health and Safety Manager who is completely independent of operational routines.

Specific Roles & Responsibilities can be found in document RR-0404.

Notwithstanding the advisory role, the Health & Safety Manager has the authority to remove individuals from the workplace and/or stop work from being carried out if they consider that a suitable and sufficient Safe System of Work has not been implemented.

4.3 Independent Company Health & Safety Advisory Service

The company may choose to employ an Independent Health & Safety Advisory service to provide supplementary independent consultation.

4.4 The Commercial Team

The Commercial Team for JF Marine Services consists of: Operational Project Manager, General Manager and Purchasing Personnel

All have the following responsibilities and their individual Roles & Responsibilities identified in BP04:

- Use appropriate Supply Chain Management procedures to determine the suitability and experience of suppliers or Sub-Contractors prior to engagement;
- Check that all equipment and materials purchased by the Company, complies with legal and BS/EN/ISO standards;
- Where appropriate sustainably source products and materials and ensure where reasonably practicable that our sub-contractors consider the same.
- Check that suppliers are going to provide full information on hazards associated with the equipment or materials supplied i.e. noise and vibration levels, lifting advice, COSHH - Manufacturers' data sheets etc and that this information gets passed onto the users;
- Ensure that any delivery drivers/haulage contractors are briefed as to traffic routes, delivery times and come to site with appropriate levels of PPE;
- Liaise closely with Designers, Planners and Safety Advisers since the CDM Regulations advocate the use of safer products and procedures;
- Avoid possible stockpiling of flammables and chemicals;
- Be mindful that the rates negotiated for work include the costs for safety management systems/precautions which can be costly;

Advise Sub-Contractors that test/maintenance certificates will be required for plant and equipment along with proof of appropriate operative competence and training, prior to their being allowed to commence/unload at site.

4.5 Human Resources

The person responsible for managing Human Resources within JF Marine Services duties include but are not limited to, their individual Roles & Responsibilities identified in BP04:

- Ensuring all personnel certification is recorded and tracked for suitability and validity
- Ensuring personnel documentation is controlled correctly
- Administration and management of the training matrix, ensuring personnel comply with the job specific training requirement
- Communicate directly with personnel to obtain copies of certification
- Managing appraisal system for personnel
- Liaise with offshore and project managers to assist in planning of crew changes and personnel movements
- Liaise with project manager to assist in preparing personnel for forthcoming projects
- Ensure all personnel movements and working details are recorded
- Book cost effective and environmentally considered travel and accommodation as and when required
- Maintaining personnel files

4.6 Site Health & Safety Supervision/Safety Representatives

Site Health and Safety Supervision/Representative responsibilities will be undertaken by Project management (including Offshore Managers, Diving Superintendents/Supervisors) implementing the Company Health and Safety Policy and reporting to the company SHE Manager. Company Safety Representatives will be experienced personnel in all aspects of health and safety to enable them to carry out their duties. Site supervisors and foremen will also be provided with health and safety training to enable them to undertake their work without risks to those working with them or others who may be affected by their work.

All site operatives and subcontractors will have appropriate CSCS or equivalent

4.7 All Employees & Sub-Contract Labour

All employees and sub-contract labour will undertake their work with due regard for the health and safety of themselves and others and will conform to the Company Health and Safety Policy.

No work should be undertaken that endangers the health or safety of those doing the work or anyone else who may be affected. In any case of doubt as to the safe procedure to be followed, the immediate supervisor should be consulted.

Failure to co-operate by company personnel in matters of health and safety may result in disciplinary action being taken with persistent offenders being dismissed.

All sub-contractors will be competent and comply with the Company Health and Safety Policy and are expected to know the standards of health and safety applicable to their work. At all times they should ensure that their work is conducted so that it complies with legal standards for safe methods of work and which are without risks to health. Detailed guidance on working procedures is available on request to contract management. Sub-contractors not undertaking their work in a safe and healthy manner may be removed from site.

The Company will provide to the employer of externally sourced sub contract labour health and safety information relevant to the works to be carried out. The employer is required by law to ensure that his employees are given this information before they commence work on site.

4.8 Agency Personnel

Agency Personnel will only be sourced from suppliers who are on the Company's list. Such agencies will be regularly assessed to ensure that the operatives provided are adequately trained and provided with tools and equipment necessary for the work intended and in compliance with legal requirements.

Where Agency Personnel cannot be sourced from the Company's list it will be bought to the attention of the SHEQ department who will take the necessary steps to ensure they are compliant.

All site, operatives and subcontractors will have appropriate CSCS/CCNSG or equivalent.

4.9 Suppliers

To maintain our high standards of Health and Safety throughout the supply chain we adopt a robust supply chain assessment procedure. Any subcontractor not on our approved supplier list will be bought to the attention of the SHEQ department.

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work. **Where necessary a supplier audit will be undertaken by the SHEQ department and purchasing department to ensure that suppliers meet required standards.**

All information received from suppliers will be passed to the Project Manager for implementation or reference on site.

Subcontractor Assessment Procedure P-0501 outlines the procedure for the assessment of suppliers.

4.10 Air Diving Supervisor

Specific Roles & Responsibilities can be found in job specific Roles & Responsibilities BP04

JF Marine Services maintains a policy of continual improvement of its set goals and responsibilities to the client and its employees in all areas (HS&E, Quality, and Project Execution).

The Air Diving Supervisor's involvement and assistance in that process is welcomed, encouraged and essential.



4.11 Trainee Air Diving Supervisors

Trainee Air Diving Supervisors may be delegated any of the above Roles and Responsibilities by the qualified site supervisor; however the qualified site supervisor retains responsibility for the actions of the trainee supervisor.

4.12 Air Diver

Specific Roles & Responsibilities can be found in job specific Roles & Responsibilities BP04

Trainee Air Divers

Trainee Air Divers will comply with the above Roles and Responsibilities, however they will perform their work under the direct supervision of a qualified diver or supervisor.



5 HEALTH, SAFETY, WELFARE AND ENVIRONMENTAL ARRANGEMENTS

5.1 Diving Operations

It is the policy of the Company to do all that is necessary to observe and comply with the requirements of the Diving at Work Regulations 1997 (S.I. 2776), the JFR Approved Code of Practice governing Commercial Diving Project Inland/Inshore (L104) or other such Diving ACOPs (L103 to L107) as is applicable to our mode of operations and all other Health & Safety Legislation as is relevant to our activities as laid down under the Health & Safety at Work etc Act 1974.

Note – Further Guidance can be found in JF Marine Services BP10 Diving Operations.

Diving Supervisor

The Diving Supervisor will be locally responsible for safety at each worksite. They are appointed in writing by the company and has certain defined duties and responsibilities under Regulations 10 & 11 of the Diving at Work Regulations 1997 (S.I. 2776) which include the power to give reasonable directions to persons either directly or indirectly involved in the diving operation. He will report to his respective Contracts/Project Manager.

Employees (including the self-employed)

Personnel are encouraged to consult with management concerning Health & Safety issues and as such we operate an 'open-door policy' by providing direct access to Senior Management, company Health and Safety Manager and enforcing authorities whose contact details are published within the Diving Operations Manual.

5.2 Reference Information on Health & Safety Issues

A library of relevant up to date publications is kept by the Company Health & Safety Manager and within the company integrated management System in order to provide up to date reference documents on all aspects of health and safety appropriate to the company's business.

5.3 Policies and Assessments on Specific Items of Legislation

Where legislation requires that the Company set out a policy or assessment, these are stated in Section 6 of this document.

5.4 Training

The Company operates a robust Competency Assurance Management System (CAMS) the aim is ensure we provide fully competent, qualified and adequately experienced personnel on all projects, and to achieve the safest possible work environment and complete works to the highest possible standards. The training needs of individuals are identified as part of our assurance procedure and provided as necessary. General training requirements will be provided on new technology and procedures as required and as necessitated by changes in Legislation and Best Practice.



5.5 Consultation with Employees

The Company has undertaken to consult with employees and safety representatives in compliance with **The Consultation with Employees Regulations 1996**. In addition to the open-door policy of management, an annual 'voice' meeting will be held to provide a forum for consultation for all staff.

6 COMPANY POLICIES, ASSESSMENTS & GUIDANCE NOTES

The Company will maintain independent policies and assessments relative to the hazards that exist with work activities. This section sets out to define the principal policies adopted by the Company in respect of health and safety legislation currently in existence.

6.1 Assessment of Workplace & Activities

6.1.1 Policy

In accordance with the requirements of **Regulation 3** of the **Management of Health and Safety at Work Regulations 1999**, line managers will ensure that risk assessments of the workplace and work activities are undertaken and that this information is conveyed to the workforce after ensuring their involvement in the assessment process.

6.1.2 Application of Policy

Every work activity will be assessed by a competent person and the result of the assessment recorded in writing resulting in detailed Risk Assessments & Method Statements. As a consequence of this process a suitable and sufficient Safe System of Work must be developed and maintained.

6.2 Workplace Health, Safety & Welfare

6.2.1 Policy

The Company will comply with the **Workplace (Health, Safety and Welfare) Regulations 1992** and the relevant provisions of the **Construction (Design and Management) Regulations 2015**. The Company will make adequate provision for the health, safety and welfare of employees at all work places appropriate to the activity, number of employees and type of premise where personnel are engaged.

6.2.2 Application of Policy

All workplaces will be provided with adequate health and welfare facilities appropriate to staff numbers and the type of premise.

6.3 Asbestos

Whilst it is unlikely that our Employees or subcontractors will come into contact with Asbestos Containing Materials (ACM's) onsite, the criteria as laid out within the **Control of Asbestos at Work Regulations 2012** shall be adhered to at all times and require that the Company assess the likelihood of exposure of its employees/non-employees to asbestos. JF Marine Services premises has an asbestos Management Plan in place to deal with the Asbestos located within the premises.

6.3.1 Policy

The Company will operate in-line with the Asbestos Management Plan formed from the Management Survey.

Management Survey

The management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

However it has to be recognised that where 'more extensive' maintenance or repair work is involved, there may not be sufficient information in the management survey and a localised refurbishment survey will be needed.

Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties.

A Management survey should include the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. This 'material assessment' will give a good initial guide to the priority for managing ACMs, as it will identify the materials which will most readily release airborne fibres when they are disturbed.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence of asbestos. Any material presumed to contain asbestos must also have their condition assessed.

All areas should be accessed and inspected as far as reasonably practicable. Any areas not accessed must be presumed to contain asbestos.

6.3.2 Guidance

Asbestos is covered by a number of regulations, namely the Control of Asbestos Regulations 2012 (CAR), and a number of Approved Codes of Practice including 'Work with Materials Containing Asbestos'. Work on buildings not declared asbestos-free and work on any known or suspected asbestos material requires a risk assessment and careful implementation of controls.

All buildings (unless in the domestic sector such as local authorities and housing associations) are required to have an asbestos register under Regulation 4 of the Control of Asbestos Regulations. This requirement applies to most clients and their adherence to this should be checked when work is planned in suspect buildings.

6.3.3 Assessment of Exposures

The policies are procedures which when followed will result in exposures which are unlikely to affect the health of employees.

6.4 Control of Substances Hazardous to Health (COSHH) 2002

6.4.1 Policy

All substances to which employees are exposed will be assessed. Those which are classified as harmful to health under the Classification, Labelling and Packaging Regulations (CLP) and any processes which expose employees to a substance which presents a hazard to the health or safety of those handling or using it will be assessed or will be replaced by safer substitutes. Where a safer substitute is not available then the system for handling will be arranged so as to reduce the risk as far as is reasonably practicable.

6.4.2 General Requirements

Employees should take all reasonably practicable steps to ensure that all exposure to substances hazardous to health is PREVENTED or at least controlled to within statutory limits.

Exposure should be limited by engineering means where reasonably practicable. Where exposure cannot be adequately controlled by engineering means, appropriate PPE should be provided after consultation with their Line Manager.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

6.4.3 Arrangements for Securing the Health & Safety of the Workforce

COSHH Procedure P0703 outlines the procedure for the control of Substances Hazardous to Health.

6.4.4 Information and Training

The Company shall provide sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information should also be given to others who may be affected, such as Sub-contractors, temporary staff and visitors.

Be aware that your requirements may change as the work progresses and constant monitoring of the Control Measures must take place.

6.4.5 Application of Policy

Details of substances and their assessments are available in the Company COSHH Management System. Assessments will be provided and maintained on site at all times in order that substances may be used in a safe manner. Where the use varies from that described in the assessment, then a separate assessment must be made.

6.5 Lead

The **Control of Lead at Work Regulations 2002** require the Company to assess the likely exposure of its employees to lead.



6.5.1 Policy

The Company does not intend that its employees, nor anyone associated with its employees and their work will be adversely affected by the use of lead. If this changes the policy will be reviewed.

6.6 Display Screen Equipment (DSE)

6.6.1 Policy

The Company will comply with the **Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)**.

6.6.2 Application of Policy

Work stations will be assessed by the Company Health and Safety Manager whilst visiting premises/sites or a trained member of staff using the guidance provided.

New workstations provided will meet the requirements of the regulations and all significant users of display screen equipment will be entitled to eye tests and the provision of essential visual correction devices.

6.7 Personal Protective Equipment (PPE)

6.7.1 Policy

The Company will comply with the requirements of the **Personal Protective Equipment at Work Regulations 1992** for employees of the Company and ensure that non employees working for the Company are properly equipped when the risk presented by a work activity cannot be adequately controlled by other means.

PPE requirements but must be reviewed against the work-specific requirements and amended as appropriate to the task at hand.

6.7.2 Application of Policy

Our PPE Procedure M-0702 outlines the procedure for the control of PPE.

Where possible, systems of work will be selected which avoid the use of personal protective equipment.

6.8 Manual Handling

6.8.1 Policy

The Company will comply with the **Manual Handling Operations Regulations 1992**, having regard for the variable nature of the Company work sites. Manual handling will be avoided if at all possible by the use of mechanical aids or alternative materials and techniques. Information is provided to the workforce concerning lifting techniques, weights of common materials and methods of avoiding manual handling. Those persons in charge of work activities will ensure that work is organised so as to prevent unnecessary manual handling.

6.8.2 Application of Policy

Information will be provided on correct lifting techniques, common weights of components and materials, and means to avoid manual handling. Those in charge of others must ensure that work is organised so as to avoid unnecessary manual handling so far as is reasonably practicable.

6.8.3 Assessment

The Company will ensure that an assessment is made, and work is organised in order to avoid unnecessary manual handling, but where manual handling is necessary, that it can be undertaken without risk of injury.

Those person(s) undertaking Risk Assessments/undertaking the works shall take effective measures to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The person(s) undertaking the Risk Assessment/undertaking the works must ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys and other mechanical devices.

Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors should be considered during the assessment:

6.8.4 Information and Training

Suitable information and training should be provided to persons who are required to carry out manual handling activities. Training needs should be identified and reviewed by a responsible person. Refresher training should also be given at reasonable intervals.

An assessment should be made of the approximate weights of loads which are handled and objects which have eccentric weight distribution and proper regard to body posture and the correct use of mechanical leverage should be highlighted.

Carrying distances should be minimised with repetitive tasks avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue.

Allowances should be made for persons with genuine physical or clinical reasons for avoiding lifting.

6.9 Work Equipment

6.9.1 Policy

All work equipment used by the Company will meet the requirements of the **Provision and Use of Work Equipment Regulations 1998**.

In order to safeguard employees using certain types of equipment in the course of their duties, the Company will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement. The Company will also ensure

that these inspections are carried out by a competent person who is experienced in the use and examination of such equipment.

6.9.2 Application of Policy

New work equipment will be selected to comply with the requirements of these Regulations and existing equipment will be gradually replaced. All equipment will be maintained in a safe working condition.

Periodic inspection carried out in accordance with Manufacturer information and instructions by supervisory staff will ensure that faulty equipment is identified and taken out of service or repaired. Training will be given in the use of equipment subject to a risk assessment.

Hired equipment will be obtained only from suppliers who maintain standards for their equipment in compliance with these Regulations. Initial supply of such equipment will be subject to inspection and rejected if found to be faulty.

The company utilises a comprehensive planned maintenance system.

The Company undertakes to:

- Ensure that tests and examinations of all listed equipment are undertaken before the equipment is taken into use;
- List all items of equipment requiring a statutory inspection with details of inspection intervals, Nominate a person to be responsible for arranging the inspection and keeping the records of inspection
- Ensure that all listed equipment is inspected at the required intervals by a competent person, take steps to ensure that the equipment is in a safe condition to be inspected;
- Liaise with the competent person;
- Following inspection and issue of the report, deal with all defects listed in the report, attending immediately to all significant defects;
- Keep records of inspections and thorough examinations.

6.10 Fire & Emergency Procedures

6.10.1 Policy

Fire and Emergency procedures appropriate to all sites and premises where persons employed by the Company are at work will be provided in accordance with **The Regulatory Reform (Fire Safety) Order 2005**. A Fire Risk Assessment will be carried out for each of the Companies premises, this will be reviewed at appropriate intervals or when there is a change in circumstances.

6.10.2 Application of Policy

Adequate Firefighting equipment will be provided and maintained for all premises operated by the Company in accordance with Legislation and Fire Risk Assessments. In addition, all hot working will be accompanied by appropriate firefighting equipment.

Emergency procedures exist for all offices and worksites. All sites will liaise with clients to ensure that there is an agreed emergency policy which covers both directly employed persons working for the Company and any sub-contractors. Emergency procedures will be tested periodically in accordance with codes of practice.

6.11 Electricity at Work

6.11.1 Policy

All electrical systems used by the Company will be maintained in a safe working condition in compliance with the **Electricity at Work Regulations 1989**. The appropriate practical requirements of the IEE Wiring Regulations will be applied to all appropriate installations as a basis for compliance with the statutory requirements.

Electrical appliances to be inspected and tested on an annual basis but it is the duty of the employer to decide on the appropriate frequency of testing based upon the evaluation of risks. The following steps provide an overview of the process of inspection and testing

6.11.2 Application of Policy

Advice on the application of the legislation and guidance is obtained from the Company Health and Safety Manager.

All fixed systems in Company premises will be periodically tested in accordance with the IEE Wiring Regulations.

Portable equipment can be defined as anything that is:

- Intended to be moved or;
- Likely to be moved or;
- Is connected to a fixed supply by a plug.

The first step in ensuring the safe use of portable equipment is to ensure that it is correctly identified and a suitable inventory is undertaken. An inventory of all company tools and appliances has been undertaken and all items have been subjected to Portable Appliance Testing.

Employees are only authorised to use tools and appliances which feature on the current register which is obtainable via the Technical Department who are also responsible for the ongoing maintenance of the list.

Before using electrical equipment the following checks should be made to ensure that:

- The lowest voltage equipment for the job should be used where reasonably practicable;
- Wet or damp working environments should be avoided where reasonably practicable;
- If electrical equipment is to be used in potentially flammable atmospheres, that equipment must be safe for use in those conditions;
- The plug, flex and casing are in good condition;
- The correct rating of fuse has been fitted;
- You have had adequate training and instruction on its use;
- All faults should be reported and the equipment withdrawn from service until rectified;
- RCD protection should be provided wherever necessary;
- Excessive trailing leads should be avoided;
- The equipment has been entered into the inspection and maintenance cycle;
- Personal protective equipment may be required;
- An adequate risk assessment has been carried out and a safe system of work has been established and documented if necessary;
- Monitor the activities of Sub-Contractors in relation to this issue;
- All Plant & Equipment to be used shall be 'Fit for Purpose' and be accompanied by Certificates of Test & Conformity where appropriate. All relevant certificates should be held on site.

References & Further Guidance

- Electricity at Work Regulations 1989;
- HSG 107 – Maintaining Portable & Transportable Electrical Equipment;
- JFR Document INDG 231 – Electrical Safety and You;
- JFR Document HSG 85 – Electricity at Work: Safe Working Practices;
- Provision & Use of Work Equipment Regulations 1998.

All portable appliances will be listed and tested periodically dependent on their use and conditions of service. Portable appliances in offices will be tested at least every 2 years, portable appliances on sites will be tested subject to intended use but at least annually.



6.12 Noise & Vibration at Work

6.12.1 Policy

The Company will take steps to ensure that employees are not exposed to levels of noise or vibration likely to adversely affect their health so far as is reasonably practicable and undertake to meet the requirements of the Noise at Work Regulations 2005 and The Control of Vibration at Work Regulations 2005.

6.12.2 Application of Policy

Table with 4 columns: EMPLOYERS DUTIES, Below 80dB(A), At first Action Level 80dB(A), At second Action Level 85dB(A). Rows 1-7 detailing duties and compliance status.

Table with 4 columns: EMPLOYEES DUTIES, Below 80dB(A), At first Action Level 80dB(A), At second Action Level 85dB(A). Rows 1-3 detailing employee duties and compliance status.

Where transient exposures can be anticipated assessments will be made and appropriate measures taken to avoid any hazard.

Exposure to excessive vibration will be avoided, so far as is reasonably practicable, by the appropriate selection of tools and processes with low vibration characteristics. Where there is a residual risk, PPE or work sharing techniques will be applied.

6.12.3 Assessment

Company employees should not be exposed to harmful levels of noise or vibration (**HAVS – Hand Arm Vibration**) if this policy is followed. There is a need for individuals to recognise the potential harm that exposures to high levels of noise and vibration cause and take steps to avoid such exposures.

Where this type of equipment is to be used the following must be considered:

- Environmental impact including noise in the workplace etc;
- Is additional lighting required;
- Maintenance requirements
- Isolation of the equipment from 3rd parties (barriers/hoarding/HERAS Fencing) and possible use on the Public Highway (insurances etc)
- Mechanical guards (suitability and maintenance);
- Emergency 'Stop' Systems where fitted;
- PPE requirements;
- Training, Information and Competency requirements.

Protective measures are necessary to reduce the vibratory effect generated by the tooling to be used. This includes the fitting of rubber handles/covers to absorb the vibratory energy generated. Gloves must be worn at all times when using Vibrating/Percussive Tools. The operator should ensure that the operator:

- Keeps warm at work ; especially the hands;
- Wear additional clothing in cold weather;
- Exercise the hands/fingers periodically to improve blood flow;
- Use the right tool for the job. Using the wrong tool may mean unnecessary exposure to vibration and that you may have to grip the tool more firmly;
- Do not apply more force to the tool/work surface than is necessary;
- Maintain a good body posture when using the tool;
- Keep the tool in good working order. If they require replacing due to malfunction, inform your Line Manager immediately.

An assessment of the effect of using Vibratory Tools must be undertaken and operator's exposure or 'trigger' time recorded. Exposure levels for this type of equipment are available from manufacturers and tool hire companies.

Be aware that your requirements may change as the work progresses and constant monitoring of the Control Measures must take place.

References & Further Guidance

- Control of Vibration at Work Regulations 2005;
- INDG 175(rev 2) - Control the Risks From Hand Arm Vibration;
- JFR Vibration Calculator (on JFR Website);
- Provision & Use of Work Equipment Regulations 1998;
- HSG 17 - Safety in the use of Abrasive Wheels.

6.13 Cutting and Welding (Hot-work)

The Company will comply with all the mandatory requirements and, so far as is reasonably practicable, ensure the health and safety of all who may be affected by oxy-acetylene, oxy-arc, broco, thermic lance, oxy-fuel and electric arc cutting and welding processes.

6.13.1 Application of Policy

This will be achieved by setting up safe systems of work, based on risk assessments by competent persons, to either eliminate or reduce hazards to acceptable levels in accordance with the approved guidelines or codes of practice. The safety systems will be supported by the provision and maintenance of the requisite safety and personal protective equipment, information and training where needed and the development of safety awareness throughout all levels of the Company.

6.14 Pressure Systems

The Company will, so far as is reasonably practicable, ensure that all pressure systems used or owned are safe and comply with **The Transportable Pressure Systems Regulations 2001** and other industry standard guidance as advised by our Technical Department. The design, construction, repair and modification of pressure systems will be managed so as to prevent danger and such relevant information as is required by law will be made available and kept for record purposes.

Application of policy

The Company will ensure that:-

- The safe operating limits of all pressure systems are established, recorded and visibly marked;
- Each system is periodically examined under a written scheme of examination by a competent person. The competent person is nominated in writing by the Company;
- Such operating and maintenance duties as are required in law are implemented by the Company and that relevant instruction is given to operators;
- Historical records appertaining to the management of each pressure system are kept by a nominated responsible person;

- Each manager will ensure a written implementation procedure for this policy within his or her area of responsibility is provided.

6.15 Environmental Issues

The Company actively strives to further environmental resource conservation by exercising best management and operational practice and introducing innovative solutions. The Company's policy represents an awareness of the need to reduce and control the damage done to the environment by: -

- Diminution of emission from environmentally unfriendly products into the atmosphere or ground;
- Conservation and management of energy consumption;
- Working with suppliers, contractors and subcontractors to improve environmental performance;
- Reduction of wastage by recycling whenever practical;
- Managing premises grounds arboriculturally.

6.16 Waste Disposal

Disposal and transport of waste from construction, maintenance and office' sites must be carried out in a responsible manner and in conformance with **The Hazardous Waste Regulations 2005** and with due regard to all environmental considerations, and in keeping with the terms and conditions of our contracts. The company is to endeavour to minimize spillage and maintain good housekeeping. This will be achieved by -

Emission of Products to Atmosphere

- Incineration of waste products will conform to guidelines set out in the Clean Air Act, EEC and Government Guidelines to ensure minimum emission of environmentally unfriendly discharges;
- Disposal and treatment of gaseous emissions will accord with the relevant standards and recommendations;
- Where applicable emission monitoring equipment shall be installed and equipment maintained and regularly monitored;
- Where suitable alternatives exist, products or processes that represent significant environmental hazard by emission will not be used.

Discharge of Waste into the Groundwater System

- Best practicable means will be used to ensure that substances and chemical waste will be collated and arrangements made for safe and ecological disposal;



- Best practicable means will be used to ensure that harmful elements of chemicals and substances will be neutralized before disposal. Any discharges will be in line with Water Industry Act / Water Resources Act and relevant guidance;
- Where suitable alternatives exist, environmentally unfriendly products will not be used.

Energy Conservation

- Energy consumption will be controlled;
- Existing energy efficiency measures within the Company's responsibility will be reviewed and maintained;
- Proposals for increased efficiency in the use of energy resources will be advised to Customers where appropriate;
- The Company will advise Customers of changes in Best Practice and Legislation where applicable in the use and management of energy.

Recycling

Careful consideration is to be given to the elimination or minimization of waste at source and to the recycling or reuse of materials and in accordance with current practical alternatives in recycling waste, the Company will attempt to advise its Customers of the economic alternatives.

Effects on the Community

Noise, odour, atmospheric emission, traffic and other aspects of the activities of the company that can affect the local community in the areas in which we operate are to be controlled to the lowest practical level. The company seeks to be a good neighbour by maintaining all offices and associated work sites to the highest standards.

General

The Company will at all times respect and adopt the goodwill and procedures already used by Clients when dealing with local environmentalists, council officials and similar bodies.

What is Hazardous Waste?

'Hazardous waste' is waste with one or more properties that are hazardous to health or to the environment e.g. contaminated construction and demolition waste, gypsum based materials, asbestos, contaminated soil, cold tar and tarred products etc along with any waste listed as hazardous in the List of Waste Regulations 2005 and any other waste as determined by the Secretary of State.

Premises/Site notification

We do not need to register as less than 500kg of hazardous waste is produced, held or removed in any 12-month period



6.17 Environmental Protection Act 1990

Company policies comply fully with the Environmental Protection Act 1990 and Duty of Care Code of Practice, effective from 1 April 1992.

6.18 Construction (Design & Management) Regulations 2015 & ACoP L144

The Company will assess the implications of all work to which the regulations are applicable. Where the Company is employed as the Principal Contractor, a Health and Safety Plan will be developed from that initiated by the **Principal Designer**. All work will be undertaken according to the agreed Health and Safety Plan to include compliance with our statutory duties. The Health and Safety Plan will be reviewed and modified as necessary as work progresses.

When the Company is employed as a contractor, as defined in the Regulations, we will assist the Principal Contractor by providing reasonable information needed to prepare the Health and Safety Plan. All work will be undertaken according to the Plan and will include compliance with our statutory duties.

All design work will be undertaken in compliance with Regulation **11**

6.19 Company Vehicles

6.19.1 Policy

The Company provides and maintains vehicles for appropriate personnel. All such vehicles are given into the safe custody of a responsible person who is expected to use and maintain the vehicle in accordance with legal requirements and Company Policy. Periodic checks will be made by supervision to ensure users comply with this company policy.

The Company recognises that the use of mobile telephones in vehicles can lead to a criminal offence being committed by causing careless driving, dangerous driving or driving without due care and attention. It is therefore Company policy that mobile phones are not used within company vehicles whilst in motion unless specifically installed as "hands free." Mobile phones used in this manner should be used only as driving circumstances allow and should be limited to the receive mode.

6.20 Drugs & Alcohol Policy

The use, possession and/or distribution of alcohol or un-prescribed drugs on company or clients' premises is strictly prohibited. This includes reporting for work whilst under the influence of alcohol, drugs or any other substance (including solvents or solvent based substances) and/or allowing to work or working with any employee who it is believed is in breach of the policy. Failure to comply with this policy will result in disciplinary action being taken which could include dismissal.

JF Marine Services reserves the right to test employees and sub-contractors for Drug or Alcohol use at any time whilst at work or on company business. JF Marine Services will comply with any Client requirements regarding their specific Drugs and Alcohol Policies

6.20.1 Alcohol

Any employee reporting for work under the influence of alcohol will be subject to disciplinary action. It is the responsibility of all employees to present themselves at the work site fit in every respect to efficiently perform their duties. Consumption of alcohol during time-off periods should be discontinued in ample time prior to commencement of duties for any effects to have worn off.

6.20.2 Drugs

Drugs of any kind are prohibited on Company operations unless specifically required for medical use. Indulgence in drug abuse of any kind will result in immediate dismissal. Employees whose faculties are dulled to any degree by the use of drugs or intoxicants constitute a serious safety threat to themselves and their fellow employees.

Refer to POL-0003 Drugs and Alcohol Policy Statement and REF-0001 Drugs and Alcohol Guidance for comprehensive detail on company drugs and alcohol policy.

6.21 First Aid

The Company will nominate a sufficient number of qualified First Aiders or Appointed Persons as required by the **Health & Safety (First Aid) Regulations 1981** and the Approved Code of Practice.

In addition the Company will provide sufficient First Aid Equipment and Oxygen Resuscitation Equipment as is necessary to comply with the Health & Safety (First Aid) Regulations 1981 and L104, JFR Approved Code of Practice governing Inshore/Inland Diving.

6.22 SHE Accidents and Incidents

All accidents/incidents shall be reported as soon as possible after the event. Incident reporting should follow the guidelines set out in **JF Marine Services procedure P-0702 Accident/Incident Reporting and Investigation Procedure** and in Project specific emergency response procedures. Safety and medical networks are to be alerted in cases where resources on-board the vessel may be inadequate to provide effective remedial action (especially medical intervention).

Accurate and detailed incident reporting is essential in order to establish contributory factors and to allow the assessment and implementation of steps required to prevent recurrence.

6.23 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

6.23.1 Record Keeping

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. You can keep the record in any form you wish.

6.23.2 Reporting

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0345 300 9923.

Work related deaths and serious incidents can be reported out of hours, to the JF Marine Services duty officer on 0151 922 2023.

Telephone reports must be followed this up with a written report, within ten days. Reports should be made on line at <http://www.JFR.gov.uk/riddor/report.htm>

6.23.3 Types of reportable injury

Death

If there is an accident connected with work and an employee is killed or suffers a specified injury, with the exception of suicides, (including as a result of physical violence); or a member of the public is killed or taken to hospital the employer must report the details.

Specified injuries to workers:

The list of 'specified injuries' in RIDDOR 2013 replaced the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-Seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not a work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational Diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal Tunnel Syndrome: where the person's work involves regular use of percussive or vibrating tools
- Severe Cramp of the hand or forearm: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- Occupational dermatitis: where the person's work involves significant or regular exposure to a known skin sensitizer or irritant
- Hand Arm Vibration Syndrome: where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- Occupational asthma: where the person's work involves significant or regular exposure to a known respiratory sensitizer
- Tendonitis or tenosynovitis: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements
- Any occupational cancer:
- Any disease attributed to an occupational exposure to a biological agent.

Diagnosis by a doctor

A reportable disease must be diagnosed by a doctor. Diagnosis includes identifying any new symptoms, or any significant worsening of existing symptoms. For employees, they need to provide the diagnosis in writing to their employer. Doctors are encouraged to use standard wording when describing reportable diseases on written statements they make out for their patients.

The self-employed

Self-employed people do not normally obtain written statements from their doctors when off work through illness. To take account of this, for a self-employed person, the doctor's verbal diagnosis of a reportable disease is sufficient for it to require reporting to the enforcing authority. As with employees, this only applies if their current job involves exposure to the associated hazard.

Other reportable conditions such as :-

- Occupational cancer;
- Mesothelioma or lung cancer in a person who has been occupationally exposed to asbestos fibres
- Legionella
- Decompression illness and hand-arm vibration syndrome.

The full list of reportable diseases can be found in the detailed guide to the Regulations and in the pad of report forms, or simply ring JFR to check. They are related to particular work activities.

Dangerous Occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- The accidental release of any substance which could cause injury to any person.

Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc) and offshore workplaces.

Further Information on RIDDOR '2013 can be Obtained from :-

A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 RIDDOR) INDG453 (rev1) (Freely downloadable).

Enforcing Authorities

For the purpose of our activities the Enforcing Authority shall normally be the Health and Safety Executive or Marine Accident Investigation Branch for incidents in UK waters.

6.24 Smoking Policy

All employees working on the site/premises of a client are required to comply with both National legislation and the Clients local requirements with regard to smoking. Anyone infringing such requirements is liable to prosecution and be removed from the site/premises and further subject to disciplinary action, which could ultimately lead to dismissal.

James Fisher Rumic (hereafter 'the Company') enforces a policy of zero tolerance toward smoking in the work place, and maintains that all employees and subcontractors have the right to work in a smoke-free environment.

Smoking is prohibited throughout the Company premises, including in open spaces such as the work yard. There shall be no exceptions. This policy is inclusive of any company vehicle or vehicle hired in the company's name. This policy is applicable to all employees and subcontractors, consultants, contractors, clients and visitors. If any person wishes to smoke whilst on site, the Company requests that they remain a minimum of four feet away from public entrances to the premises.

6.25 Night Work & Shift Working

The Company, in recognising the obligations placed upon it by the various statutory instruments in respect of hours of work, will take such steps as it considers necessary to meet those obligations. Shift work and, in particular night work, are, by definition, out of the ordinary but the Company is concerned that this should not have a detrimental effect on standards of health and safety.

Consequently, all persons who are likely to be asked to participate in night work or other shift work will be carefully selected, subjected to a health assessment and to a process of consultation before agreement is reached on both sides to commence this type of work.

The Company will endeavour to maintain similar standards of health, safety and welfare for people who are required to work shifts as those enjoyed by persons on normal day work. Where deemed necessary, care will be taken to monitor the effect of shift work on the individual and in the event of any problems becoming manifest, action will be taken to address these problems by medical treatment, counselling or other appropriate means.

6.26 Lone Working

6.26.1 Policy

The Company will ensure that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazard. The Company's intention is either to entirely remove the risks from these hazards or where complete elimination is not possible to reduce them to an acceptable level.

6.26.2 Application of Policy

Assessments of the risks of working alone will be carried out and will confirm whether the work can actually be done safely by one unaccompanied person. Particular consideration will be given to the

remoteness or isolation of workplaces, any problems of communication, the possibility of interference such as violence or criminal activity from other persons and the nature of injury or damage to health and anticipated "worst case" scenario.

All lone working operations will be adequately organised, controlled and monitored.

6.27 Female Employees and expectant mothers

6.27.1 Policy

The Company is aware of the statutory requirements imposed on and relating to work undertaken by women and will comply with these requirements. Women will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health.

6.27.2 Application of Policy

The Company will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers and of their unborn children. The Company undertakes to assess all risks to new or expectant mothers arising from their work activities and to take appropriate preventative or control measures. Relevant training will be provided in identifying risks and implements controls. The Company undertakes to regularly monitor the work undertaken by new or expectant mothers especially during the development of pregnancy in order to continually assess the individual's ability to work safely and without risk.

6.28 Lifting Operations Lifting Equipment Regulations

Where items of Lifting Equipment are to be used the principles contained within the **Lifting Operations, Lifting Equipment Regulations 1998 (LOLER)** must be used at all times.

A specific risk assessment for lifting operations including the selection and use of lifting equipment and the training of staff who operate it must be carried out before work starts.

6.28.1 Maintenance and Inspection

The Lifting Operations and Lifting Equipment Regulations 1998 (Reg 9) and the Provision and Use of Work Equipment Regulations 1998 (Reg 5) require that work equipment, and lifting equipment and accessories for lifting work equipment, are maintained in an efficient state, in efficient working order and in good repair. Therefore, lifting equipment and accessories for lifting must:

- Be properly maintained;
- As far as its construction permits, be inspected regularly at least once every week by the driver or other competent person.
- A regime of weekly and regular inspections must be in place to cover:
- The soundness of materials, attachments, fittings, outriggers, jibs, ropes and hooks, etc.;
- The testing of the automatic safe load indicator, the correct settings of cams, linkages and switches and The correct working of audio-visual warning signals;

- The mechanical condition of the lifting equipment;
- The state of maintenance (lubrication, tyre pressures, etc.).

6.28.2 Examinations and Tests

The regulations also require certain types of lifting equipment for example, hooks, eyebolts and shackles to be examined every six months. Any other lifting equipment must be examined every 12 months. However, under the regulations an alternative examination scheme can be drawn up and intervals set for examinations based on the results of risk assessments.

We undertake to ensure that a system of pre-use checks is adopted and implemented and this should include any steps necessary to prevent lifting equipment overturning or being overloaded. They also cover how lifting equipment should be positioned and installed and the use of equipment to lift people.

All Plant & Equipment to be used shall be 'Fit for Purpose' and be accompanied by Certificates of Test & Conformity or Thorough Inspection where appropriate. All relevant certificates should be provided to the Principal Contractor prior to works commencing on site. These certificates shall be held on site within the Principal Contractors Site Records.

Be aware that your requirements may change as the work progresses and constant monitoring of the Control Measures must take place.

References & Further Guidance

- Lifting Operations, Lifting Equipment Regulations 1998 (LOLER);
- Simple Guide to LOLER (INDG290 01/05);

6.29 Confined Spaces Regulations 1997

Where Confined Space works are to be undertaken the **Confined Space Regulations 1997** shall apply and consequently the following provisions shall be taken into account and all Method Statements/Risk Assessments should reflect control measures which adequately reduce the risk to that of 'As Low As Reasonably Practicable' (ALARP):

- It is essential that effective forward planning is carried out;
- Preparation of suitable and sufficient measures to be taken to ensure the safe rescue of a person in an emergency, before a person enters a confined space;
- Arrangements must also consider the safety of rescuers.

Specific details for Confined Spaces operations can be found in BP11

6.30 Work at Height Regulations 2005

The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent falls of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives ensure that:

1. all work activities that involve work at height are identified
2. the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
3. risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
4. all the necessary equipment to allow safe access to and egress from the place of work is provided
5. all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
6. suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary
7. any working platform and its supporting structures are selected and/or designed in accordance with current standards
8. regular inspections of all equipment required for working at height are undertaken
9. competent persons are appointed to be responsible for the supervision of all work at height and associated activities.

Specific details for Rope Access operations can be found in BP13

References & Further Guidance

- Work at Height Regulations 2005
- JFR Document INDG 401 Working at Height a brief guide
- JFR Document INDG 455 Safe Use of Ladders and Stepladders

6.31 Protection of the public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorized access into the working area by the general public or unaccompanied visitors.

6.32 Consultation with Employees and Subcontractors

The Company accepts its duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult its employees and subcontractors on health and safety matters, particularly with regard to:

- any measures that may substantially affect employees' or subcontractors health and safety;
- the arrangements for obtaining the assistance of a competent person to help the Company manage health and safety;
- information about risks to employees' or subcontractors health and safety and preventive measures;
- the planning and organisation of any health and safety training that employees or subcontractors will need in order to work safely;
- the health and safety consequences of the introduction of new technologies into the
- workplace.

Employees and subcontractors will be provided with such information as is necessary to enable full and effective participation in direct consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- quarterly staff newsletter or personal letters to employees and subcontractors.

All employees and subcontractors are encouraged to take an active interest in health and safety matters and welcome positive suggestions for improvement. Any employee can raise a matter for discussion to the attention of the Health and Safety Manager.

In addition, Staff representatives has been appointed and attend regular meetings where they can bring up any staff issues in relation to Health and Safety, as well as any other issues.



6.33 Internal Communication

As part of the Training induction (See **BP04**), new employees and subcontractors are issued with the Health & Safety Policy.

Employees and subcontractors are informed of locations of H&S information, including procedures, work instructions, awareness memos and Method Statements & Risk Assessments.

Tool Box Talks and Company notice boards are used to communicate policy updates/awareness and performance where appropriate.

6.34 External Requests for Information, including Emergency Procedures, Non-conformances and Corrective Actions

External requests for H&S management system information are passed to the Office Manager/Health & Safety Manager. Apart from the H&S Policy to other information on H&S performance will be communicated externally except in specific cases (such as for Tenders/PQQ responses or to the JFR), and which will be at the discretion of the Office Manager/Health & Safety Manager.

7 JFR INSPECTIONS

External requests for H&S management system information are passed to the Office Manager/Health & Safety Manager. Apart from the H&S Policy to other information on H&S performance will be communicated externally except in specific cases (such as for Tenders/PQQ responses or to the JFR), and which will be at the discretion of the Office Manager/Health & Safety Manger.

JFR Inspections will be conducted as outlined in **P-0704 JFR Inspection Procedure**.

7.1 Occupational Health Monitoring

JF Marine Services conduct occupational health monitoring as a matter of course for:-

- Display Screen Equipment
- Manual Handling

For other areas of concern with regard to occupational health we employ preventative measures as a matter of course, however if these preventative measures are deemed not sufficient then the activity will be reassessed and occupation health monitoring will be implemented where necessary.

7.2 Work Site Inspections (including office locations)

JF Marine Services implements a system of work for site inspections to verify (audit) the implementation of JFR rules.

JF Marine Services SHE Manager will oversee the arrangements for the inspections. Where possible the SHE Manager will conduct the inspections but may devolve responsibilities to a competent person, who is trained, experienced and has the knowledge, within the project team.

The work site inspections will be executed in accordance with the forms F-0736 Main yard JFR Inspection & F-0706 Site SHE Inspection report.

7.2.1 Frequency and Execution

Office locations will be inspected on a weekly basis.

Project location inspections will be implemented on an adhoc basis for shorter inshore jobs and with regular intervals for longer inshore and offshore jobs. These will be defined at the project start up meeting for longer jobs and at least 1 a month will be conducted on inshore/shorter projects.

A competent person, who is trained, experienced and has the knowledge will conduct the inspections and at some point during the course of employment all employees will take part in a JFR inspection.

7.2.2 Reporting

The completed Form will be given to the Health & Safety manager for review. The report will be evaluated and if necessary corrective action taken. Any Non-conformances will be recorded on the NCR tracker.



The SHEQ department will verify that, whenever necessary, corrective action is executed/implemented and documented.

7.2.3 Unsafe Actions / Situations

If during the work site inspections unsafe actions, unsafe practices or unsafe situations are found then these situations will be corrected and reported.

Note: Everyone is obliged to report all unsafe action, unsafe practice or unsafe situation. Unsafe actions / situations need to be resolved as soon as possible. With life threatening situations the work will be stopped.

JF Marine Services operates a STOP WORK authority on all sites – any member of personnel may order work to stop if they have safety concerns.