

**NORTHSTAR CIVIL ENGINEERING  
HEALTH & SAFETY  
POLICY**

**NORTHSTAR CIVIL ENGINEERING HEALTH & SAFETY POLICY**

**1. POLICY STATEMENT**

Our general policy is to ensure the health, safety and welfare of our employees, our sub-contractors and all other persons who may be at risk from our business activities, like visitors, fellow contractors and members of the public.

To do this we shall ensure all fire, health and safety risks are recognised and controlled in line with government legislation, HSE approved codes of practice and HSE Guidance. Our directors, supervisors and employees will be consulted on and trained in this policy and it shall be followed at all times and reviewed as necessary.

The aim of this policy is to set the correct Health & Safety arrangements for the company and it's work.. In consequence all managers, supervisors, employees and sub-contractors must follow this policy.

**2. RESPONSIBILITIES**

Overall and final control of health & safety shall lie with **Mr. Patrick Carmody**. In his absence his deputy shall be **Mr. Sean Mulcahey**. The two named persons shall make available adequate time (for training especially) and financial resources (for the correct equipment especially) for all statutory safety requirements placed upon them to be adequately discharged, and ensure all health and safety arrangements following on from the significant findings of all risk assessments are implemented. They may inspect workplaces from time to time to ensure the detail of this policy is being followed. They should arrange for routine maintenance of company site plant and vehicles. Site supervisors should ensure all plant machinery and equipment is in good repair regardless of the source – ours, hired or contractors.

Responsibility for providing advice, support, and assistance with risk assessment, identifying and delivering training and information to management, supervision, employees and sub-contractors will be the responsibility of our company safety officer

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**Mr. Mike Green.** The safety policy will be under review especially where changes to the law, HSE guidance, methods, plant and equipment, or accidents occur.

**ALL employees** must legally co-operate with the requirements of this policy and take reasonable care of their own health and safety to support this policy. All employees must follow the designated safety arrangements and report it if they cannot. All employees are welcome to report any concerns or ask about any aspect of their health and safety.

### **3. ACCIDENT & ILL HEALTH REPORTING PROCEDURE**

All accidents and ill-health suspected of being connected with work must be reported to supervision in the first instance and then onto Mr. Patrick Carmody at the office. This should be recorded in our accident book. All near misses, dangerous situations and safety concerns must also be reported to supervision or the above as soon as possible.

Accidents occurring on a clients site must **in addition** be reported to the client (If an industrial or commercial client controlling the site) as well as this company. Report accidents through the client site supervisor appointed to the site, or client company contact.

All accidents reportable under the **RIDDOR Regulations** will be reported to the enforcing authorities as soon a possible. The person responsible for this will be our **safety officer** who will also investigate all significant accidents.

It is important to involve the safety officer as soon as possible after securing the well being of the person involved in the accident. For everyone's information reportable accidents and occurrences most likely to need reporting formally under the RIDDOR regulations include:-

- Fractures to bones except to fingers and toes.
- Dislocations.
- Amputations either full or partial of fingers and toes etc.
- Problems with sight.
- Unconsciousness
- Hospitalisation for over 24 hours
- Accidents leading to seven or more days sickness absence

In the event of the safety officer being unavailable the HSE will accept telephone reports to:- **Incident Reporting centre 0845 300 9923 (8.30 to 5.a.m.)**

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**Investigation** – Many accidents are obvious as to their cause because they are minor. However all accidents should be at least discussed with the company safety officer and any accidents where investigation is deemed necessary because the

results may be used to improve health & safety, will be investigated and a report/recommendations produced by the company safety officer accordingly.

Supervision should also monitor on a day to day basis health and safety performance measured against the clear requirements in this safety policy. Supervision may visit sites during work and formally check on the safety standards at random. Again any problems (as with accidents above) should be discussed with the safety officer.

*(From the RIDDOR Regulations 1995 guidance note HSE 31(Rev 1))*

#### **4. TRAINING & CAPABILITIES**

**In house training** - All new employees will receive basic health & safety awareness (induction) training on starting with the company. The following topics are essential.

- Awareness of health & safety law – as per the what you should know poster
- Awareness of the resultant company safety policy and it's requirements
- Awareness of the risks and consequent safety controls required in our general work – based on HSG 150 Health and safety in construction.
- Awareness of risk assessments/safety method statements for safety.

After induction employees will have basic training from the company, in the form of on the job training under supervision and additional safety training (e.g. manual handling, construction site safety awareness) under the company safety officer. The safety officer is registered with the C.I.E.H. as a Health & Safety Accredited Trainer (H53124). All training will be recorded and signed for by attendees.

**Consultation** – All in house induction training and consequent in house safety training and repeat training is performed face to face and consultation and feedback is integrated accordingly. The company holds meetings with employees at which health & safety feedback and consultation features. Employees are also encouraged to report any health & safety problems or concerns and make any suggestions.

**Capabilities** – It is essential that all operatives have the necessary capabilities for working on sites. We will identify training needs by reviewing employee performance, qualifications and experience – which together form “competence” and supply any additional training identified as necessary accordingly.

*(Health & Safety at Work Act: section 2. Management of health & Safety at Work Regulations regs: 8 & 11. HSE INDG345 “Health & Safety Training”)*

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#### **5. HEALTH & SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES**

As per the management of Health & Safety at Work regulations this section serves as an overview of significant findings of risk assessment in our work activities and the consequent arrangements required accordingly.

The areas that have a policy to cover them include:-

- Protection of the public
- Management of construction work
- Working as principle contractors under CDM
- Health & safety in excavations
- Electrical safety on construction sites
- Safe use of plant and machinery
- First Aid on construction sites

### **1. Protection of the public**

It is the policy of the company that the public be protected from all our works. The methods of protection may vary from complete fencing of sites down to a banksman to watch out for passing pedestrians.

The public must be protected from danger but also nuisance so reasonable times should be set for noisy work, any dust creating processes should have a method of dust suppression if there is a risk of a public nuisance. Fires should also not be set on sites unless properly planned, controlled and again not a public nuisance.

***“Protecting the public” HSG 151*** is the standard reference for this policy.

### **2. Management of construction work**

It is the policy that all construction works shall be managed. Health and safety issues should be managed on a day to day by supervision. The directors will head the supervisory team. The role of the director and supervision in health and safety terms will be to ensure all our operatives follow safe working methods and safety method statements on our projects, and that those standards match the standards set out by the various HSE guidance publications referred to herein.

**HSG 150 “Health and safety in construction”** is a good general guide across all areas of our activities that both supervision and operatives have access to.

### **3. Working as principle contractors under CDM**

It is the policy that we follow **L144 “Managing Health & safety in construction”**.

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1. We will ensure clients are aware of the CDM regulations and that a CDM co-ordinator is in place for notifiable projects.

2. We will liaise with the CDM co-ordinator as appropriate for the project.
3. We will control all sub-contractors in terms of planning for safety, competencies, providing safety information, induction and rules, and monitoring their performance.
4. We will supervise sites and secure such sites
5. We will provide site welfare facilities

## **5. Health & safety in excavations**

It is the policy that all excavations that pose a risk are protected. The guidance we will work to is “***Health and safety in excavations – be safe and shore***”.

In particular:-

1. Beyond shallow excavations all excavations shall be inspected for their stability and the stability of adjoining ground and structures at the start of the day and a note made in the supervisors diary.
2. All excavations where people may pass shall be protected by fencing or banking up.
3. All excavations that may be subject to possible collapse on inspection shall be shored
4. All access to excavations should be safe using such as ladders.
5. All site plant working near excavations shall be protected from running into the excavation
6. All drainage holes and other holes shall be covered

## **5. Electrical/gas safety on construction sites**

All sites must be checked in terms of the presence and position of services, and site services drawings not relied on. Visual logical checks, use of CAT equipment, hand digging etc. Overhead (usually a line or , catenary wire supported lines) must be checked for.

References to work to as our standard include “***HSG 185 health and safety in excavations and HSG 141 Electrical safety on construction sites***”

## **6. Safe use of machinery & equipment**

Sites may use a wide range of equipment from 360 diggers, diggers, dumpers, telescopic handlers, breakers, angle grinders, stihl saws, chop saws, nail guns, circular saws, jig saws, hand drills etc.

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The safe use of such equipment is subject to the following policy.

- ✓ The user is adequately trained in the use and authorised to use it. This may range from a CPCS card down to a toolbox talk.
- ✓ The equipment is in good working order which should be checked before use and by site supervision on a regular basis
- ✓ The equipment is of an adequate standard safety wise and carries all its guards and safety devices in good working order.
- ✓ The correct PPE is worn where the user requires such protection
- ✓ The equipment shall be maintained to schedule either by **The hire company** which may require a return of equipment on long term hire, or arranged by Patrick Carmody if the equipment belongs to Northstar.

***“L22 safe use of work equipment.***

**10. PPE use**

In the simplest and most obvious cases PPE shall be supplied from a reputable supplier to British standard. PPE should be a last resort for protection due to the reliance on operatives to wear it. On the basis of non-compliance being a problem, supervision shall ensure that where it is required it is worn.

Simple and obvious PPE requirements include:-

- ✓ Hard hat – required at all times on sites under the head protection regulations.
- ✓ Safety boots
- ✓ Hi-Vis jackets for outside work around mobile plant and vehicles
- ✓ Eye protection when creating dust and debris at eye level and above, and when dealing with any debris that may fly up like glass, or debris that may be thrown up from cut off saws and grinders.
- ✓ Respiratory protection against dusts and fumes. Especially silica containing dusts.
- ✓ Hearing defenders for breakers, cartridge nail guns, cut off saws and grinders or for woodworking machines in prolonged use.
- ✓ General handling gloves (not for chemicals/annealed glass) for general protection

In cases of specially arranged PPE for specific circumstances this should be assessed in terms of its adequacy and suitability for the risk involved.

Disposable PPE shall be re-issued as required. Non-disposable PPE should be properly stored and checked especially harnesses and lanyards.

***“L25 personal protective equipment at work”***

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**12. First Aid on construction sites**

The minimum requirement for first aid is a suitably stocked first aid kit and an appointed person. Therefore all sites should have available in the welfare facilities – supervisors office or mess room, a suitably stocked first aid kit.

Supervisors need to identify in our workforce and amongst contractors who may be on site for a significant length of time any fully qualified first aiders. In the absence of a first aider the Supervisor shall act as the appointed person and should undertake an appointed persons course which will assist in dealing with situations efficiently and being able to apply rudimentary first aid to certain situations as appropriate.

- a. Ensure first aiders and locations are know on the site via signage.
- b. Change the signage if the first aid provision changes.
- c. Supervision should be aware of the location of the nearest hospital to provide A & E facilities.
- d. If in doubt call an ambulance out to serious situations.
- e. In less serious situations take no chance go to A & E.

Employees must act on the instructions of the appointed person or first aider and co-operate with any instructions to attend A & E or have an ambulance called.

***“HSE L74 “First aid at work”***

## **8. Policy Review**

The policy is correctly based on the HSE’s “stating your business” on policy construction, and the content is based on HSE guidance in the areas of concern. Reviews may be necessary through legislation change, accident investigation or revised or new HSE guidance. In any event an annual review should take place....