

SQUIBB GROUP LIMITED

HEALTH & SAFETY POLICY AND PROCEDURES

January 2016

Section: HS 03

Page 1 of 1

Title: HEALTH & SAFETY POLICY STATEMENT

Issue: 8

SQUIBB GROUP LIMITED
HEALTH AND SAFETY POLICY STATEMENT OF INTENT

In accordance with its duty under Section 2(3) of the Health and Safety at Work, etc. Act, 1974, and in fulfilling its obligations to both employees, sub – contractors, agency workers, clients and the public who may be affected by its activities, the Board of Directors of Squibb Group Limited produced the following statement of policy in respect of health and safety.

The company recognises the fact that health and safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. It also recognises that health and safety is a business function and must, therefore, continually progress and adapt to changes. The approach to health and safety will be based on the identification and control of risks.

A positive culture will be encouraged within the organisation and senior management shall actively support this encouragement.

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to determine standards with continual improvements being made to health and safety.

Adequate planning, monitoring and review of the implementation of the health and safety policy will be carried out. In order to ensure that this general statement is achieved, the following will form the company aims and objectives.

1. The prime directive of Squibb Group under this policy is to protect company employees, sub-contractors, or any person including the public so far as is reasonably practicable from hazards that arise from works undertaken by Squibb Group Limited.
2. To carry out all works in compliance with the Health & Safety at Work Act 1974, Management of Health and Safety At Work 1999, Control of Asbestos Regulations 2012 and subordinate regulations and specific requirements.
3. Suitable arrangements are put into place for the effective planning, development and review of this policy statement.
4. Management will ensure that appropriate safe systems of work are developed and maintained for the works we undertake.
5. Necessary information, instruction and training will be given to all employees and others, including temporary staff to ensure competence with respect to roles and level of responsibility.
6. The Squibb Group is committed to the safety of its employees, sub – contractors, visitors and any parties that are affected by our works. To ensure all parties on a site controlled by the Squibb Group are fully aware of the Hazards, Risks and Project requirements Squibb Group will produce a site specific Zero Harm Induction.
7. Management consider that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.
8. Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety.

Owned and approved by the Managing Director



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SQUIBB GROUP LIMITED

HEALTH & SAFETY POLICY AND PROCEDURES

January 2016

**Section: HS 03
Page 2 of 1
Issue: 8**

Title: HEALTH & SAFETY POLICY STATEMENT

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9. Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
 10. Liaise and work with all necessary persons to ensure health and safety. The company will ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.
 11. Squibb Group will constantly review, improve health and safety standards and performance. It will to this endeavour ensure that all relevant statutes and Regulations are complied with. The minimum standards that will be adopted by the company are those required by law, although the company will seek always to exceed these where there is a demonstrable benefit. Areas such as Fors and all external accreditation.
 12. The company recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with the letter and spirit of company policy. Employees will have specific responsibilities to take care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. Squibb Group will ensure that health and safety management is an integral part of the manager's function and will monitor their performance along with their other duties.
 13. The company will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
 13. The company will ensure that accidents and "near misses" are fully investigated and appropriate action taken to reduce the likelihood of their recurrence
 14. The company will ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees.
 15. Clearly defining and reviewing health & safety objectives which will be specific, measurable, achievable, relevant and time bound.
 16. Health & Safety will not be compromised for any other objectives.

Our health & safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This policy is to be read in conjunction with the responsibilities and procedures, which together form part of the integrated management system.

This statement is to be displayed in a prominent position at all work locations and sites for reference by any employee.



Signed
LESLIE SQUIBB MANAGING DIRECTOR

Date
15/01/16

Owned and approved by the Managing Director


ENVIRONMENTAL POLICY

The Squibb Group is in the business of demolition and asbestos abatement. The scope of registration and approval for the environmental system covers the provision of demolition, asbestos abatement and recycling.

The Group recognises that all activities, products and services within the defined scope of our environmental management system can cause impacts on the environment. The Squibb Group is committed to operating its business responsibly; we will comply with or exceed all applicable legal and other requirements, which relate to our environmental aspects and we will do all we can to prevent the incidence of pollution wherever possible. It is our declared policy to operate with and to maintain good relations with all regulatory bodies, to minimise any significant environmental impacts of new developments through the use of integrated environmental management procedures and planning and to set an example of leadership in the field of environmental management.

It is our policy to take all reasonably practicable steps to meet and exceed all necessary requirements and to continually improve both our environmental performance and environmental management system through the implementation of the following:

- Assessing and regularly re-assessing the environmental effects of our activities
- Use of continual improvement techniques and procedures
- Training of employees in environmental issues
- Minimising the production of waste
- Minimising the environmental impact, for the life cycle of plant and assets under the control of the group
- Minimising material wastage
- Minimising energy wastage
- Promoting the use of recyclable and renewable materials
- Reducing and/or limiting the release of pollutants to water, land and air
- Controlling noise and dust emissions from operations
- Minimising the risk to the general public and employees from the operations and activities undertaken by the Group

This will be achieved by -

- Commitment to the continuous improvement of our processes through the development of environmental performance evaluation procedures and associated indicators so as to minimise any adverse impact on the environment.
- Seeking practical ways of reducing emissions to land, air and waterways through the adoption of sound practices that will include the reduction of material waste, energy consumption, recycling and consideration of alternative processes.
Training and communication - each employee will be encouraged to take personal responsibility to minimise their adverse impact on the environment

SQUIBB GROUP LIMITED

ENVIRONMENTAL POLICY AND PROCEDURES

January 2016

Section: ENV4

Page 2 of 2

Issue: 7

Title: ENVIRONMENTAL POLICY – SQUIBB GROUP LIMITED

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- Actively promoting energy efficient products, processes and systems to our clients and subcontractors
 - Managing energy efficiency through appropriate investment in processes, controls and continuous improvements
 - Promoting the recycling of products, packaging and materials
 - Providing support and advice to staff, suppliers and other stakeholders on environmental matters relating to our operations and ensuring that all staff and subcontractors are made aware of this policy and associated procedures concerning our impact on the environment, and
 - Monitoring, auditing and reviewing our performance, and ensuring this policy is reviewed for continuing suitability during the management review process.

This policy is available to the public on request.



Signed

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Date ...15/01/2016.....

MR LESLIE SQUIBB MANAGING DIRECTOR

SQUIBB GROUP LIMITED

HEALTH & SAFETY POLICY AND PROCEDURES

January 2016

Section: HS 04
Page 1 of 1
Issue: 7

Title: COSHH POLICY STATEMENT

**SQUIBB GROUP LIMITED
COSHH POLICY STATEMENT**

The Control of Substances Hazardous to Health Regulations, 2002 imposes a series of statutory duties on both the employer and employee. This Company is committed to safeguard the health of its employees and of those who may be exposed to substances hazardous to their health during our operations, as far as is reasonably practicable.

It is the intention of Squibb Group Limited, where work is likely to expose employees to any substances hazardous to health, to ensure that, as far as is reasonably practicable:-

- Suitable and sufficient assessments of any risks to health shall be carried out and such assessments are regularly reviewed and amended as required.
- The necessary steps shall be taken to adequately control or minimise the exposure of persons to substances hazardous to health, in line with the requirements of the Regulations.
- All control measures provided to meet these aims are properly and effectively used, maintained, inspected, examined and, where appropriate, tested.
- Suitable and sufficient information, instruction and training are provided.
- Where appropriate, exposure monitoring is carried out.
- Where appropriate, health surveillance is undertaken.
- All results of any tests, the findings of any assessment and all other relevant information is brought to the attention of the employees.

Each employee shall be required to:-

- Make full and proper use of all control measures provided, including the use of personal protective equipment.
- Bring to the attention of their supervisor any defects or shortcomings in the control measures provided.
- Present themselves for health surveillance procedures.
- Provide, for the purpose of such surveillance, such information about their health as may be requested by the employment medical advisor or appointed doctor.



Signed

15/01/16

Date

LESLIE SQUIBB MANAGING DIRECTOR

Owned and approved by the Managing Director



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SQUIBB GROUP LIMITED

HEALTH & SAFETY POLICY AND PROCEDURES

January 2016

Section: HS 05

Page 1 of 1

Issue: 7

Title: **SAFE DRIVING POLICY STATEMENT**

SQUIBB GROUP LIMITED
SAFE DRIVING / VULNERABLE ROAD USERS / DRIVER FATIGUE
POLICY STATEMENT

Squibb Group Limited will ensure that this Policy is brought to the attention of all operatives, whether they are employers, sub-contractors or self employed. As a responsible employer, Squibb Group Limited has in place procedures to minimise, as far as reasonably practicable, the likelihood that vulnerable road users are injured in road traffic accidents along with the causes of these accidents such as driver fatigue.

While driving vehicles on company business, Squibb Group Limited requires that all staff must comply with current traffic legislation, HS97 Driving Vehicles on Company Business, HS97a Vulnerable Road Users, HS97b Driver Fatigue along with the requirements of FORS. They must be conscious of road safety and demonstrate safe driving and other good road safety habits. The following actions on company business will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or under the influence of drugs while driving.
- Driving a vehicle which is not compliant with the Road Traffic Act
- Driving while disqualified, or not correctly licensed or insured.
- Reckless or dangerous driving causing death or injury.
- Driving whilst fatigued
- Failing to stop after a crash.
- Using hand- held mobile devices while driving a vehicle
- Smoking whilst driving a company vehicle.
- Any actions that warrant suspension of a licence.
- Please refer to Procedures HS97 Driving Vehicles on Company Business, HS97a Vulnerable Road Users & HS97b Driver Fatigue

Squibb Group Limited requires that staff allow adequate time in the planning of road journeys and that staff cease driving immediately if they feel the onset of tiredness. Squibb Group Limited also recommend that all vehicles used on company business meet EU safety standards and are maintained in accordance with the manufacture's maintenance schedule.

Squibb Group Limited will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc and where necessary will arrange specific driver training.

Squibb Group Limited requires that mobile devices (other than hands-free in extreme circumstances) are not used while driving, with the use of hands-free mobile phones being strongly discouraged while driving.



15/01/16

Signed
LESLIE SQUIBB MANAGING DIRECTOR

Date

Owned and approved by the Managing Director



SQUIBB GROUP LIMITED

HEALTH & SAFETY POLICY AND PROCEDURES

January 2016

Section: HS 05a

Page 1 of 1

Issue: 3

Title: CONTROL OF FATIGUE POLICY STATEMENT

SQUIBB GROUP LIMITED
CONTROL OF FATIGUE POLICY STATEMENT

This policy supplements the health & safety policy statement.

Any employee must not commence or continue work if he or she is fatigued to such an extent that their condition may prejudice his or her safety, or the safety of others.

Managers will not plan work arrangements for personnel who are fatigued or are likely to become fatigued during the work period. Managers and supervisors are authorised to prevent any employee from commencing work or continuing to work if they believe the person is fatigued.

To contribute to improved safety performance through the control of fatigue limitations on hours worked will be applied.

Employees must:-

- Not work more than twelve hours in any one shift.
- Not work more than 72 hours in a calendar week.
- Have a minimum rest period of 12 hours between booking off and booking on for consecutive shifts.
- Not work more than 13 shifts within any 14 consecutive days.

Travelling will be limited to a maximum of one hour to and one hour from the work site where shifts are of 12 hour duration.

In respect of Rail works all work on the rail infrastructure will be in accordance with Group Network Rail and Network Rail (HS1) Limited standards.

In respect of Rail works working hours will be monitored in accordance with Network Rail Company Standard NR/L2/ERG/003.

Exceedance of these hours in emergency situations shall only be permitted once the risk of fatigue has been assessed and an acceptable outcome achieved.

The implementation of this policy is the responsibility of the Managing Director, assisted by the Health & Safety Department and other members of his management team.

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.



Signed
LESLIE SQUIBB MANAGING DIRECTOR

Date 15/01/16

Owned and approved by the Managing Director



SQUIBB GROUP LIMITED

HEALTH & SAFETY POLICY AND PROCEDURES

January 2016

Section: HS 06
Page 1 of 1
Issue: 6

Title: DRUG & ALCOHOL POLICY STATEMENT

DRUG & ALCOHOL POLICY STATEMENT

Squibb Group Limited recognises that both the health of the individual and safety in the work place are paramount in achieving the goals of the business as a whole.

The Policy sets out our approach to Drugs and Alcohol, enabling us to both comply with the requirements of the Health & Safety at Work Act 1974, the Misuse of Drugs Act 1971, the Medicines Act 1968, the Transport and Works Act 1992 and where relevant the Railways (Safety Critical Work) Regulations 1994 and any future legislative requirements that involve the misuse of Drugs and/or Alcohol.

This policy statement requires all employees, sub-contractors or any other persons working at or visiting a site controlled by or being worked on by Squibb Group regardless of their job function:

- **Must not** come to work in an unfit state due to the influence of drugs and alcohol.
- **Must not** bring illegal drugs or alcohol onto a site controlled by or being worked on by Squibb Group. Anybody found in possession could be liable to the Company disciplinary procedure. For clarity any alcohol such as normal shopping where there was no intention of using the substance on the premises is exempt from this rule.
- **Must not** cover up or collude with colleagues whose behaviour and performance is or could be affected by taking illegal or medical drugs or consumption of alcohol.
- **Must check** with their doctor, Practice Nurse, Occupational Health or Pharmacist about the side effects of prescribed medication.
- **Must inform** their supervisor or manager if you are taking medication (whether prescribed or bought "over-the-counter") that may affect their ability to carry out their job.
- **Must not** discontinue an agreed course of treatment for a drug or related problem without good reason.
- **Must never** drive or operate machinery if they are affected by or believe they are affected by drugs, alcohol, and prescribed medication or over the counter medication.
- **Must tell** their immediate supervisor/ manager, Health & Safety Department if they believe they have or may have a drug or alcohol related problem.
- **Must** undergo testing for drugs and or alcohol when requested to do so by our approved testing agency.



Signed

15/01/16

Date

LESLIE SQUIBB MANAGING DIRECTOR



Owned and approved by the Managing Director

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