


Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Health, Safety, Environmental and Sustainability Policy

Business Scope

Maintech Power Companies specialise in providing installation and maintenance of electrical equipment on Industrial, Commercial and Renewable Generation sites across the UK. The Senior Management are actively committed to providing services and installing products that improve the reliability and energy efficiency on our clients installations.

Mission Statement


Health, Safety, Environmental and Sustainability

All Maintech Power Companies:

- will not allow health, safety or welfare to be compromised
- will promote health, safety and welfare in the workplace
- will comply with legislation
- will aim to minimise any negative impact our operations have on the environment
- will achieve business success by constant improvement in health, safety, environmental and sustainability performance
- will be a company that all stakeholders are pleased to be associated with

Mr I A Duncan, Mr R Jupp & Mr K Alcock
Directors of Maintech Power Services Limited.
1st September 2012


Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 1 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
	Maintech Power Companies

Contents

Subject	Section	Page
Business Scope		01
Mission Statement		01
Contents		02
Policy Statement	01	03
Organisation for Health, Safety and Welfare	02	04
Organisation for Waste Management and the Environment	03	09
Sustainable Development	04	10
Corporate Social Responsibility	05	12

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 2 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Section 1

Health, Safety, Environmental and Sustainability Policy Statement


Policy Statement

The Directors of Maintech Power will take all reasonable and practicable steps to control and ensure that our work practices and procedures are safe and without risk to either health, safety or the environment. We will ensure that for each task that we undertake, a full account of all health, safety and welfare implications affecting our employees, the general public and other persons are controlled and effective. We also undertake to ensure that our activities are so far as is practicable sensitive to all issues relating to the protection of the environment.

To that end, the Company will:

- Comply with all duties placed on us by all of the relevant legislation, codes of practice or industry standards including the Health and Safety at Work Act 1974.
- Remain committed to leadership in protecting the environment. Our objective is to reduce and eliminate whenever possible waste and emissions. We will work to minimize adverse impact to the air, water, and land through pollution prevention and energy conservation
- Employ at all levels a competent and trained workforce through appropriate recruitment, training and assessment.
- Systematically identify hazards and implement controls to minimize the risk to employees, general public and others affected by us.
- Provide an effective system of communication throughout the Company to encourage participation in the continual improvement of our systems and the highest standards of health safety and environmental management.
- Maintain high standards of procedures including the maintenance and calibration of all tools and equipment, which are sufficient to avoid risk to employees, others and the environment.
- Provide sufficient information, instruction and training to assist employees to contribute positively to the health and safety of other persons who may be affected by their work activities.
- Only use operatives or subcontractors who demonstrate a level of commitment to, and understanding of the health, safety, environmental and sustainability standards maintained by the Company
- Have in place audit and review systems to monitor the performance standards of the Company's health, safety and environmental systems and provide for on-going improvements.
- Thoroughly investigate and analyse incident reports and strive to eliminate further incidents with the potential to result in injury to persons, damage to plant and equipment and/or harm to the environment.
- Work closely with all stakeholders to achieve a socially and environmentally sustainable operation.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 3 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Mr I A Duncan, Mr R Jupp & Mr K Alcock
Directors of Maintech Power Services Limited.
Section 2

Date 1st July 2013

Organisation for Health and Safety Welfare

Responsibility of Directors

Overall responsibility for implementing the Health, Safety, Environmental and Sustainability Policy (HSESP) of all Maintech Power Companies rests with the Managing Director.

This responsibility includes:


- i) the provision of sufficient resources for fully implementing the general policy
- ii) ensuring that all employees are fully aware of their responsibilities under the Health and Safety at Work Act 1974 etc and that these responsibilities are fulfilled.
- iii) ensuring that Maintech fully complies with all the requirements of health and safety and environmental legislation
- iv) ensuring that the arrangements made for Health and Safety and for securing the effectiveness of the general policy are fully implemented.
- v) monitoring the effectiveness of the general policy and revising the policy when required

All Directors are responsible for assisting in the implementation of the general policy and their duties include ensuring full compliance with the arrangements for securing the effectiveness of the general policy for all activities undertaken by Maintech and its employees in client's premises. Their duty extends to ensuring the health and safety not only of employees but also of persons not in the employ of Maintech who may be affected by the work activities of Maintech.

In particular the duties include:


- i) Ensure that appropriate training is identified and delivered
- ii) ensuring that pre-work site inspections are carried out to establish the need for any special safety and health precautions.
- iii) ensuring that a copy of the client's health and safety policy is obtained to ensure that employees may be fully acquainted with site procedures and that any necessary arrangements for safe working can be made prior to work starting.
- iv) ensuring that all inspections and examinations required by Section 3 of this Policy are carried out and that adequate records are maintained.
- v) ensuring that all accidents are investigated and that the necessary reporting and recording procedure is implemented.
- vi) ensuring that all employees are aware of domestic and site procedures and that these are complied with.
- vii) Set a personal example through the wearing of appropriate personal protective equipment at all times when visiting sites.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 4 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
	Maintech Power Companies

- viii) Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities under this policy.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 5 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	


Project Managers

- i) Understand the Company HSES Policy and ensure that it is brought to the notice of all employees and sub-contractors. Perform all tasks in accordance with the policy and bring to the attention of the Directors any necessary changes or improvements
- ii) Ensure all employees and subcontractors are inducted on all sites and that site specific hazards, emergency procedures, safe methods of work and relevant safety precautions are that the induction record is completed.
- iii) Ensure that adequate written work instructions and that suitable method statements, risk assessments and CoSH assessments are prepared, issued and understood.
- iv) Ensure that work activities are carried out to the required company standards, with the minimum of risk to employees, other contractors, the public, equipment or materials.
- v) Plan and maintain a tidy site and check all machinery, power and hand tools are maintained and in good condition.
- vi) Ensure adequate supplies of protective equipment and clothing are maintained on site and that it is suitable for the task
- vii) Ensure that emergency systems are in place and that adequate first aid facilities are available. Make site operatives aware of the locations and procedures for receiving first aid treatment and the subsequent reporting of such injuries.
- viii) Ensure that adequate fire precautions are available and suitable for the task
- ix) Ensure that any environmental risks are assessed and that appropriate prevention measures are taken and that emergency procedures are in place and understood.
- x) Arrange for materials to be delivered and stacked/stored in order to avoid double handling. Ensure that loading and offloading of materials is carried out in a safe manner.

Field/Office Staff and Labour Only Operatives

- i) Be familiar with the Company HSES Policy and carry out your work in accordance with its requirements
- ii) Ensure that the correct tools and equipment are used and that they are maintained in good condition
- iii) Always wear appropriate personal Protective Equipment provided as detailed in work instructions and method statements for the task being undertaken.
- iv) Report any defects in machinery, tools, equipment and PPE immediately.
- v) Work in a safe manner at all times and do not take unnecessary risks that could endanger yourself, others or the environment.
- vi) Remain vigilant to other hazards developing during your work and warn other employees as necessary.
- vii) Do not play practical jokes or engage in horseplay on site
- viii) Report immediately to your supervisor any injury sustained from an accident at work even if the injury does not stop you from working
- ix) If appropriate, suggest safer methods or procedures of work.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 6 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Sub-Contractors

- i) Understand and comply with the Company HSES Policy and ensure that it is brought to the notice of all of their employees. The sub-contractor must ensure that their own Company Policy is available on site.
- ii) Sub-contractors must provide documented risk assessments, CoSSH assessments and method statements for all work activities before any work commences.
- iii) The subcontractor must ensure, and provide evidence of, the competence of any employee that they are putting to work on a Maintech site.
- iv) All machinery and equipment brought to site for use by the subcontractor, must be safe, free from defect, calibrated if required and maintained in good working order. Information and assessment of the noise levels of machinery are to be carried out by the sub-contractor. All necessary certificates and documentation must be available for inspection.
- v) Report immediately to the site supervisor any injury sustained from an accident at work even if the injury does not stop you from working
- vi) Sub-contract employees must comply with the site audit procedures carried out by Maintech and agree free access to all vehicles, tools, equipment and paperwork relating to the task or contract being carried out on behalf of Maintech.
- vii) Any hazards or defects identified during these audits will be identified to the sub-contractor and these must be rectified immediately.
- viii) Sub-contractors will provide their own first aid and fire procedures and equipment as required by the appropriate regulations unless a previous agreed arrangement has been made for the use of alternative facilities.
- ix) Ensure that any environmental risks are assessed and that appropriate prevention measures are taken and that emergency procedures are in place and understood.
- x) Plan and maintain a tidy site free from debris and waste materials and ensure that all work areas are continually cleared as work progresses.


Arrangements for Securing Effectiveness

General

The Director responsible will:

- produce a training matrix detailing all skills and competences of all tasks and all employees and all available courses.
- conduct regular reviews of site inspections and audits and report to management meeting
- Ensure that sufficient resource is made available to implement effectively all aspects of the HSES policy.
- Ensure all documentation is reviewed at regular intervals and communicate changes with all employees
- conduct regular reviews of performance and statistics and report to management meeting
- employ external consultants as required to assist in house labour.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 7 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
	Maintech Power Companies

Education

Prepare and deliver team briefings to include:

- Tool box talks on specific issues.
- pre-contract site specific requirements
- learning points from in-house and external incidents


Training

- ensure all employees are suitably trained in activities in which they are involved
- ensure all employees are trained in the Company procedures/arrangements/responsibilities to comply with these objectives

Discipline

Employees will be disciplined in accordance with the procedure laid down in their Employment Handbook for any breach of Health, Safety, Environmental and Sustainability policy requirements

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 8 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
	Maintech Power Companies

Section 3

Organisation for Waste Management and the Environment

Responsibility of Directors

Overall responsibility for implementing the Environment Policy of all Maintech Power Companies rests with the Managing Director.

This responsibility includes:

- i) the provision of sufficient resources for fully implementing the general policy
- ii) ensuring that all employees are fully aware of their responsibilities under the current legislation and that these responsibilities are fulfilled.
- iii) ensuring that Maintech fully complies with all the requirements of environmental and waste management legislation.
- vi) ensuring that the arrangements made for environmental and waste management awareness and for securing the effectiveness of the general policy are fully implemented.
- vii) monitoring the effectiveness of the general policy and revising the policy when required


All Directors are responsible for assisting in the implementation of the general policy and their duties include ensuring full compliance with the arrangements for securing the effectiveness of the general policy for all activities undertaken by Maintech and its employees in client's premises.

In particular the duties include:

- i) Ensure that appropriate training is identified and delivered
- ii) ensuring that pre-work site inspections are carried out to establish the need for any special environmental precautions.
- iii) ensuring that a copy of the client's environmental policy is obtained to ensure that employees may be fully acquainted with site procedures and that any necessary arrangements for safe working can be made prior to work starting.
- iv) ensuring that all inspections and examinations required by Section 4 of this Policy are carried out and that adequate records are maintained.
- v) ensuring that all incidents are investigated and that the necessary reporting and recording procedure is implemented.
- vi) ensuring that all employees are aware of domestic and site procedures and that these are complied with.
- vii) Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities under this policy.

All other staff, contractors and sub- contractors responsibilities will be as per Section 2

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 9 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Arrangements for Securing Effectiveness

General

The Director responsible will:

- produce an impact register detailing impact of all Company activities
- produce an action plan for reducing identified impacts which shall be prioritised
- set departmental and individual targets as required
- communicate with all employees
- conduct regular reviews of performance and report to management meeting
- liaise with clients and suppliers to achieve continual improvement

Education

Prepare and deliver team briefings to include:

- hierarchy of waste management disposal
- benefits of efficiency
- pre-contract site specific requirements
- learning points


Training

- ensure all employees are suitably trained in activities in which they are involved
- ensure all employees are trained in the Company procedures/arrangements/responsibilities to comply with these objectives

Discipline

Employees will be disciplined in accordance with the procedure laid down in their Employment Handbook for any breach of Health, Safety, Environmental and Sustainability policy requirements.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 10 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Section 4

Sustainable Development

In order for our business to grow improving the sustainability of our business activities is an important part of our approach to doing business.

This policy applies across our operations where we have direct management control. Where we are involved in joint ventures, we will use our position to endeavour to influence management decisions in line with this policy.

Our Principles

We recognise and support the need for sustainable development, by which we mean development that conserves natural resources, protects and enhances the environment, supports the communities we operate in, and maintains economic growth.

Acting in this way can help build and develop trust, support business continuity, protect the resources we need for our business, improve business performance and outcomes for communities, reduce business risk, develop new business opportunities and make savings.


Accordingly, we will:

- include principles of sustainable development in all our operations
- consider the long-term environmental, social and economic effects of our business decisions
- work closely with our employees, customers and suppliers to develop socially and environmentally responsible policies and practices

We will endeavor to:

- consider the long term impacts of our investments against principles of sustainable developments
- minimise waste and limit our requirements for non-renewable raw materials, using alternatives where practicable and increasing reuse and recycling
- manage water resources sustainability and promote water efficiency
- ensure the development of new services and technologies supports the principles of sustainable development
- raise our customers' awareness of the environmental and social aspects of our operations and services
- look beyond regulatory requirements for opportunities for environmental enhancement

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 11 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

- recognise the need to protect and enhance natural habitats as part of the way we manage our clients' operational sites and land holdings
- continue to improve efficiency in energy consumption and increase our use of energy from sustainable sources

To this end we have carried out a comprehensive environmental impact assessment and are implementing ISO14001. Our two largest impacts are fuel and electricity usage. We have committed to reduce both by 10% by June 2014.

Controlling our actions


We will contribute to sustainability through:

- assessing and managing the social and environmental risks and impacts associated with our operations, developing and maintaining effective plans and procedures and finding ways of putting them into practice across the Company
- taking account of our employees', customers' and suppliers' opinions and communicating with them about the issues associated with our services

Our business operates across a range of activities and the scope and scale of our social, economic and environmental impacts varies.

Accordingly, all our managers and directors will concentrate on the particular challenges they face and prepare action plans with measurable targets

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 12 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Section 5

Corporate Social Responsibility

All Maintech Power Companies recognise the impacts we make on society, the economy and the planet, and we seek to make a positive difference in the places where we operate. We aim to be good corporate citizens and to support the local communities in which we operate.

The objective of our CSR approach is to fulfil our social responsibility obligations without compromising our values in the activities that we do. We aim to create a balance between the development of opportunities with our customers, encouraging and rewarding our employees, working with and supporting local communities and sustaining the environment in which we operate.

We will endeavor to:


- recognise our role in supporting sustainable development in the regions in which we operate by working with relevant organisations and local communities
- operate in a way that protects public health and minimizes the adverse impacts of our operations on local communities
- maintain a safe, healthy and sustainable working environment for our employees, our customers and the general public
- invest in our employees to enable them to achieve their potential; encourage employee involvement and personal action to support sustainable development goals
- create, develop and lead highly motivated teams who have up to date competencies and skills
- ensure our equality and diversity policy standards are adhered to
- take a long-term view of our recruitment needs, investing in areas of skills shortage and taking steps to reflect the diversity of the communities we serve
- support a programme of sustainable transport initiatives
- engage with key stakeholders to understand their needs and expectations
- provide strong leadership and support across to our employees and effectively communicate key messages, strategy and performance
- involve all employees in the CSR process, providing them with the opportunity to contribute ideas as well as their time and skills

All Maintech Power Companies share a responsibility for ensuring that the relationship we have with any of our customers, colleagues, suppliers and associates are conducted with high standards of honesty, integrity, openness and professionalism. We apply the same standards to the communities in which we live and work. It goes beyond just fulfilling legal obligations, it is about how we do business and ensuring that wherever we work in the UK or abroad our high standards apply.

Responsibilities

Partners and managers are responsible for agreeing this policy and our Managing Director has the ultimate responsibility for putting Company policy into practice.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 13 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
	Maintech Power Companies

The Head of Health, Safety and Sustainability has the responsibility to interpret this policy in relation to operations, monitor how the policy is implemented and report regularly on our performance, working with the businesses and initiating independent audits as appropriate.

The management team will meet regularly and are responsible for setting strategy and reviewing progress. They will also identify major issues and encourage best practice to be shared.

Communicating the policy

We will publish this policy and display the latest version of this statement on the main noticeboard, on our Company shared drive and bring it to the attention of all employees at our bi-monthly team meetings and internal communications.


We will refer to this policy in employee induction and training.

We will also communicate it to our business partners.

Review

Performance against this policy will be reviewed annually by the management team.


Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 14 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
	Maintech Power Companies

Section 6

General Arrangements

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 15 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Plant & Equipment

Maintech will provide all necessary plant and equipment. Such equipment will meet all relevant British Standards and, where applicable, HSE certificate of approval. Electricity and mechanical safety standards of the equipment provided will be checked periodically and any necessary maintenance or repairs to damaged equipment will be carried out immediately. Employees must not use any equipment belonging to any client unless written authorisation has been obtained first.

Training

The Health and Safety training of our management staff and employees is a fundamental key to reducing accidents. Training makes operatives aware of the health and safety legislation requirements and how it affects them directly, i.e. the philosophy of risk management and risk reduction strategies along with health related issues such as noise, dust, manual handling, fire etc., these are all influencing and contributory factors toward making operatives aware of the hazards surrounding various work activities and of how they may reduce them. In the case of management staff it gives them the vital tools and techniques to permit them to think ahead, identify hazards, calculate risks and reduce them before work commences.

The Managing Director has responsibility for the Health and Safety training needs which may be delegated as appropriate. In particular, he will ensure operatives meet the necessary training requirement and if appropriate, be authorised to undertake their work in compliance with legislative requirements.

The Director will consider training as part of the overall planning and allocation of operatives to individual projects. In particular the following training activities:

Records of individual Health and Safety training courses undertaken by operatives will be recorded and retained by Head Office. Post training, if individuals require to be authorised by the company for particular activities, they will be assessed by a competent person before the authorisation is awarded.

Discipline

Employees will be disciplined in accordance with the procedure laid down in their Employment Handbook for any breach of safety rules or policy requirements.

Welfare Facilities


Where work is undertaken on sites controlled by Maintech Power, then welfare facilities shall be provided in the form of:

Toilets

Hand Washing facilities with hot and cold running water and a means of drying

A place for the consumption of food and drink which is maintained in a clean and hygienic condition.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 16 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Welfare Facilities (cont'd)

Where work is undertaken on a site managed by others (Client or Principal Contractor) then adequate welfare facilities as listed above shall be provided by them. The Maintech Power Supervisor or his appointed person shall satisfy himself that these facilities are adequate prior to commencing work and carry out periodic checks to ensure they remain so for the duration of our works.

Personal Protective Equipment

All necessary equipment required for the protection of employees and those who may be affected by certain activities will be provided. All such equipment will comply with the relevant British Standard.

Eye Protectors – All employees will be issued with suitable impact grade eye protectors. These will be work for processes specified in the Eye Protection Regulations 1974 and wherever there is risk of eye injury.

Special eye protectors/shields for use in welding processes will be issued and used by those carrying out welding operations.

Welding screens are to be used wherever other persons may be affected by welding radiation's or hot metal splashes.

Clothing – Suitable clothing overalls will be worn by all employees. Flame retardant coveralls must be worn at all time where working in the vicinity of live electrical apparatus.

Safety Footwear – All employees required to work on site will be issued with suitable protective footwear.

Hard Hats – All employees will be issued with hard Hats and these must be worn whenever work is progressing overhead and where there is the risk of head injury.

Ear Defenders – Employees who may be affected by high noise levels will be issued with ear defenders. These must be work where noise levels exceed 90dB(A)

Risk Assessments and Method Statements

All projects and significant operations will be assessed for risks and method statements prepared to ensure that all foreseeable risks are adequately identified, planned, communicated, implemented and monitored and reviewed.


In accordance with the Work at Height Regulations, all work at any height (or depth) is to be The subject of Risk Assessment.

The Managing Director in liaison with the Health & Safety Officer shall produce all generic risk assessments for work procedures.

The Projects Manager shall be responsible for making all generic risk assessments site specific. They shall also produce Method Statements for work processes as required.

All significant findings from the risk assessment process shall be brought to the attention of the workforce. This shall be undertaken primarily at the induction stage but shall be reinforced through regular Toolbox Talks / Meetings.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 17 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Risk Assessments and Method Statements (cont'd)

Risk assessments shall be undertaken for all tasks and shall include the identification of risks posed to those not directly employed by Matrix Networks (i.e. members of the public, visitors, children etc), through their undertakings.

Generic Risk Assessments and Method Statements are held in the Craftsman's Manual for reference.

Fire Safety

Fire Prevention - Office, warehouse and site cleanliness and the removal of rubbish is essential. Facilities are provided for the storage of flammable materials and these facilities must be used. Wherever hot work is performed care must be taken to ensure that flammable materials are removed or protected.

Fire Extinguishers and Blankets – Appropriate fire extinguishers will be provided in the office, warehouse and on all commercial vehicles. Employees will be instructed in the correct use of the appliances.

Hot work (welding etc) shall not be carried out without the appropriate fire extinguishers to hand.

All extinguishers will be examined at least once per year and details entered into the Fire Equipment Register.

Fire Procedure – In the event of fire the following procedure will apply to the office/warehouse:

1. Raise the alarm
2. Telephone the Fire Brigade
3. Without putting yourself at risk attempt to extinguish the fire

Employees must familiarise themselves with the client's fire procedure when working on site.

Fire Evacuation – On hearing the alarm office and warehouse staff will evacuate and assemble outside the building where a roll call will be taken.

Employees must familiarise themselves with the evacuation procedure whilst working on a client/s premises.


First Aid

First Aid boxes will be provided and maintained in the office/warehouse and travelling First Aid kits will be provided in all company vehicles.

Employees will be instructed in the first aid procedure and must report any injury sustained during work activities to one of the Directors.

Arrangements may be made for employees to make use of any site first aid arrangements and in this case employees will be notified by one of the Directors.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 18 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Accident/Defect – Reporting and Investigation

The details of all accidents resulting in personal injury to any person, whether directly employed or not, which occur at any of our operations, workshops or offices, must be entered in the Accident Book ARB2. It is important that this entry be made immediately after an accident because it does provide evidence that an injury was sustained at work should a claim for damages be made at a later date .

In the event of a fatal accident, or an accident where a specified reportable accident has occurred, the following procedure should be followed :-

- (i) Inform the head office immediately.
- (ii) The site manager or supervisor to inform the local office of the appropriate Inspectorate and head office immediately
- (iii) Site manager or supervisor to inform client immediately
- (iv) Company accident report form to be completed and send copies to the client and head office.
- (v) Ensure the site accident book (ARB2.) has been completed.
- (vi) Ensure accident report form F2508 is completed and sent to the HSE within 10 days. (Refer to RIDDOR 95 guide)

Other accidents.

The procedure for other less serious accidents is as follows:-

- i) Send a copy of the accident report form to the client and our head office. This should be carried out as soon as possible but in any case within three days of the accident being reported.
- ii) Complete the record of the accident in the site accident book ARB2.

Return to Work.


- i) When the injured employee returns to work, the return to work form should be completed and sent to head office.

Internal accident investigation

It is our policy to investigate all accidents as follows :-

- 1) fatal accidents or dangerous occurrences - Managing Director
- 2) over 3 day accidents – Safety Director/Directors
- 3) lost time accidents – Site manager
- 4) no lost time accidents - and near misses supervisor

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 19 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Accident Prevention

Regular inspections will be carried out by one of the Directors of all plant and equipment, workplaces and work procedures.

Where examination of certain pieces of equipment is required by statute then senior management will appoint a competent person to fulfil the legal requirements.

Records will be kept of all such inspections and examinations including -

- i) Electrical equipment
- ii) chains, ropes and lifting tackle
- iii) welding equipment and gas hoses
- iv) machinery guards
- v) portable hand tools
- vi) access equipment

Substances

All chemical substances (solvents, fluxes, oils etc) will be assessed for possible health effects or safety requirements by consulting the relevant suppliers/manufacturers hazard information sheets. Appropriate precautions will be taken before use and no substance will be used unless approved by one of the Directors.

All containers used for transporting substances will carry the appropriate warning labels as required by the Classification Packaging and Labeling regulations 1984.

Storing of chemical substances, flammable materials, liquids and gases will follow current good practice and will comply with any relevant legal requirements.

An index of approved substances is provided in the Field Operating Manual together with CoSHH Assessments for all items on the list. An electronic version is available on the Company Intranet with a hyperlink to the Material Safety Data Sheet


Procedures and Systems of Work

All work activities will be carried out in accordance with current good practice.

Special Procedure and Safe Systems of work are details for the following activities: -

- i) work involving exposure to live conductors
- ii) hot working (welding, brazing etc)
- iii) work at heights above 6'6"

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 20 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Procedures and Systems of Work (cont'd)

- iv) work involving the use of ladders
- v) work involving the use of scaffold or scaffold towers
- vi) working in confined spaces

These and other safe working procedures are detailed separately and will be issued to all employees involved in the activities.

Company Vehicles

All company Vehicles will be maintained in good order and regularly inspected and serviced in accordance with manufactures recommendations.

Carriage of Petrol and Diesel in vehicles

No more than 2 (two) gallons (9.02 L) of petrol or 5 (Five) gallons of diesel in approved containers may be carried inside a company passenger-carrying vehicle (not mini buses when passengers are carried).

Use of Mobile Phones

The use of mobile phones, other than with approved 'hands free' fitted equipment, will not be permitted whilst driving a vehicle for company purposes, unless they are accompanied by another person who may safely use the telephone.

Employees who regularly use their vehicle for company business, and are required to be accessible at all times, will be provided with a suitable 'hands free' kit.

Any accident resulting from the use of a hand held mobile phone may result in prosecution from the police, and could seriously affect the Company's insurance cover.

Only the use of mobile phones with 'hands free' fitted equipment will be permitted whilst driving vehicles for company business. It is strongly advised that the mobile phone is set to automatically answer an incoming call and to automatically disconnect when the caller ends the call. Making calls on hands free fitted equipment whilst driving is not recommended.


Should you wish to make a call on a hand held mobile phone or one from 'hands free' fitted equipment, you must pull off the road and park in a safe area before making the call.

The use of mobile phones on site is to be restricted where possible to avoid persons becoming distracted or losing concentration, especially if 'walking and talking' or operating machinery on a construction site.

If calls are to be made or taken whilst on site it is advisable for personnel to stop work and move to a safe area for the duration of the call.

Some Sites may prohibit the use of mobile phones by operatives and personnel if there are high risk activities in progress or where a risk assessment has identified a real danger of either an injury or dangerous occurrence due to the use of mobile phones on site.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 21 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Manual Handling

In industry, 25% of injury accidents are caused by poor manual handling procedures. The results of lifting incorrectly are injured backs, slipped discs, sprains, hernias etc.

Correct lifting techniques make a job easier and safer. Back and abdominal muscles are weak. Leg and thigh muscles are strong. The following points are a guide to good manual handling techniques.

- (1) How heavy is it?
- (2) Is it out of balance?
- (3) Has it any sharp corners?
- (4) Are there any nails or splinters sticking out?
- (5) Ensure back muscles are warm. On a cold day, cold muscles tear easily.
- (6) Wear gloves to protect hands.
- (7) Keep feet slightly apart.
- (8) Bend knees.
- (9) Keep back straight.
- (10) Ensure good grip.
- (11) Keep head up when lifting.
- (12) Pull load onto body.
- (13) If you need help, ask. Don't strain.

It is necessary to decide if the manual handling operation is hazardous. If this is the case, an assessment of risk will be necessary. The risk of injury identified by the assessment must be reduced.

Working At Height

All work at height undertaken by Maintech Power will be carried out within the scope of The Work at Height Regulations 2005. All work at height will be subject to risk assessment being undertaken.

Mobile Tower Scaffolds


The main hazard associated with the use of tower scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions. These hazards can be minimized by the following:

Check location for overhead electricity cable hazards and other obstructions.

Towers should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).

Castor wheels, if fitted, should only be used on level ground and have wheel brakes fitted, which must be used.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 22 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Working At Height (cont'd)

Components should be correctly fitted together, and the tower kept vertical. Manufacturer's instructions must be followed regarding erection especially for bracing. Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance for outriggers where fitted. Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions. No operatives or loose materials should be on the platform when it is moved.

Ladder access must be from inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted. All ladder loadings are to be displayed on the tower i.e. free standing ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured. Platforms must be fully boarded, with double guardrails and toe boards, and access provided by trapdoors. Towers should be loaded only in accordance with manufacturer's instructions.

Ladders


More accidents arise each year from the use and/or misuse of ladders than from any other single piece of equipment. In order to reduce hazards from the use of ladders on site the following is to be checked before use:

Ladders will only be used for a work activity of short duration operations, (less than 5 mins) and when all other methods of access have been exhausted. Ladders with defective rungs must not be used. Ladders must be in good condition and of adequate length and strength for the work in progress. Ladders must be secured at the top and be long enough to extend 1.50m above the landing place. It is recommended that ladders be placed at an angle of 1:4. Place ladders on a firm and level base. Ensure that the step-off area is clear if using a ladder to reach a platform. Ladders shall not be used where both hands are required for the work task, unless a harness is clipped in position. Ladders should be positioned so that over reaching is not necessary and when working persons should not stand on the top three rungs. Ladders should be inspected as part of the regular inspection of scaffolding on site and the results entered in the site register.

Stepladders

Routine and regular inspection of the stepladders should also be carried out. The following checks are to include:

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 23 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Equipment should be checked for defects before use (timber should not be painted which hides defects) e.g. cracks, warps, loose hinges, missing screens, loose or damaged stiles or braces.

Stepladders are only to be used for short duration work

Equipment should be placed on a firm, level base.

Trestles are only to be used in conjunction with an integrated barrier (fall arrest) system.

Where staging is required, a suitable and sufficient means of fall protection is to be in place

Noise and Vibration

Noise at work, if allowed to remain unchecked could lead to the reduction or even the complete loss of hearing in operatives exposed to it. It is imperative that measures are swiftly taken to reduce the excessive noise levels to a minimum and where possible to the levels required by the “Noise at Work Regulations”.

The Control of Noise at Work Regulations has established Action Values and Limit Values.

- Lower Exposure Action Value – 80 dB(A)
- Upper Exposure Action Value – 85 dB(A)
- Exposure Limit Value – 87 dB (A)

The company will ensure all work activities are assessed and planned in accordance with the above requirements.

As required by the Regulations, whenever a potential noise hazard exists, arrangement will be made to carry out suitable noise assessments and appropriate action will be taken, as appropriate. In addition, the site agent is to ensure the following:

Ensure any site instruction regarding the wearing of hearing protection in designated areas is obeyed

Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use

Where possible, consider alternative methods of work to eliminate and reduce possible noise levels


Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment

Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided

When necessary, ensure that you have instructed operatives in the use of any equipment provided for your protection

The Safety Adviser, if requested will provide the following services, noise surveys, noise assessments, noise control measures, individual noise monitoring, training and instruction for operatives.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 24 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Noise and Vibration (cont'd)

Certain types of work equipment when in use can cause Hand / Arm Vibration Syndrome, Carpal Tunnel Syndrome etc.

The company undertakings and working practises are in the main unlikely to expose any of its employees to potentially harmful levels of vibration from the use of equipment etc, but where this is identified as a possible problem the hierarchy within the Vibration at Work Regulations will be observed and appropriate measures taken.

Abrasive Wheels

Certain safety conditions are required for the safe operation of abrasive wheels. Site agents should be aware of these requirements and ensure appropriate supervision is exercised over operatives who use abrasive wheels on site.

Only trained, competent and appointed persons are to mount abrasive wheels.

Ensure the disc or wheel is mounted correctly.

The machine must be regularly maintained to ensure the speed of the machine spindle is correct.

Guards must be fitted to all abrasive wheels and kept in position.

Eye protection and ear defenders must be used when using abrasive wheels.

Ensure protection is provided against hazardous dusts generated. i.e Dust masks/ventilation

Abrasive Wheels (cont'd)

Wearing of loose clothing is prohibited, especially ties, sleeves, scarves etc.

All machines are to be inspected regularly to ensure they are in good condition, this applies especially to electrically operated machines and associated power cables.

Sparks from loose particles can cause fires or explosion if near to flammable materials.

Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

Electrical Equipment

The Electricity at Work Regulations require that precautions are taken by the employer, against the risk of death or personal injury from electrical equipment involved in any work activity. The employee also has a duty to co-operate with the employer in the safe use of electrical equipment.

General Safety – Electricity on Site

All cable connections must be properly made. Under no circumstances is insulation tape alone to be used to protect any repair or join in an extension cable.


Work on equipment is only to be carried out by authorised persons.

Only 110v equipment (or less) is permitted on site.

The correct extension cables are to be used, to cope with wet and rough conditions.

Extension cables are to be minimised by the provision of adequate numbers of socket outlets.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 25 of 26

Business Management System	
Document Reference Pol 04	
Title Health, Safety, Environmental and Sustainability Policy	
Maintech Power Companies	

Extension cables, when used, are to be routed so as not to cause tripping or similar hazards. Wherever possible, site electrical supplies are to be protected by residual current devices or other such protection devices.

All portable tools, cables etc. should be identified and regularly inspected and maintained by a competent person.

Check equipment before use for any sign of damage and report defects immediately.

Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.

If anything goes wrong, switch the equipment off and disconnect from the power supply.

PAT Testing should be carried out every 12 months.

Do not lift or pull equipment by the cable, the connections may become broken and cause a hazard.

Confined Spaces

The Company recognises its duties under The Confined Spaces Regulations 1997.

A confined space is any enclosed space, above or below ground, where the air may be made unbreathable either by poisonous gases/fumes or by lack of oxygen.

If it is not reasonably practicable to prevent work in a confined space a competent person will conduct a risk assessment and identify a safe system of work. Constant supervision by a competent person coupled with the use of a Permit to Work procedure must be used.

Suitable and sufficient arrangements for the rescue of persons in the event of an emergency must be in place before any person enters or works in a confined space.

All personnel entering/ working in a confined space will be trained and competent in the tasks they have to carry out and the safe system of work.

Document Reference	Signed	Issue Date	Revision	Review Due Date	Page
Pol 04		01/07/2013	V1.3	27.03.14	Page 26 of 26