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Health and Safety Policy

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Signed,

John McGiffen

HEALTH & SAFETY CONSULTANT

Signed,

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DIRECTOR & OPERATIONS
MANAGER



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UTA Engineering, Ltd. recognises that health and safety issues relevant to our operations constitute fundamental facets of our business. Our objective is to meet and, where possible, exceed the requirements of all applicable legislation. This shall be achieved whilst addressing the needs of the business and maintaining our Management System.

Section 1.2 Wherever possible, GUTA Engineering Ltd. shall commit to the implementation of identified best practices through its Management Systems, compliant with the requirements of ISO 45001 (Health & Safety) and conducive to the achievement of long-term growth. Our aim is to continually improve, using our Management System to set measurable objectives and targets relevant to our operations.

Section 1.3 The following hierarchy of risk control must be used by all business units and persons authorised to undertake risk assessments:

- Elimination
- Substitution
- Engineering controls (e.g., isolation, insulation and ventilation)
- Reduced or limited time exposure

- Good housekeeping
- Safe systems of work (method statements, permits to work, checklists, etc.)
- Training, communication within the workforce and information
- Personal protective equipment
- Welfare
- Monitoring and supervision
- Reviews

Section 1.4 Risk assessments shall be carried out by persons who have attained training and competence in the identification of hazards and management of risks, i.e., those who have attended recognised health and safety courses as identified in the company's Training Competency Matrix.

Section 1.5 When change occurs, or following a significant incident, permits to work and risk assessments shall be reviewed to ensure continued suitability.

Planning Design and Tender: Construction Projects

Section 2.1 Risk management is an essential part of the planning stage for any project. Whenever possible, risks must be eliminated through the selection and design of facilities, equipment and processes. If risks cannot be eliminated, they shall be minimised by the use of physical controls or, as a last resort, through safe systems of work (method statements) and personal protective equipment.

Section 2.2 The design/tender teams shall, where possible, eliminate risks where technology allows them to do so. If the risks cannot be eliminated, designers and planners must identify health and safety hazards and risks that cannot be eliminated and communicate this directly to construction teams. Personnel employed in the company with responsibility at the conception of the project must use the Hazard Identification Form to record hazards as they are observed throughout the planning stage and communicate these observations to the construction team with all other health and safety information.

Planning of Workplace Activities

Section 3.1 The Hazard Identification Form must be completed prior to any work commencing by persons who have received training in the identification of work-related hazards and the management of health and safety risks. Once the hazards have been identified, more detailed risk assessments shall be prepared for the workplace. These must be prepared by competent persons who have both knowledge and experience in the work to be carried out. These risk assessments shall include the specific controls for the environment. Where high risks are identified, the operations management team must contact a technically competent person who can assist with the identification of suitable and sufficient control measures and ensure the local Health & Safety Advisor signs the review form before high risk works commence.

Section 3.2 Risk assessment guidelines and best practice guidance documents are available within the Management System. These must be used to assist with information and suitable and sufficient control measures when producing risk assessments.

Section 3.3 Where the use of permits to work will be a control measure for the workplace, the operation Management Team must formally appoint a competent person who shall be responsible for issuing and monitoring permits to work. Only competent team members shall be appointed; they must have received an appropriate level of training in the use and issue of any permit system.

Contractors and Suppliers

Section 4.1 The Hazard Identification Form and any other workplace risk assessment must be issued to contractors to enable them to write specific assessments, develop safe systems of work and communicate information to their employees about known risks.

Section 4.2 Any risk assessment or method statement written by a contractor must be reviewed by the operations Management Team using the Health and Safety Risk Review Form with assistance sought from technically competent persons and their Health & Safety Advisor for all high-risk activities.

Section 4.3 Where contractors are unable to produce risk assessments and method statements, the business unit shall provide guidance on what is required. Note that the ownership of the contents must be clearly identified as belonging to the contractor. No contractor's risk assessments or method statements shall be recorded on the business unit's headed paper.

Section 4.4 No contractor's risk assessment or method statement shall be accepted unless the supervision in charge of the works is clearly identified. If the supervision is not as identified on the risk assessment or method statement, the works must be suspended until this oversight is amended by the contractor.

Section 4.5 The contractor must carry out their own briefings on the content of their risk assessments and method statements. The briefings are to be recorded and copies of such held on site. All instructions to contracted employees must be issued under the supervision of the contractor unless related to immediate safety/environmental issues.

Section 4.6 Secondments of business unit staff/labour to contractors must be avoided. Where this is unavoidable, the secondment shall be formally recorded. If secondment should arise, the contractor shall take full responsibility for ensuring the competency of the labour seconded is suitable for the tasks, briefing and training requisite individuals as necessary.

Work Practices

Section 5.1 Every workplace shall be outfitted with documentation of assessed risks. These must be produced in conjunction with the local Health & Safety Advisor and shall identify any risks to employees, contractors, visitors or others. The risk assessment must calculate the probable risk factors and identify requirements for any specific risk assessments necessary to meet additional legal/organizational requirements (e.g., display screen equipment assessments in offices and working at height assessments, etc.). Risk assessments must include routine and non-routine activities (e.g., the clearance of snow, the actions to take in event of site failure, etc.)

A copy of the risk assessment must be available at the workplace. All employees and others affected shall be briefed on risks and control measures. Briefings must be recorded.

Where risk assessments are provided for long term risks (e.g., extended exposure to noise, vapors, fumes, etc.), they must be reviewed at least once every 12 months, or where significant changes are planned, or following any incident/accident.

Once the hazards have been identified, the risk assessment must include the risk ratings with current controls for the likelihood (L) and severity (S), with the risk rating (R) being calculated (e.g., $L \times S = R$). Where the current controls do not reduce the risk to an acceptable level, additional control measures must be identified and the risk rating re-calculated to identify the residual risk after controls have been implemented. The Risk Rating Chart shall be referenced for the levels of tolerability.

Every site is deemed a workplace and must have suitable risk assessments to cover site setup to site closure. The work packages released to contractors shall require specific contractor assessments supplemented by the method statements as deemed necessary, provided by the contractor.

Workplace risk assessments must be reviewed following any significant changes and updated as the work progresses. The workplace risk assessments shall be discussed at the four week planning meetings with the Health & Safety Advisor and the findings of such recorded in the SSER (Site Safety Evaluation Report) as necessary. If changes are required to any risk assessment or method statement, all those affected by the changes must be re-briefed in the amendments.

The risk assessments for permanent premises shall be reviewed following any changes at least once per year. Such reviews shall be communicated to all employees in the offices.

Section 5.2 Specific risk assessments must be provided where the residual risk rating is identified as being high or where the tasks/activities were not identified in the original workplace assessment. Where contractors provide specific assessments, the operations Management Team must review the assessment before work commences and ensure that all operatives have been briefed on the assessment.

Where workplace operations require a specific risk assessment, a competent member of the operations management team shall record the assessment and ensure that all operatives are briefed on the risks identified and the control measures implemented. This member must also ensure that control measures implemented are being maintained.

Section 5.3 Where medium or high risks are identified, a safe system of work must be planned, recorded and communicated to all persons who may be affected. A method statement shall include the following (where applicable) as a minimum:

- Scope of activity to be undertaken
- Specific limitations or job constraints
- Specific health, safety and environmental risks to be managed
- Planning and maintenance
- Person(s) responsible and competencies
- Plant, equipment and materials (delivery to work area and use)
- Methods of work and sequences to be adopted

Method statements provided in-house should be produced using the template provided. If these are for high-risk activities, they shall be reviewed by a technical/competent person or the Health & Safety advisor.

Section 5.4 Where it is identified that the system of work is ineffective, or additional methods of work are agreed upon following an incident or near miss, an amendment to the risk assessment/safe system of work must be agreed with the operations Management team and those completing work activities. The following process shall be applied:

- The works must be stopped.
- The operatives must be withdrawn.
- A new method of work must be established and agreed upon based on lessons learned.
- A new review sheet must be completed to show revision has been made.
- Operatives must be briefed on the new method of works.

Section 5.5 Where a permit to work is identified as a control measure, only persons who are competent and formally appointed by their business unit in the required scope of works, or have been authorised to undertake works on behalf of the company, are authorised to issue them.

Permits to work must be used to meet legal requirements (e.g., work on “live” electrical installations, entry into confined spaces, excavation works and hot works), however, additional requirements for permits are identified within the Health & Safety Standards.

Where permits to work are issued they shall be added to the site’s permit log sheet.