

**HULSE  
(ELECTRICAL CONTRACTORS)  
LIMITED**

**HEALTH & SAFETY POLICY**

Feb 2011

Prepared by S Hall

## HEALTH AND SAFETY POLICY STATEMENT

Hulse Electrical Contractors Limited is committed to a policy of effectively managing all aspects of health, safety and welfare. This commitment extends to workplaces, employees and others affected by our operations.

Hulse recognises that achieving high standards of health and safety is an integral part of business performance. Whilst all statutory provisions will be complied with as a minimum, the Company will take all reasonably practicable measures to ensure continual improvement in health and safety standards by setting objectives and targets that will be continually reviewed.

The Managing Director has the overall responsibility for health, safety and welfare. In turn the Divisional Directors accept their responsibility for health and safety and will ensure that such resources, facilities, finances, information, instruction, training and supervision is provided as is necessary to minimise the risk of injury or ill health and to maintain a positive health and safety culture and performance.

Hulse Management is responsible for the implementation of this Policy and for ensuring risks to the health and safety of all persons are assessed and safe systems of work devised in line with Hulse standards

All employees and contractors have an obligation to take reasonable care for their safety and for the safety of other people who may be affected by their acts or omissions. They are also obliged to co-operate with their employer in respect of matters concerning health and safety.

This Hulse Policy Statement will be issued to all employees, uploaded to the intranet, displayed prominently at all workplaces and be available on request to all interested parties.

This Policy will be periodically reviewed by the directors. Action will be taken to ensure its continuing relevance, effectiveness and adequacy. Although on occasions amendments may be implemented at other times as required by legislative changes or work practices.

Hulse is also committed to achieving standards set by government and industry within the overall strategy of improving health and safety performance within the construction industry.

Signed



Stuart Hulse  
Managing Director  
Hulse Electrical Contractors Ltd

22 February 2011

Original



## 2.0 ORGANISATION AND RESPONSIBILITIES

2.1 **Overall responsibility** for Health and Safety within this company is held by Stuart Hulse (Managing Director) who is the executive appointed to ensure the implementation of this policy. In the event that Stuart Hulse is unable to carry out his duties this will be delegated to another executive member.

2.2 **Other directors responsible** for health and safety within this company are:

Ian Lambert – Residential department (Scotland, Midlands and Bristol)

John Bird – Commercial department (Midlands and Southern team)

**The Directors** named above are the executive appointed to ensure the divisional implementation of this policy. In the event of a member of this safety executive being unable to carry out his duties this will be delegated to another executive member.

2.3 **Other Managers and staff** will be delegated duties and responsibilities under this policy as detailed in sections 2.13, 2.14, 2.15, 2.16, 2.17, 2.18, 2.19, 2.20 and 2.21.

2.4 **Expert Advice** is provided by Shawn Hall of Hulse Electrical Contractors Ltd.

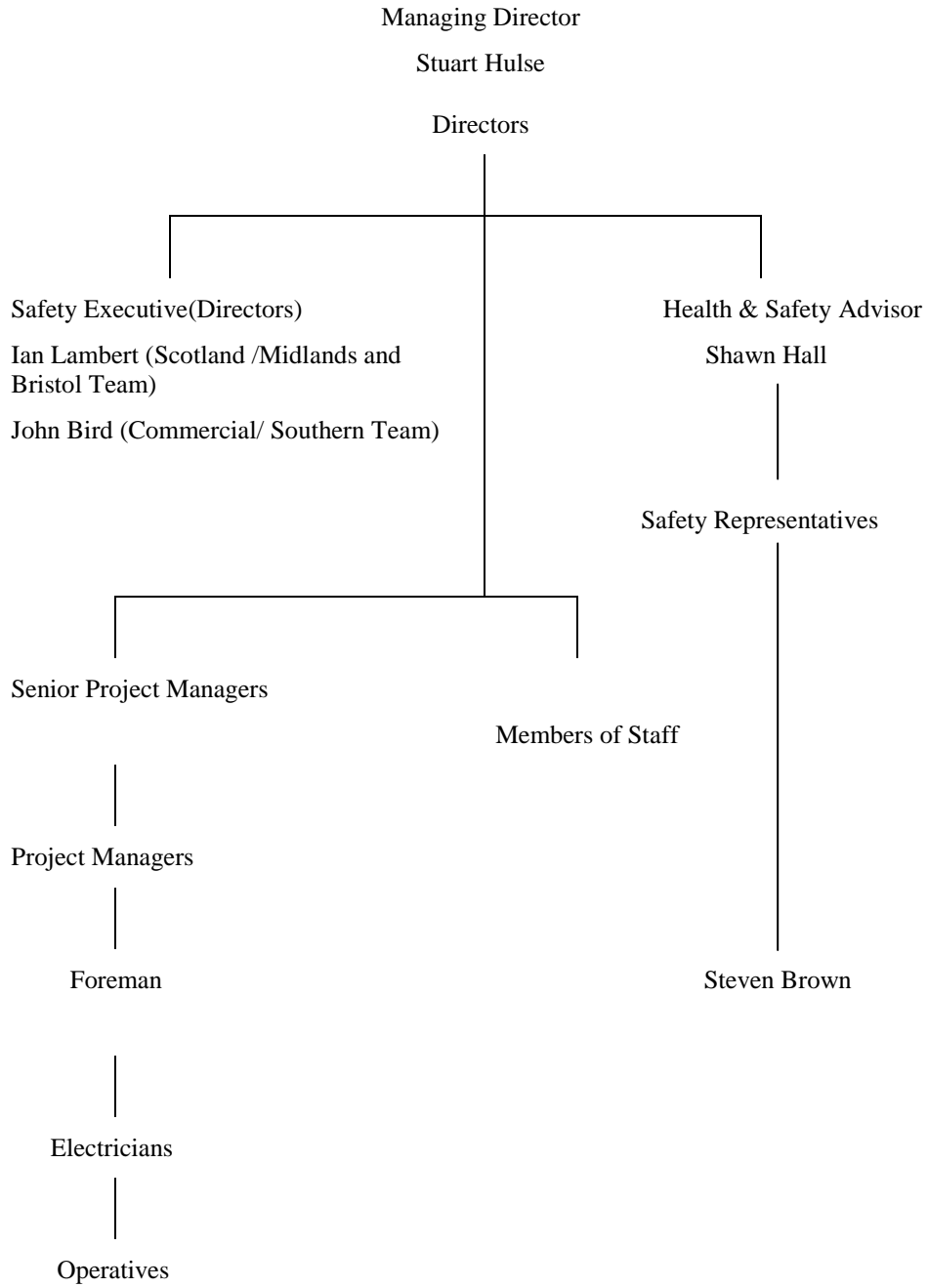
2.5 **Funds and facilities** will be made available to meet the requirements of the policy including ensuring adequate allowance is made for suitable welfare facilities, equipment, vehicles, systems of work and training. This is to avoid injury and damage to the health of employees and others who may be affected by the company's undertakings.

2.6 **Management will actively encourage safe working** practices and ensure that all safety rules, instructions and legal requirements are complied with, in respect of the operations carried out under their control.

2.7 **Employees must report immediately** any potentially dangerous situation or condition to their manager or the Managing Director. This includes any defective equipment, dangerous working practice, unsatisfactory personal protective equipment or any other hazard. It should be clearly understood that this is done without any fear of recrimination or redress to the individual.

- 2.8 **It is an offence** under the Health & Safety at Work etc. Act 1974 for any person to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare. Appropriate disciplinary action will be taken against anyone found interfering with or misusing these items.
- 2.9 **Joint consultation** on health and safety matters will be encouraged and the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996 will be complied with. The main function of these consultations is to draw attention to any unsafe practices, which become apparent and to bring forward suggestions for better safety standards and practices. Consultations will be encouraged during regular meetings.
- 2.10 **The environmental policy** of this company is to organise its operations in such a manner that there will be minimal damage to the existing environment. This policy will be achieved by incorporating the necessary control measures into method statements, safety assessments and into the training of all company personnel.
- 2.11 **Employment will be based upon ability** and discrimination because of age, gender, ethnic origin, sexual orientation or being classed as disabled will not be permitted.
- 2.12 **It is the Company's legal duty** to revise this policy statement as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee.

The company's health and safety management structure is as follows:



2.13 **The Directors** are responsible for the implementation of the health and safety policy and their duties are:

- 2.13.1 Having a detailed knowledge of the Company safety policy.
- 2.13.2 Initiating the Company policy for the prevention of injury, damage and loss.
- 2.13.3 Administering the policy or appointing a senior member of staff to do so.
- 2.13.4 Ensuring that the requirements of the Construction (Design & Management) Regulations 2007 are implemented and the procedures set out in the health and safety plan are complied with.
- 2.13.5 Ensuring that all employees receive adequate and appropriate training.
- 2.13.6 Insisting that sound working practice is continuously observed.
- 2.13.7 Instituting proper reporting, investigation and costing of injury, damage and loss, promoting action to preclude recurrence.
- 2.13.8 Insisting that sound working practice is continuously observed.
- 2.13.9 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
- 2.13.10 Arranging for funds and facilities to meet the requirements of the policy.
- 2.13.11 Arranging for adequate first aid facilities and a sufficient number of trained first aid attendants in the administrative office.
- 2.13.12 Ensuring that a current certificate of means of escape in case of fire, where applicable, is available for the office building.
- 2.13.13 Arranging for an adequate number of fire extinguishers of a suitable type to be positioned around the office building.
- 2.13.14 Ensuring that a satisfactory procedure for evacuating the office building in the event of a fire, or other emergency is implemented and periodically practised.
- 2.13.15 Setting a personal example.
- 2.13.16 Authorise 'Permits to Work' for working in the vicinity of live systems. The MD is the only person who will authorise any live systems. With the exception of testing and inspection of the electrical installation by a suitably qualified electrical testing engineer

2.14 **The Company Safety Executives** are responsible for the implementation of the Health and Safety Policy and his duties are to:

- 2.14.1 Having a detailed knowledge of the Company safety policy.
- 2.14.2 Initiating the Company policy for the prevention of injury, damage and loss.
- 2.14.3 Administering the policy himself, or appointing a senior member of staff to do so.
- 2.14.4 Being familiar with the requirements of the Health & Safety at Work etc. Act 1974 and other appropriate regulations and codes of practice, and ensuring that they are observed.
- 2.14.5 Ensuring that the requirements of the Construction (Design & Management) Regulations 2007 are implemented and the procedures set out in the health and safety plan are complied with.
- 2.14.6 Ensuring that all employees receive adequate and appropriate training.
- 2.14.7 Insisting that sound working practice is continuously observed.
- 2.14.8 Making certain that in estimates for new projects, allowance is made for adequate welfare facilities and equipment to avoid injury and damage to health or materials.
- 2.14.9 Reprimanding any employee failing to discharge satisfactorily the responsibilities allocated to him.
- 2.14.10 Arranging for funds and facilities to meet the requirements of the policy.
- 2.14.11 Arranging for adequate first aid facilities and a sufficient number of trained first aid attendants in the administrative office and workshop.
- 2.14.12 Creating policy to co-ordinate safety activities between contractors.
- 2.14.13 Instituting proper reporting, investigation and costing of injury, damage or loss; promote action to preclude recurrence and initiate analysis to discover accident trends and potential hazards from the reports of site staff and Safety Advisors.
- 2.14.14 Arranging for an adequate number of fire extinguishers of a suitable type to be positioned in the office and around the site.
- 2.14.15 Ensuring that a satisfactory procedure for evacuating the office/site building in the event of a fire, or other emergency is implemented and periodically practised.
- 2.14.16 Advising the Directors when a review of the safety policy is necessary.
- 2.14.17 Setting a personal example.

2.14.18 Authorise 'Permits to Work' for working in the vicinity of live systems.

The MD is the only person who will authorise any working on live systems  
With the exception of testing and inspection of the electrical installation by  
a suitably qualified electrical testing engineer

2.15 **The Company Safety Advisor** is responsible to the Company Safety Executives for:-

- 2.15.1 Advising on all matters relating to health and safety and statutory compliance.
- 2.15.2 Carrying out such on-the-job training as requested.
- 2.15.3 Advising on such training and the implementation of such systems as may be necessary to ensure that all places of work are made and kept safe.
- 2.15.4 Advising management on such measures as may be required to ensure the elimination of risk of injury or danger to the health of any person employed by the Company.
- 2.15.5 Making sure management recognise the necessity for ensuring the protection of the general public from any risk to their person or health resulting from work undertaken by the Company.
- 2.15.6 Advising management on their responsibilities for ensuring that their staff complies with all statutory requirements in health and safety matters.
- 2.15.7 Ensuring that management are aware of their responsibilities in achieving the above objectives.
- 2.15.8 Carrying out regular and systematic inspections and making sure that all persons are complying with all statutory requirements and the Company Safety Policy.
- 2.15.9 Reporting any blatant or persistent disregard of normal standards of safety.
- 2.15.10 Advising management on the implementation of such systems as may be necessary to ensure that all plant and equipment used on site is in a safe condition.
- 2.15.11 Investigating accidents and ensuring that they are reported correctly when requested to do so.

2.16 **Senior Project Managers** are responsible to the Directors for:-

- 2.16.1 Understanding the Company Safety Policy and the duties assigned to them under this policy.
- 2.16.2 Pre-planning their operations, having due regard to the health, safety and welfare of employees and sub-contractors personnel.
- 2.16.3 Ensuring that the requirements of the Construction (Design & Management) Regulations 2007 are implemented and the procedures set out in the health and safety plan are complied with.
- 2.16.4 Ensuring that any other contractors on site work competently and comply with the procedures set out in the health and safety plan.
- 2.16.5 Carrying out or arranging to be carried out all statutory inspections and examinations of scaffolds, excavations and lifting appliances etc.
- 2.16.6 Recording and reporting all accidents and dangerous occurrences as required.
- 2.16.7 Making sure that the first aid arrangements is adequate and that first aid boxes are fully stocked.
- 2.16.8 Ensuring that the site welfare facilities are adequate properly maintained and kept in a clean condition.
- 2.16.9 Co-operating with the Company's Safety Advisor, seeking his advice and assistance where necessary.
- 2.16.10 Taking the necessary steps to see that all plant and equipment supplied to the site, whether it is owned by the Company or hired to the Company, is in a safe condition before it is put into service.
- 2.16.11 Checking that there is adequate insurance cover for unusual types of operation.
- 2.16.12 Anticipating any special hazards that might arise on any of the operations under his control, e.g. overhead or underground electric cables, etc.
- 2.16.13 Ensuring that staff under their charge know and understand their responsibilities for health, safety and welfare.
- 2.16.14 Setting a personal example when visiting operations by wearing the correct personal protective equipment as directed by the site agent/main contractor, or the minimum required standard set by Hulse. Whilst on site visits you must comply with all other Health and Safety site rules.

2.16.15 Ensure no person is working in the vicinity of live systems unless the 'Permit to Work' has been signed by a Director, or live systems has been signed by the Managing Director.

With the exception of testing & Inspection of the electrical installation by a suitably competent qualified electrical testing engineer.

2.16.16 Stopping any dangerous activity observed when visiting an operation and drawing the attention of the site management or supervisor to any contravention of the legal requirements.

Ensuring that adequate risk assessments have been carried out.

2.17 **Senior / Project Managers** are responsible for:-

2.17.1 Understanding the Company Safety Policy and the duties assigned to him under this policy.

2.17.2 Pre-planning and organising sites so that all operations are carried out with a minimum risk to the persons employed.

2.17.3 Ensuring that work is carried out within the terms of the Company's safety policy.

2.17.4 Ensuring that all legal requirements, particularly those contained in the Construction Regulations, are observed.

2.17.5 Ensuring that the requirements of the Construction (Design & Management) Regulations 2007 are implemented and the procedures set out in the health & safety plan are complied with.

2.17.6 Ensuring that any other contractors on site work competently and comply with the procedures set out in the health & safety plan.

2.17.7 Carrying out or arranging to be carried out all statutory inspections and examinations of scaffolds, excavations and lifting appliances etc.

2.17.8 Recording and reporting all accidents and dangerous occurrences as required.

2.17.9 Making sure that the first aid arrangements is adequate and that first aid boxes are fully stocked.

2.17.10 Ensuring that the site welfare facilities are adequate and have hot and cold running water. That they are properly maintained and kept in a clean and satisfactory condition.

2.17.11 Co-operating with the Company's Safety Advisor, seeking their advice and assistance where necessary.

- 2.17.12 Taking the necessary steps to see that all plant and equipment supplied to the site, whether it is owned by the Company or hired to the Company, is in a safe condition before it is put into service.
  - 2.17.13 Checking that there is adequate insurance cover for unusual types of operation.
  - 2.17.14 Anticipating any special hazards that might arise on any of the operations under his control, e.g. overhead or underground electric cables, etc.
  - 2.17.15 Ensuring that site management and supervisors under his charge knows and understands his responsibilities for health, safety and welfare.
  - 2.17.16 Setting a personal example when visiting the correct personal protective equipment as directed by the site agent/main contractor, or the minimum required standard set by Hulse. Whilst on site visits you must comply with all other Health and Safety site rules.
  - 2.17.17 Stopping any dangerous activity observed when visiting an operation and drawing the attention of the site management or supervisor to any contravention of the legal requirements.
  - 2.17.18 Ensuring that COSHH assessments are available for all hazardous substances to be used on site.
  - 2.17.19 Ensure that NOISE assessments are available for plant and operations with sound levels in excess of 85dB (A).
  - 2.17.20 Ensure no person is working in the vicinity of live systems unless the 'Permit to Work' has been signed by a Director, or live systems has been signed by the Managing Director  
With the exception of testing & inspection of the electrical installation by a suitably competent qualified electrical testing engineer
- 2.18 **Foremen** are responsible to the Senior Contracts Engineer for:-
- 2.18.1 Ensuring that the requirements of the Construction (Design & Management) Regulations 2007 are implemented and the procedures set out in the health & safety plan are complied with.
  - 2.18.2 Having a working knowledge of the procedures laid down in any risk assessment applicable to the work being carried out under his charge.
  - 2.18.3 Ensuring that the operatives under their direct control work safely and have regard for the safety of others.
  - 2.18.4 Paying particular attention to the activities of new employees, particularly young persons, and advising them on safe methods of work.

- 2.18.5 Reporting any defects affecting plant, tools and equipment to the site manager or general foreman.
- 2.18.6 Ensuring that the operatives under their charge wear, and take care of, any protective equipment that the Company provides.
- 2.18.7 Ensuring that the operatives under their charge do not interfere with, or misuse, anything provided for their safety, health or welfare.
- 2.18.8 Ensuring that the safety procedures for the location of underground services, particularly electric cables, are followed.
- 2.18.9 Setting a good example.
- 2.18.10 Ensure no person is working in the vicinity of live systems unless the 'Permit to Work' has been signed by a Director, or live systems has been signed by the Managing Director.  
With the exception of testing & inspection of the electrical installation by a suitably competent qualified electrical testing engineer

2.19 **Electricians** are responsible to their Supervisor for:

- 2.19.1 Complying with all relevant risk, COSHH and Noise Assessments.
- 2.19.2 Ensuring that all electrical circuits are properly isolated, associated control gear locked off and warning notices posted as necessary.
- 2.19.3 Using the correct tools and safety equipment required to complete the task or operation and wearing the correct personal protective equipment as laid down in accordance within Hulse's safety policy or specific risk assessment.
- 2.19.4 Keeping tools and materials in good condition and regularly checking that are suitable and safe for use.
- 2.19.5 Reporting to supervision any defects in plant, scaffold towers, tools and equipment.
- 2.19.6 Developing a personal concern for safety for themselves and others, particularly newcomers and apprentices.
- 2.19.7 Avoiding improvisation, which entails unnecessary risks.
- 2.19.8 Warning new operatives of known hazards.
- 2.19.9 Refraining from horseplay and the abuse of welfare facilities.
- 2.19.10 Suggesting ways of improving safety conditions.
- 2.19.11 Using proper means of access.
- 2.19.12 Not interfering with, or misusing scaffolding and other equipment provided for securing health and safety.

- 2.19.13 Co-operating with the site management at shared sites on all matters relating to health, safety and welfare.
- 2.19.14 Reporting any injury sustained at work and ensuring that the appropriate details are entered into the accident book at your regional office.
- 2.19.15 Do not carry out any work in the vicinity of live systems unless the 'Permit to Work' has been signed by a Director, or live systems has been signed by the Managing Director.  
With the exception of testing & inspection of the electrical installation by a suitably competent qualified electrical testing engineer
- 2.20 **Operatives** are responsible for:-
- 2.20.1 Using the correct tools and safety equipment required to complete the task or operation and wearing the correct personal protective equipment as laid down in accordance within Hulse's safety policy or specific risk assessment.
- 2.20.2 Keeping tools and materials in good condition and regularly checking that they are suitable and safe for use.
- 2.20.3 Reporting to supervision any defects in plant or equipment.
- 2.20.4 Developing a personal concern for safety for themselves and others, particularly newcomers and young persons.
- 2.20.5 Avoiding improvisation that entails unnecessary risks.
- 2.20.6 Warning new operatives of known hazards.
- 2.20.7 Refraining from horseplay and the abuse of welfare facilities.
- 2.20.8 Suggesting ways of improving safety conditions.
- 2.20.9 Using proper means of access.
- 2.20.10 Not interfering with, or misusing any equipment provided for securing health and safety.
- 2.20.11 Co-operating with the site management on all matters relating to health, safety and welfare
- 2.20.12 Reporting any injury sustained at work and ensuring that the appropriate details are entered into the accident book at your regional office.
- 2.21 **Members of staff** are responsible to the persons to whom they report directly for:-
- 2.21.1 Understanding the Company Safety Policy.
- 2.21.2 Developing a personal concern for safety for themselves and others.
- 2.21.3 Using the correct equipment for the job.

- 2.21.4 Reporting any defects in equipment.
- 2.21.5 Avoiding any improvisation which entails unnecessary risk
- 2.21.6 Being familiar with the procedure for summoning the emergency services in the event of accident or fire.
- 2.21.7 Being familiar with the procedure to be followed in the event of fire.
- 2.21.8 Being familiar with the location and operation of the fire fighting equipment and fire alarm control points.
- 2.21.9 Being familiar with the arrangements for first aid treatment.
- 2.21.10 Reporting to their superior, as soon as possible, any accident requiring first aid treatment.
- 2.21.11 Suggesting ways of improving safety at work.
- 2.21.12 Setting a good personal example.
- 2.21.13 Reporting any injury sustained at work and ensuring that the appropriate details are entered into the accident book at your regional office.

### **3.0 ARRANGEMENTS (to be read in conjunction with the Company Health & Safety Procedures Manual)**

- 3.1 **Emergency procedures** will be detailed in the safety procedures manual or other site-specific health and safety document and reviewed periodically. This information will be brought to the attention of new employees during their induction.
- 3.2 **First aiders** and/or appointed persons will be appointed as relevant for each of the company's sites or premises. A fully equipped first aid box will be available at each place of work.
- 3.3 **Accidents**, no matter how small, will be reported to the appropriate person and details entered in the accident book and passed on to your regional office. Any injury should receive immediate first aid treatment by a first aider followed by hospital treatment if this should be necessary. In the event of a serious injury or dangerous occurrence the company's safety Advisors should be informed. In the event of a serious injury or dangerous occurrence as specified in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) the incident will be reported to the Health & Safety Executive by the safety Advisors.

- 3.4 **Welfare Facilities** will be provided by the Main Contractor/Company in accordance with the CDM 2007 on construction sites the site management will establish the facilities to the legal standard before work starts, taking into account sub-contractors requirements. Thereafter, the facilities will be maintained to a good standard and kept in a clean and hygienic condition. Where the Company is in a sub-contract position, arrangements will be made with the principal contractor to use their welfare facilities.
- 3.5 **Induction training** of all new personnel and of all existing personnel where new procedures are introduced will be carried out. Special risk situations will be assessed and the need for specific information, instruction, training and supervision will be identified.
- 3.6 **Young persons** must receive a specific induction during which the dangers they may encounter and warnings about horseplay and unsafe practices must be emphasised. There are specific restrictions on the type of work that young persons can carry out and a risk assessment must be carried out for the duties they will be expected to undertake. See Young Persons Induction Form and Risk Assessment.
- 3.7 **The training** of all levels of management and supervision will be a priority policy matter with the objective of ensuring that management personnel are fully conversant with current health and safety procedures with a working knowledge of the existing legal requirements. The safety executive will ensure that training needs are regularly reviewed. **Operatives carrying out key tasks** will be provided with the necessary information, instruction training and supervision. General site safety training will be provided for site operatives and this will take the form of on-site toolbox training, having content suitable for the operations being carried out.
- 3.8 **When new plant**, equipment, processes or substances are introduced the Directors will ensure the necessary training is provided. They will ensure that new plant, equipment etc is as safe as is reasonably practicable, fully efficient and have been tested and thoroughly examined in accordance with regulations.
- 3.9 **Arrangements will** be made to ensure that foremen are aware of any safety instructions issued with the plant, substances, equipment and processes and operatives will receive training or instruction in their operation or application.

- 3.10 **Consultation with employees** on health and safety matters is a legal requirement on employers, particularly in respect of:-
- 3.10.1 The introduction of any measure which may substantially affect health or safety
  - 3.10.2 Arrangements for appointing competent persons to assist the employer to meet statutory requirements.
  - 3.10.3 The provision of information specifically required by regulations.
  - 3.10.4 The planning and organisation of training required by regulations.
  - 3.10.5 The consequences of introducing new technology.
- 3.11 **Safety Representatives** can be appointed by a recognised Trades Union where members of that union are employed at a site or office. Where there is no recognised Trades Union a group of employees may elect someone to represent them for health and safety consultation with the employer.
- 3.12 **Safety Committees** will be established if requested by at least two safety representatives.
- 3.13 **Risk/COSHH assessments** will be carried out and written records prepared as necessary, with control measures to minimise the identified risks. The line management will keep the need for risk assessments in mind when planning operations and seek expert advice when necessary. In carrying out risk assessments, due consideration will be paid to the need for assessments to be made under all relevant health and safety regulations.
- 3.14 **Permits to Work** will be used when required by risk assessment, employer's requirements or company rules.
- 3.15 **Where the health and safety of the public** might be affected by the company's operations the company fully accepts its legal responsibility. All operations will be conducted with this in mind and each site will be left in a safe condition at the end of each working day. Due consideration will be given to this aspect of health and safety when COSHH, Noise and Management risk assessments are being compiled.
- 3.16 **All defects in plant**, equipment and vehicles must be reported by the site management to the Directors immediately and, if necessary, the use of any such item

should be prohibited until the necessary repairs have been carried out. The Directors will be responsible for responding to such reports and arranging for the necessary repairs to be carried out without delay. All plant, equipment and vehicles will be maintained and serviced in accordance with the existing Company schedules/manufacturers schedules.

- 3.17 **Persons authorised by the company must only drive company vehicles** and must hold a current driving licence for the appropriate class of vehicle. Road traffic legislation must be complied with including the wearing of safety belts no use of mobile phones unless a hand frees unit is in place. The company's rules concerning use of company vehicles will be made available to all company drivers.
- 3.18 **Where the company's arrangements** for health and safety need to be explained in more details this will be done in the company's safety procedures manual or site specific health and safety documentation.
- 3.19 **Alcohol and drug abuse** by employees and sub-contractors (including supervisory and management staff) can adversely prejudice the safety of themselves, their colleagues and others. It is the policy of this company that any person suspected of such abuse or displaying any unusual behavioural symptoms will be removed from site. Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.
- 3.20 **Working safely with electricity** is controlled by the Electricity at Work Regulations 1989 and it is our policy to strictly comply with these requirements. In addition, the Institute of Electrical Engineers (IEE) Regulations (17th edition) cover the safe design and installation of electrical systems. It should be noted that the IEE Regulations are *not* statutory requirements but provide guidance for electrical contractors to follow. Work done in accordance with the IEE Regulations should satisfy the requirements of the Electricity at Work Regulations 1989.
- No person is allowed to work in the vicinity of live systems unless the 'Permit to Work' has been signed by a Director or a delegated signature on his behalf, or on live systems has been signed by the Managing Director.

3.21 **The Electricity At Work Regulations 1989** cover the safe use of all electrical equipment and systems, ranging from high voltage overhead lines to battery-operated equipment. The aim of the regulations is to prevent the risk of injury arising out of work activities on or with electrical systems.

The requirements of the regulations cover:

- ◆ construction and maintenance of systems and the provision of suitable protective equipment (reg 4);
- ◆ strength and capability of electrical equipment (reg 5);
- ◆ adverse or hazardous environments (reg 6);
- ◆ insulation, protection and placing of electrical conductors (reg 7);
- ◆ earthing of conductors (reg 8);
- ◆ integrity of referenced conductors (reg 9);
- ◆ electrical connections (reg 10);
- ◆ protecting against excess current flow (reg 11);
- ◆ isolation of electrical supplies (reg 12);
- ◆ precaution for working on equipment made dead (reg 13);
- ◆ working on or near live conductors (reg 14);
- ◆ working space, access and lighting (reg 15);
- ◆ competence to prevent danger and injury (reg 16).

All work on a new or existing electrical system must be planned to ensure the system of work complies with all relevant regulations. Risk assessments, method statements and permits to work will need to be prepared as appropriate. Professional advice will be requested as required to ensure the systems of work procedures that are in place satisfy the legal requirements.

### 3.22 **No Smoking Policy**

The Company operate a no smoking policy within all their premises (notices are posted) as required by UK legislation. On construction sites the rules and regulations of the Principal Contractor or Client must be observed.

**This policy will be reviewed** by the date below or as often as may be appropriate to take into account changes in the law affecting the Company's operations, or changes in the organisation and arrangements for carrying out this policy. Any revisions found to be necessary will be communicated to each employee

<b>Date to be Reviewed</b>	<b>Date Reviewed</b>	<b>Reviewed By</b>	<b>Comments</b>
March 2005	1 <sup>st</sup> April 2005	A Wilson	Organisation chart amended Some legislation updated
	11 <sup>th</sup> November 2005	A Wilson	Amended to include 'Permit to Work' on Live and in the vicinity of live systems.
	9 <sup>th</sup> November 2006	A Wilson	Minor grammatical changes
	7 <sup>th</sup> November 2007	A Wilson	Director responsible for safety added. CDM Regulation changed to 2007 No smoking policy added
Next review November 2008	7 <sup>th</sup> November 2008	A Wilson	Reference to Construction (Health, safety & Welfare) Regulations 1996 deleted, Company Duties discharged under CDM2007.
	Ditto	A Wilson	Noise action levels amended in line with legislation
	Ditto	A Wilson	IEE 17 <sup>th</sup> Edition referred to
	18 <sup>th</sup> November 2009	A Wilson	Changed throughout re testing by a suitably qualified electrical testing engineer
	April 2010	J Bird	Item 2.1 added inclusions of deputies, reference to Stuart and Residential removed. 2.3 P Yates added 2.12 P Y added, Stuart removed 2.17 Title changed to senior/ project manager
	May 2010	J Bird	Minor alterations to April 2010 wording
	Feb 2011	S Hall	Change of personnel and reviewed.
	May 2011	S Hall	Change of personnel