

**HEALTH AND SAFETY POLICY** Issue

22 | January 2018



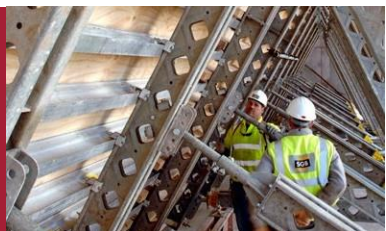
**BRAND**>  
INDUSTRIAL SERVICES™

**HUNNEBECK**   
BY BRAND>SAFWAY

  
BY BRAND>SAFWAY



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# PART 1

## Health and Safety Policy Statement



### Part 1(a) Guiding Policy

This Health and Safety Policy consists of:

Part 1(b)	Policy Statement
Part 2	Organisation
Part 3	Arrangements

Brand Energy & Infrastructure Services UK, Ltd. (*hereafter referred to as BEIS*) is a Division of Brand Energy & Infrastructure Services, Inc. and has adopted the Health and Safety Policy of the parent company and the principles set out under that Policy. The Global Health and Safety Policy is reproduced opposite.

Note. Brand Energy & Infrastructure Services, UK. Ltd is the holding group for

SGB, Hunnebeck and Brand.

It is to be noted that these elements meet, and exceed, the legal duty of the Company in the UK in respect of Section 2 (3) of the Health and Safety at Work etc. Act 1974.

# PART 1

## Health and Safety Policy Statement



### Global Health and Safety Policy

Brand Energy & Infrastructure Services embraces an uncompromising commitment to protecting the environment and preserving the safety, health and wellness of our employees, customers, other contractors and the public. Through steadfast cooperation and consultation with our employees, Brand is committed to ensuring everyone's right to work in a safe and healthy environment is realized. Our culture of caring will inspire the establishment of safe and healthy work environments, the promotion of safe behavior and the proactive elimination of hazards.

#### Our Company is committed to:

Enabling excellent EH&S performance from our employees by providing specialized training, proper equipment and industry-leading procedures.

Empowering employees to ensure Brand provides safe products and services to our customers, to participate in our EH&S successes, and to reinforce safe work practices and behaviors.

Observing and auditing our workplaces and human performance, including reinforcing positive behaviors and intervening as needed to ensure EH&S objectives and ideals are achieved.

Monitoring our EH&S performance, using leading and lagging indicator data, trend analyses, employee input, health & safety committee feedback and industry best practices.

Communicating our EH&S performance results, corrective actions and preventive measures to employees, customers and other stakeholders.

Improving our EH&S program and processes continuously to maintain industry-leading performance.

**Bill Hayes**  
President & CEO  
January 2018

# PART 1

## Health and Safety Policy Statement



### Part 1(b) Policy Statement      our commitment

The prevention of risk, accidents and ill health and the promotion of a safe working environment are integral to operational management and are supported by a competent health and safety advisory service. Our objectives are to:

1. Develop organisational and operational structures to manage health and safety by:
  - a. Nomination of a director to have responsibility for the general oversight of health and safety within BEIS;
  - b. Definition of managerial and employee responsibilities;
  - c. Explanation of arrangements for carrying out of the Policy;
  - d. Delivery of comprehensive and competent advice on all health and safety matters by the established advisory service;
  - e. Procedures to identify hazards and assess and control risks from activities;
  - f. Development and enhancement of vertical and horizontal links within the organisation with a common understanding of control of risks;
  - g. Development and promotion of accident and ill health prevention programmes with defined targets;
  - h. Delivery of training, seminars and workshops in the practice of health and safety.
2. Promote a health and safety culture ensuring effective representation and participation by all employees of BEIS by:
  - a. Clear and comprehensible instructions, guidance and codes of practice for all employees and an understanding of the law and its implementation;
  - b. Motivation of employees by target setting and positive reinforcement;
  - c. Development of a procedure for effective joint consultation in health and safety matters;
  - d. Development of systems of recruitment, selection and training to ensure that personnel are competent in health and safety in their work.

# PART 1

## Health and Safety Policy Statement



3. Develop mechanisms and systems to ensure the progressive improvement of health and safety for all workers in BEIS to:

- a. Identify and control risks to health and safety;
- b. Monitor and measure activities, achievements and performances;
- c. Develop appropriate reporting systems for accidents and ill health;

Objectives 1 - 3 will be implemented through the BEIS Safety Manual for Managers and Supervisors and other relevant policies and procedures.

4. Effectively liaise with regulatory authorities, standard setting bodies, professional institutions and trade associations to:

- a. Contribute to changes in legal requirements, codes and guidance;
- b. Contribute to national and international standards and guidance to ensure that BEIS remains at the forefront in health and safety performance.

**Mick Herke**

Vice President Industrial Services Europe  
January 2018

**Businesses:**

*Brand (Industrial Services) SGB  
(Commercial Scaffolding)*

**David Stewart**

UK Forming & Shoring Director  
January 2018

**Business:**

*Hu nnebeck (Formwork & Shoring)*

# PART 2



## Organisation for carrying out the Health and Safety Policy

### Introduction

The Policy Statement in Part 1(b) sets out BEIS's commitment to the effective management of health and safety and BEIS recognises its primary role in meeting its moral and statutory duties. In addition, each level of management and all employees have legal duties in health and safety as follows:

Directors and senior managers have duties to ensure that BEIS can fulfil its statutory duties in relation to matters under their control. They have a specific duty not to consent to, connive in, or by negligence permit any breach of statutory duty.

Managers, supervisors, foremen and similar levels have duties to assist the Company to meet its statutory duties and to ensure that they do not by any act or omission contribute to any breach of statutory duty.

### General duties of BEIS and of all Directors, Managers and employees

All employees have duties to:

- Co-operate with BEIS to enable it to fulfil its statutory duties

- Take steps to ensure that, so far as is reasonably practicable, they do not adversely affect the health and safety of themselves or of other persons by their acts or omissions

- Ensure that they do not interfere with or misuse anything provided in the interest of health, safety or welfare

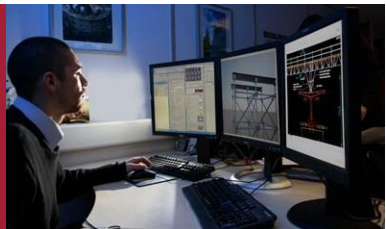
- Report any health and safety concerns to their line manager and/or their SHEQ Manager/Advisor immediately

- Report immediately any issues raised by the enforcing agencies, for example: HSE, Environmental Health Officers, OSHA, to the Regional SHEQ Manager/ Advisors or BEIS Country SHEQ Director.

**Remember!** Anyone found working to the detriment of themselves or any other person in disregard of this safety policy or other procedure, may lay themselves open to criminal prosecution and may be subject to disciplinary proceedings which can include dismissal.



# PART 2



## Organisation for carrying out the Health and Safety Policy

### Part 2(a) Director Responsible for the general oversight of Safety, Health and Welfare

The BEIS SHEQ Director's duties are to:

1. Ensure that the Policy satisfies both the legal and practical requirements in the prevention of risk, accidents and ill health and in the promotion of a safe working environment.
2. Advise and lead in the formulation, development and promotion of health and safety policies and procedures in their areas of responsibility.
3. Ensure that the organisation for Health and Safety is structured so as to meet the requirements of BEIS's Health and Safety Policy.
4. Ensure that arrangements are in place to carry out the Health and Safety Policy and in particular to implement the BEIS Safety Manual for Managers and Supervisors.
5. Provide advice, support and development for all BEIS professional SHEQ personnel.
6. Liaise with Regional SHEQ Advisors, Directors, Operational Managers and line Managers on health and safety matters.
7. Ensure there are effective procedures for risk assessment and control.
8. Ensure that the Policy is reviewed annually as a minimum (*by the 31<sup>st</sup> of July each year*).
9. Ensure the BEIS procedure for investigation of accidents and incidents is in place and includes recommendations for corrective action to be carried out.
10. Provide regular progress reports on health and safety performance to senior managers.
11. Monitor, prepare and analyse data and statistics on accidents, ill health, safety plans and targets.

# PART 2



## Organisation for carrying out the Health and Safety Policy

12. Advise on, and participate in training development, training programs, seminars and workshops.
13. Advise on all health and safety matters relating to law and practice for the senior management team and the Regional SHEQ Managers/Advisors.
14. Liaise with external professional, enforcing and institutional bodies.
15. As line manager of Regional Health and Safety Advisers, monitor that they carry out their roles in relation to health and safety and provide them with appropriate coaching.
16. Assist in the review of the health and safety management system and in particular the BEIS Safety Manual for Managers and Supervisors as it pertains to their area of responsibility.

### Part 2(b) SHEQ Managers/Advisors

#### Regional Safety, Health, Environment and Service Quality Managers

Their duties are to:

1. Promote and advise on BEIS policy in hazard identification and risk assessment and in the promotion of a safe working environment in their areas of responsibility.
2. Advise on implementation of the BEIS Health and Safety Policy in their areas of responsibility.
3. Liaise, and collaborate with management at all levels, all other employees, fellow SHEQ professionals and those of customers and contractors in the development of good practice and goodwill.
4. Plan and participate in the development of training, programs, seminars and workshops.

## PART 2



### Organisation for carrying out the Health and Safety Policy

5. Participate in monitoring and auditing of activities and performance against BEIS procedures, policies and the BEIS Safety Manual for Managers and Supervisors.
6. Conduct routine site inspections and audits of BEIS work and work practices, reporting both verbally and in writing upon standards of health and safety to the responsible managers.
7. Carry out branch inspections and audits and report on findings to the relevant manager. Site and branch visits may be carried out without notice.
8. Assist in investigations to determine the cause of any accident, incident, dangerous occurrence and instances of occupational ill health, and make recommendations.
9. Maintain liaison with official and professional bodies, for example the HSE, local authorities, fire authorities, ROSPA, IOSH, CITB, NASC, ASSE, OSHA, Construction Health and Safety Groups, and local health and safety groups.
10. Keep up-to-date with appropriate codes of practice, guidance notes, safety literature and circulate information to appropriate personnel.
11. Foster throughout every BEIS work place an understanding that the prevention and control of accidents and ill health is an integral part of business and operational efficiency.
12. Engage in the process of improving own personal development in the knowledge of health and safety.
13. Ensure that any Enforcing Agency, customer or BEIS complaints with regard to health and safety matters are dealt with in a prompt and professional manner.
14. Assist in the review of the health and safety management system and in particular the BEIS Safety Manual for Managers and Supervisors as it pertains to their area of responsibility.

# PART 2



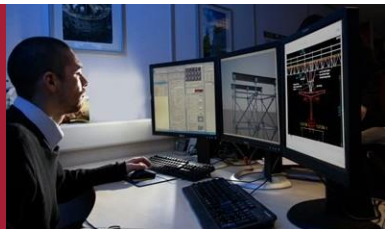
## Organisation for carrying out the Health and Safety Policy

### Part 2(c) Operations Directors, Regional Directors, General and Area Managers or their equivalent

Their duties are to:

1. Ensure that arrangements are in place so those under their control, particularly young persons under 18 years of age, persons whose first language is not that of the operating country and trainees are made aware of, and understand their roles and responsibilities as set out in this Policy, including the control measures put in place for safe working, relevant to the work that they carry out.
2. Ensure that managers under their control are fully aware of procedures relating to their work, for example asbestos, trainees and risk assessments.
3. Ensure that the BEIS Safety Manual for Managers and Supervisors and in particular the Health and Safety Arrangements, as described in the Safety Manual, for bringing the Policy into effect are in place.
4. Ensure that arrangements for monitoring, audit and review are effective.
5. Ensure that arrangements are in place for risk assessments to be carried out.
6. Ensure that arrangements are in place for safe systems of work to be established and communicated to all concerned.
7. Encourage management under their control to openly discuss any health and safety issues of concern to ensure early and satisfactory closure.
8. In conjunction with the Regional SHEQ Advisors arrange safety meetings for operatives and staff to draw to their attention any changes in legislation or potential hazards in the workplace.
9. Foster an understanding for those under their control that the prevention of occupational injury or illness are an integral part of the business and operational efficiency, as well as being a moral and legal obligation.
10. Ensure that recruitment, selection and training processes are in place so that personnel are competent in their work and see that all, particularly those under 18 and trainees, are properly supervised and records kept of their progress.

## PART 2



### Organisation for carrying out the Health and Safety Policy

11. Ensure Suitable Personal Protective Equipment (PPE) is provided with training for all employees exposed to risks to their health and safety whilst at work.
12. Plant and equipment, owned or hired is of a safe design and properly maintained.
13. Set a personal example in accordance with BEIS health and safety requirements and ensure housekeeping is maintained at a high standard at all times.
14. Liaise, co-operate and collaborate with BEIS managers in other areas, branches and sites and customer or client representatives to ensure the promotion of good health and safety practice to help prevent accidents and ill health to employees and third parties.
15. Ensure that adequate welfare and first aid facilities including sufficient numbers to administer first aid are provided in each workplace under their control.
16. Ensure that any recommendations made by BEIS Regional SHEQ Advisors during audit, accident investigation and inspection are actioned in good time.
17. See that all accidents and incidents are recorded and reported as described in the BEIS Safety Manual for Managers and Supervisors.
18. Ensure that fire tests and inspections are carried out regularly, fire equipment is properly maintained, adequate fire signage is in place and that staff are properly trained in fire emergency procedures.
19. Ensure that measures are in place for vehicles to be checked daily, regularly serviced and keeping driver training up-to-date.
20. Ensure that there is adequate provision made for pregnant women and disabled persons.
21. Carry out periodic audits and inspections of operational sites, yards and offices to ensure compliance to company procedures and legislative requirements.
22. There is the provision of adequate resources to meet these commitments.
23. Ensure there is adequate resource to meet the commitments outlined in the commercial vehicle policy.

# PART 2



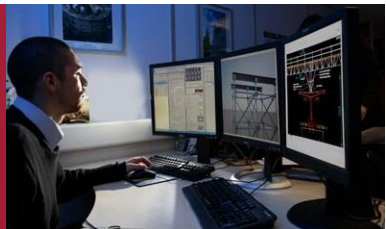
## Organisation for carrying out the Health and Safety Policy

### Part 2(d) Product Development and Engineering Managers

Their duties include ensuring that:

1. Products are designed, tested, quality controlled and subject to the BEIS safe use analysis procedure, that adequate information is available and provided so that products are safe and without risk to health when properly used.
2. Any new component designed for an existing system is tested, hazards identified, risks assessed and adequate information is made available so that the product is safe and without risk to health.
3. Any alteration made to an existing product or component is designed, hazards identified, risks assessed and that adequate information is made available so that the product is safe and without risk to health.
4. On site visits they set a personal example by wearing the appropriate protective clothing and equipment.

# PART 2



## Organisation for carrying out the Health and Safety Policy

### Part 2(e) Branch, Line Managers or their equivalent

Their duties are to ensure that:

1. All new employees undergo the Brand First Day Induction and successfully complete the competence questionnaire prior to commencing work.
2. Arrangements are made within their control for trained personnel, including the duty holder if appropriate, to carry out suitable and sufficient risk assessments of work activities including use of substances, to eliminate or control risks to the health and safety of employees.
3. All personnel under their control have the necessary competence and that the BEIS Safety Manual for Managers and Supervisors is adhered to.
4. Personnel under their control are supervised, so far as is reasonably practicable, to ensure that the arrangements for health and safety are properly implemented.
5. All work carried out at the workplace and all plant, machinery and equipment therein complies with statutory requirements and approved or agreed standards.
6. They and their staff are conversant with the BEIS accident/incident, dangerous occurrence and damage reporting procedures and the reporting of injuries, diseases and dangerous occurrences as specified by current regulations. The cause of any accident, dangerous occurrence or work related ill health is to be thoroughly investigated and any recommendations made to prevent a recurrence must be carried out.
7. Adequate first aid supplies and facilities are available to an appropriate level and a sufficient number of first aiders and responsible persons are appointed to administer first aid.
8. Statutory notices are displayed, as required, and that all statutory or BEIS registers are provided and used.
9. Periodic statutory tests and inspections relating to the maintenance of premises, plant and equipment, for example, electrical wiring of buildings, cranes, lifting equipment and accessories, air receivers, pressure vessels, forklift trucks, etc. are carried out. Records shall be kept in the Location Safety File for inspection and audit.

## PART 2

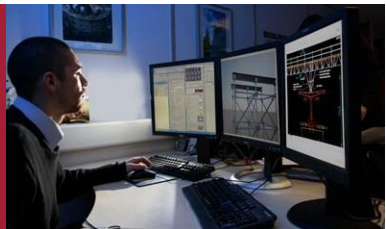


### Organisation for carrying out the Health and Safety Policy

10. Forklift trucks and other mechanical handling equipment are properly used in accordance with training and BEIS procedures and are maintained to the required legal standard requirement.
11. Commercial Vehicles Policy (Vans, Pickups, Trailers, Trucks and Fleet cars) is fully implemented and monitored to ensure compliance.
12. A fire risk assessment is carried out and that current fire precautions and appliances are maintained. At least annually fire/evacuation drills are to be carried out so that in the event of an emergency, all are aware on how to react.
13. They have available and arrange to issue where necessary, suitable and sufficient safety equipment and protective clothing, in accordance with current regulations and BEIS instructions.
14. On site they set a personal example by wearing the appropriate protective clothing and equipment, and arrange for adequate stocks of Personal Protective Equipment (PPE) to be available at each location under their control.
15. They co-operate with the Regional SHEQ Advisors and ensure that any defects or faults as notified by him/her are rectified immediately.
16. They co-operate and collaborate with their colleagues on health and safety issues.
17. Forklift truck drivers are competent to carry out their work safely, have received adequate information, instruction and training and hold certificates of competency from the BEIS s approved training agency.
18. All employees and contract staff under their control have been instructed and trained in relation to health and safety so far as is reasonably practicable in their work activities and adequate training records are kept.
19. There is regular consultation through the Branch Health and Safety Committee with the workforce and Supervisors on health and safety matters.



## PART 2



### Organisation for carrying out the Health and Safety Policy

20. Adequate programs of safety inspections, review and audits are in place and that adequate resources are available to implement any required improvements.
21. All personnel under their control are able to use an open-door policy to discuss issues of health and safety.
22. All visitors to BEIS locations, including delivery drivers, sub-contractors etc. are instructed to follow BEIS site rules for health and safety.
23. Arrangements are made for health surveillance where required and records kept.
24. The Location Safety File is reviewed and properly maintained with the relevant information.
25. Health and Safety Arrangements relevant to their business as described in the BEIS Safety Manual are carried out.
26. The use of Job Safety Plan Checklists is monitored and where necessary Checklist pads are filled in.
27. Sub-contractor or agency companies fully comply with the requirements of this policy.
28. A provision of adequate resources to meet these commitments to training and other sections of the policy.
29. Ensure all third party hauliers as a minimum meet FORS Bronze standard.

# PART 2



## Organisation for carrying out the Health and Safety Policy

### Part 2(f) Supervisor/Foreman/Leading hand or equivalent

Their duties are to ensure that:

1. All personnel under their control are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and BEIS procedures, and take steps, so far as is reasonably practicable, to ensure that they are properly implemented, including the BEIS Safety Manual for Managers and Supervisors.
2. They take part in risk assessments of work activities to eliminate or control risks to employees and that these assessments are communicated to all those concerned by means of a toolbox talk and ensuring that advice or instructions given are properly implemented. When asked to carry out any further works, for example, extras or major dismantling, ensure that Foremen or Leading hands carry out the Job Safety Plan Checklist before starting work.
3. Each work place under their control is safe, that the appropriate equipment is available and used, that proper consideration is given to other persons who could be affected by BEIS's work activities and that a safe system of work is in place.
4. Foreseeable risks of injury such as poor housekeeping or damage are brought to the attention of BEIS and site management and express steps are taken to eliminate such risks.
5. All accidents, incidents and near misses are reported to the supervisor immediately.
6. Participate in all accident/incident investigations.
7. All equipment is erected, installed or operated to a high standard, which complies with codes of practice, current regulations, design and BEIS procedures.
8. Adequate supervision, training and instruction are provided for persons under their control, particularly trainees, and that they set a personal example on the elimination of potential hazards and working safely.
9. Adequate personal protective equipment is readily available and used at all times.
10. Set a personal example by wearing the appropriate protective clothing and equipment.
11. All operatives who are designated drivers must carry out mandatory vehicle checks in line with the Commercial Vehicle Policy.

# PART 2



## Organisation for carrying out the Health and Safety Policy

### Part 2(g) Yard, Transport Manager and Foreman

Their duties are to ensure that:

1. All new employees undergo the Brand First Day Induction and successfully complete the competence questionnaire prior to commencing work.
2. The BEIS Safety Manual for Managers and Supervisors is complied with and risk assessments of activities (including COSHH and manual handling) are carried out, discussed as toolbox talks so that they are understood and control measures implemented.
3. All young persons under 18 years of age are properly supervised and have their own specific risk assessment.
4. So far as is reasonably practicable, all plant and equipment is maintained in a safe working order and compliant with current legislation, codes of practice and BEIS procedures.
5. Only appropriately competent trained or instructed and authorised people shall operate any plant or equipment.
6. BEIS procedures for segregation, inspecting, checking for faults or damage to various items of returned equipment are carried out.
7. All plant and equipment is easily identifiable by paint, number, safe working load, nameplate, scaffold board band, or other means of identification laid down by the BEIS procedures.
8. Before dispatch, all ropes, gin wheels and any other item of registered plant are numbered and carry valid certification.
9. Due care and attention is paid when handling, loading, unloading and stacking equipment to ensure that BEIS procedures and relevant risk assessments are in place and complied with and that safe working loads are not exceeded.

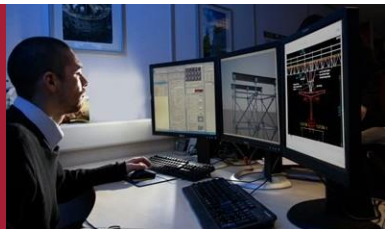
## PART 2

### Organisation for carrying out the Health and Safety Policy



10. PPE identified in the various risk assessments is supplied and used.
11. Feedback from yard staff and drivers on health and safety matters is encouraged and acted upon if necessary.
12. The first aid box is well stocked.
13. Weights of various materials and manual handling limitations and techniques are explained, emphasising that mechanical means or help should always be obtained for anything that is too heavy to handle alone.
14. Responsibility is taken for any sub-contractors or visitors in the yard, seeing that they have been suitably inducted, wear the correct PPE and follow BEIS rules and procedures.
15. Ensure the implementation and compliance of the Commercial Vehicle Policy within their area of responsibility.
16. All operatives who are designated drivers must carry out mandatory vehicle checks in line with the Commercial Vehicle Policy.

# PART 2



## Organisation for carrying out the Health and Safety Policy

### Part 2(h) All employees

Their duties are to ensure that:

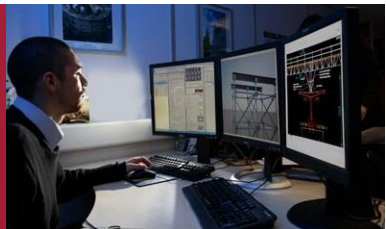
1. They take reasonable care of their own health and safety at all times.
2. They work to the safe systems of work identified in risk assessments, method statements and training.
3. They work to the identified safe systems of work during erection, installation, adaptation, operation and dismantling of equipment or machinery.
4. They make correct use of safety equipment and protective clothing, which has been provided for any work activity.
5. All work carried out complies with the appropriate regulations, codes of practice and BEIS procedures, and that they report where necessary any dangerous practice or circumstances which affects the safety of themselves or others or the stability of a structure.
6. They take steps to ensure that, so far as is reasonably practicable, what they do does not adversely affect the health and safety of other persons.
7. They co-operate with BEIS with regard to health and safety, which will enable BEIS to fulfil its statutory duty, and they do not interfere with, or misuse, anything provided in the interest of health, safety and welfare.
8. Due care and attention is paid when handling, loading, unloading and stacking equipment to ensure that BEIS procedures and suitable risk assessments are complied with and that safe working loads are not exceeded.
9. All health and safety concerns, instances of accidents/incidents, dangerous occurrences or work related ill health are reported as soon as possible to their supervisor or manager.
10. Participate with all accident/incident investigations.
11. All operatives who are designated drivers must carry out mandatory vehicle

## PART 2

### Organisation for carrying out the Health and Safety Policy checks in line with the Commercial Vehicle Policy.



## PART 2



### Organisation for carrying out the Health and Safety Policy

#### Asbestos Ancillary Works

Brand is committed to fulfilling our legal, license and moral obligations to ensure the protection of our employees and those who interface with our operations that have the potential exposure with Asbestos contained materials.

To ensure we meet this obligation we have clearly defined roles and responsibilities within the UK business function to ensure we meet our requirements as well as dedicated UK Asbestos Managers who will manage all potential asbestos work enquiries received within the UK business from start to completion.

#### The duties are: -

##### UK Asbestos Manager

All enquiries that are received with regards to asbestos interface with the stripping company will be managed from the outset by the UK Asbestos Manager

The Manager will review the enquiry and obtain approval from the relevant director to proceed

The Manager will carry out a site visit and carry out a survey to identify if the project is viable commercial option

The Manager will prepare a plan of works that will include all of the required documents

The Manager will notify the HSE online completing the ASB5

The Manager will ensure only competent fully trained employees who have the required qualifications are selected to work on these projects

All employees will be briefed on the plan and works and fully understand their roles and responsibility outlined in the plan of works

Supervisors will ensure that all daily records and are kept up to date and completed

Supervisors will ensure plan of works are followed and any modifications required

## PART 2



### Organisation for carrying out the Health and Safety Policy

are escalated up to the Asbestos Manager

Any changes will be documented in the plan of works and briefed out to the team

Annual Training as a minimum will be carried out to all employees or if required more frequent by legislation

Regular audits will be carried out on all tasks

In the event of an emergency the procedure will be followed and reported to the relevant bodies

The supervisor will ensure that the client issues a full clearance certificate prior to dismantle of the scaffolds erected.

All paperwork will be stored in a designated storage area for a minimum of 40 years a soft copy backup log will be generated and stored within IT storage

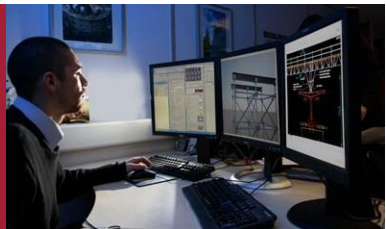
Clear and comprehensive information, instruction, training and guidance will be given to all employees who work on asbestos operations

Suitable and sufficient resource will be made available by the business to ensure we meet our obligations

All scaffolds will be erected using and complying with guidance documents SG4 and TG20



# PART 2



## Organisation for carrying out the Health and Safety Policy

### Part 2(i) Health and Safety Committees

Health and Safety Committees are to be formed at each BEIS location, including sites where BEIS managers and scaffolders are permanently based to enable everyone to have a say in matters of health and safety. The make up of the Committee and agenda is described in the BEIS Safety Manual for Managers and Supervisors.

The role of a health and safety committee is to:

1. Review the topics listed in the agenda of the BEIS Safety Manual and any further topics considered relevant.
2. Represent the rights and interests of all those working at the location in the control of risk and prevention of accidents, safety and ill health.
3. Ensure the regular consultation and co-operation of workers.
4. Develop health and safety programmes to ensure the continuous improvement of health and safety at the workplace for all.
5. Help develop good health and safety management, practice and culture.
6. Review sample risk assessments related to the location where the meeting is being held.
7. Assist in monitoring health and safety performance against BEIS targets.

# PART 2

## Organisation for carrying out the Health and Safety Policy



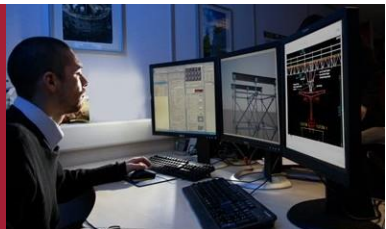
### Part 2(j) Contract/agency workers

1. Sub-contract agencies should provide evidence of competency for the tasks they are expected to perform, and that their agents and representatives are both qualified and competent to carry out works on BEIS sites and premises.
2. Sub-contract/agency labour is bound by the same rules as direct labour and is required to carry out work in accordance with the BEIS Health and Safety Policy.

BEIS Managers should ensure that:

3. Arrangements are in place to ensure that contract/agency workers are acquainted with, and adhere to, the BEIS Health and Safety Policy and any other procedure or special instructions, which may be in force relevant to specific operations.
4. A copy of the BEIS Health and Safety Policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement. Further copies will be made available including any revisions or additions to its contents.
5. Managers shall ensure through structured meetings that contract and agency workers understand our procedures or specific work methods.
6. Adequate supervision complements the provision of information, instruction and training in ensuring that the BEIS Health and Safety Policy is effectively implemented and developed. Sub-contract/agency labour shall therefore be supervised to the same degree as direct labour.
7. Sub-contractors working at BEIS locations, carrying out maintenance work etc., shall provide risk assessments and method statements (if applicable) for the works being carried out. The levels of training required for using any plant or equipment shall be consistent with that applied to employees working directly for BEIS.

## PART 2



### Organisation for carrying out the Health and Safety Policy

#### Part 2(k) Level co-operation

An integral part of the success of the BEIS Health and Safety Policy rests on co-operation and collaboration across all of BEIS and in particular between Regional SHEQ Advisors and line managers.

The following BEIS activities contribute to this co-operation:

1. Seminars, workshops, training and meetings so that good practice in health and safety is shared.
2. Regular discussions between the BEIS SHEQ Director, Country/Regional SHEQ Advisors to produce common documentation, for example, risk assessment guidance, training and explanation of legal requirements.
3. Discussions between managers and the Country/Regional SHEQ Advisors to ensure there is a common understanding of new procedures and practices for health and safety.
4. Regular dialogue between the BEIS SHEQ Director and Country/Regional SHEQ Advisors to ensure consistency of interpretation of application of the BEIS Health and Safety Policy and Safety Manual.
5. Use of shared documentation and training programs by operational directors and line managers.

# PART 2

## Organisation for carrying out the Health and Safety Policy



### Part 2(l) Joint ventures and other operational relationships

1. BEIS has several forms of contractual arrangements with other bodies to work with them in either joint ventures or other operating agreements. Where that relationship creates a separate joint venture, that body should ensure that it provides a health and safety policy in accordance with local country laws and the BEIS Safety Manual for Managers and Supervisors.
2. In all cases BEIS senior managers who work with the other body shall ensure that BEIS policies in relation to health and safety at work are understood and that employees of the joint venture are afforded the required standards of protection.
3. In any other operational relationships with other bodies in which BEIS employees are working, the senior BEIS manager shall ensure that the BEIS Health and Safety Policy is implemented for all relevant work activities.

# PART 3



## Arrangements for carrying out the Health and Safety Policy

### Part 3(a) Overview of arrangements

1. The arrangements for implementing the Health and Safety Policy in each operating Division of BEIS are set out in the BEIS Safety Manual. This safety management system includes the procedure for risk assessment, training, communication, safety review and audit.
2. It is the responsibility of BEIS senior management to ensure that these procedures are implemented and arrangements are in place for the periodic review of the BEIS Safety Management Systems jointly with the SHEQ Director. Any proposed changes to be made, other than at joint review meetings shall be communicated to the SHEQ Director.
3. The BEIS Safety Manual sets out general arrangements for health and safety communication within BEIS and for planned audits and reviews. These arrangements are consistent with BEIS's established arrangements and the requirements of the BEIS Health and Safety Policy.

# PART 3

## Arrangements for carrying out the Health and Safety Policy



### Part 3(b) Communication of health and safety

1. This section outlines the arrangements for regular communication of health and safety at all levels within BEIS. Where appropriate, reference is made to more detailed guidance in the BEIS Safety Manual. The objective of the tiered regular meetings is to ensure that there is clear two-way communication between all management levels and employees. The meetings are organised with appropriate management and employee representation. This representation ensures there is a clear two-way communication between all management levels and employees.
2. Health and safety should be considered and minuted during regular **meetings at senior management level in all BEIS businesses**. In cases where the meeting also considers other management issues, the health and safety elements of the meeting shall be discussed first and be recorded as a separate report.
3. Each Branch shall ensure health and safety matters are discussed at **location monthly safety meetings**. The health and safety agenda shall be as described in the BEIS Safety Manual.
4. Location managers shall ensure that toolbox talks etc. are carried out on a weekly basis. The objectives are to provide communication between supervisors and employees and to ensure that practical issues are addressed.
5. **Risk Assessments** shall be carried out in branches to assess hazards arising from new or changed activities and any new hazards, and will be reviewed on a regular basis. **Pre-start Risk Assessments** shall be carried out for all site activities by the Branch Manager or Supervisor. All risk assessments shall be communicated to employees by toolbox talks and signed acceptance and understanding by all employees.
6. **Scheduled Toolbox Talks** shall be carried out by supervisors as a minimum on a weekly basis. Topics are to be drawn from current risk assessments, any prepared list of relevant toolbox talks or from a current health and safety topic or following accidents or incidents. All Safety Alerts issued by BEIS are to be given as a toolbox talk to the identified employees. This toolbox talk is to be carried out as soon as possible after receipt and be recorded.

## PART 3



### Arrangements for carrying out the Health and Safety Policy

7. **Regional SHEQ Advisors Health and Safety Meetings** shall be held on a six-monthly basis to inform operational employees of current safety issues and discuss good practice and provide training.
8. **SHEQ Director Meetings** shall be held on a bi-monthly basis with the SHEQ Advisor team. These meetings shall review the policies and practices of BEIS in the light of experience and of information from other meetings.
9. **All personnel at all levels** are actively encouraged to discuss with their supervisor or line manager any health and safety concerns or forward ideas and recommendations that could help reduce risk and create a safer place of work.
10. **All health and safety complaints** shall be seriously considered. They are to be taken up in the first instance with the individual's line manager who shall deal with them as a matter of urgency. If satisfaction is not obtained then the matter can be taken up with a safety representative or their Regional SHEQ Advisor. Once these avenues are exhausted, as a last resort, anyone can ultimately take the matter up with their country enforcing agencies.
11. **Any individual is entitled to stop work** in the event they perceive an imminent danger to their own health and safety or that of others. The perceived danger shall be reported as soon as possible to the individual's supervisor or line manager and to the Regional SHEQ Advisor who will form a team and carry out an investigation

# PART 3



## Arrangements for carrying out the Health and Safety Policy

### Part 3(c) Inspections/audits and review of health and safety

1. BEIS has in place a planned series of inspections, audits and reviews to ensure that the BEIS Health and Safety Policy remains effective.
2. **BEIS Senior Managers** shall complete as a minimum an annual Management Safety Review (MSR) for each branch or yard within their control. The local manager shall carry out any actions identified on the checklist form and these shall be reviewed at the branch meetings and logged on the portal.
3. **Branch/Area/Regional/EHS Managers**, as appropriate, shall carry out Management Safety Review (MSR) audits on a monthly basis as a minimum.
4. **Branch Managers and Supervisors** shall carry out Site Task Supervisor Observations System audits (SOS) and complete a report when visiting sites. The topics covered and discussed during the audit shall be logged on the SOS Portal for trend analysis.
5. **Regional SHEQ Managers/Advisors** shall complete **health and safety inspections** of all locations on a regular basis. Reports shall be completed and forwarded to the responsible management for action and shall be copied to the SHEQ Director.



# PART 3



## Arrangements for carrying out the Health and Safety Policy

### Part 3(d) Reporting of accidents, ill health and dangerous occurrences

1. It is a statutory requirement to report details of certain categories of accidents at work, occupational ill health and listed dangerous occurrences. This rule also applies to sub-contractors who are responsible for reporting such information relating to their own employees.
2. BEIS has in place a comprehensive system for the reporting of accidents known as Brand Risk Network (BRN). All accidents are investigated and the findings are used to identify priorities and areas for improvement. In addition, as part of BEIS procedures, and for the purposes of BEIS global monitoring, BEIS reports details of all accidents at work, which result in the administration of medical treatment.
3. An Accident Book shall be used in compliance with the Data Protection Act and a copy kept at all BEIS locations including fixed sites where BEIS work is being carried out.
4. Further to the above, it is a company requirement to report all accidents, however minor, in accordance with the BEIS reporting procedure using the BEIS Accident Supervisor Initial Investigation Report (SIIR) form. Serious or major accidents shall be reported by telephone immediately to the BEIS branch from which the work is sourced. The branch shall report any accidents/incidents or dangerous occurrences as described in the BEIS Safety Manual.

# PART 4

## Health and Safety Advice



Queries about health and safety should be addressed initially to your immediate supervisor.

Information on health and safety matters, which may be beyond the scope of the individual, may be sought from any one of the Regional SHEQ Advisors or the BEIS SHEQ Director, as appropriate.

# PART 5

## Health and Safety Organisation





**Notes**



**Notes**

**Brand Energy & Infrastructure Services  
UK, Ltd.**

Regent Park  
299 Kingston Road  
Leatherhead  
Surrey  
KT22 7SG

Telephone: +44 (0) 1372 381 300

Fax: +44 (0) 1372 381 399

UKinfo@beis.com

[www.beis.com/uk](http://www.beis.com/uk)

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