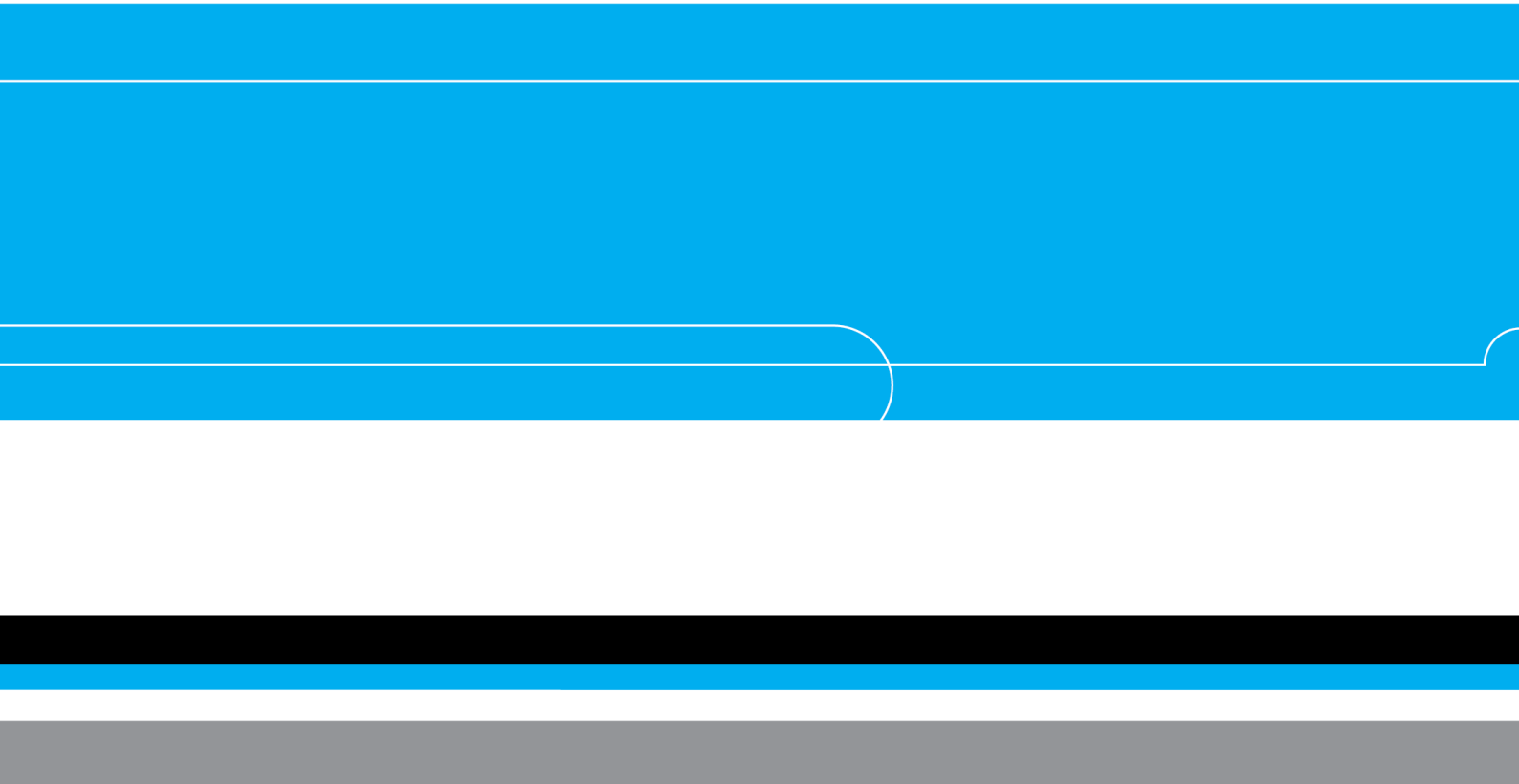


# Health & Safety Policy and Practice

January 2022

---



## HEALTH & SAFETY POLICY STATEMENT

VolkerStevin, incorporating VolkerInfra and VolkerStevin Specialist Businesses (VSSB) are major construction and engineering and specialist companies operating in the United Kingdom and internationally providing complex engineering solutions across a wide range of sectors including:

- Civil engineering land remediation and regeneration
- Water and environment
- Defence and marine infrastructure
- Flood and coastal protection
- Piling and foundation engineering solutions
- Design, installation and maintenance of cable infrastructure onshore and offshore
- Horizontal directional drilling
- Hire and installation of accommodation
- Hire and sale of pontoons

We operate under a fully established Integrated Management System (IMS) to BS EN ISO 45001:2018 which provides clear guidelines on how we manage health & safety throughout VolkerStevin.

This statement of policy, and the organisation and arrangements for its implementation, have been prepared to comply with section 2(3) of the Health & Safety at Work etc. Act 1974. Further arrangements for its implementation are detailed within VolkerStevin company processes, procedures, and site management plans.

It is a fundamental company belief that the creation of a safe workforce is achieved through clear and effective communication at all levels of the organisation. Our Safety Ripple behavioural change programme maintains a culture where our employees contribute to safe systems of work through active and open participation and engagement.

VolkerStevin will treat the need to prevent accidents, injuries and ill health to employees and others affected by its work as a priority,

As an employer, we have a legal responsibility to protect workers and others from all workplace risks to their health and safety. This means we need to think about the risks we face and do everything reasonably practicable to minimise them, including the risks associated with pandemics such as the coronavirus.

Our Senior Management are committed to the review and improvement of health and safety performance, including the implementation of new guidelines and requirements in an endeavour to achieve industry best practice. VolkerStevin will establish and review quantifiable objectives and targets according to the nature of its activities, business and other legal requirements, to ensure continual improvement in both safety management systems and performance.

VolkerStevin's policy is to take all reasonable steps to prevent work related accidents and ill-health, and to support the general health and well-being of its employees. To implement this policy, VolkerStevin will:

- Ensure the effective planning of Health and Safety through the assessment of risk carried out in line with the hierarchy of control.
- Provide appropriate information, instruction, training and supervision in accordance with the relevant statutory provisions.
- Learn from accidents and incidents and implement prevention and / or control measures where practicable.
- Build on existing arrangements to ensure we meet our legal obligations to protect the health, safety and wellbeing of our employees.
- Manage return to work after sickness certification and, wherever possible, support rehabilitation after prolonged illness.
- Provide employees with information and services to help them take personal responsibility for maintaining and improving their own health.

All employees and others working for VolkerStevin VolkerInfra and VolkerStevin Specialist Businesses are required to comply with this policy, to ensure they cooperate and carry out activities in a responsible manner. It is the responsibility of VolkerStevin management and supervisory staff to ensure that this policy and its arrangements are implemented.

This policy will be reviewed annually and revised as often as may be deemed appropriate by VolkerStevin, and then brought to the attention of all employees. It is accessible to interested parties via the individual Volker company website, reception areas or is available on request.

John Cox

**Managing Director,**

January 2022

**Contents**

1. PURPOSE	4
2. SCOPE	4
3. INTRODUCTION	4
4. ORGANISATION AND ARRANGEMENTS	4
5. RISK ASSESSMENT AND HEALTH & SAFETY PLANNING	11
6. COMPANY HEALTH & SAFETY PROCESSES	12
7. IMS AUTHORISATION	19

**Health & Safety Policy and Practice**

Issue 8.1, January 2022

**1. PURPOSE**

This document describes the arrangements in place to put into practical effect the commitment made in the Health & Safety Policy Statement.

VolkerStevin incorporating VolkerInfra, and VolkerStevin Specialist Businesses Ltd (VSSB) are committed to maintaining high standards of health, safety and welfare throughout the group's operations. Company requirements are designed to secure, so far as is reasonably practicable, the health, safety and welfare of our employees and others, including the general public, who may be affected by our operations.

The reference to VolkerStevin within this policy includes VolkerInfra and VSSB.

**2. SCOPE**

The company's Health & Safety Policy is applicable to all projects, offices and operational facilities.

Formal amendment to this document is the responsibility of the Director of HSEQS with the approval of the VolkerStevin board of directors. This document will be brought to the notice of all employees. Staff appointed responsible for the management and implementation of health and safety requirements will ensure that at least one copy is available on each site.

This document is developed and reviewed in conjunction with relevant health and safety regulation as outlined in the company's Legislation Compliance Register (H03-01 *Legislation Compliance Register*).

**3. INTRODUCTION**

This document describes the arrangements in place to put into practical effect the commitment made in the Health & Safety Policy Statement.

The board of VolkerStevin is committed to maintaining high standards of health, safety and welfare throughout the group's operations. Company requirements are designed to secure, so far as is reasonably practicable, the health, safety and welfare of employees and others, including the general public, who may be affected by our operations.

The company's Health & Safety Policy is applicable to all projects, offices and operational facilities.

**4. ORGANISATION AND ARRANGEMENTS****4.1 Arrangements for Implementation of this Policy**

- Providing and communicating clearly defined information including safe systems of work
- Making due allowance at tender stage to ensure that sufficient resources and competent persons are provided for the management of health and safety at work
- Paying particular attention to the provision of safe access and egress
- Selecting and training personnel
- Providing such information, instruction, training and supervision as necessary to personnel at all levels, paying particular attention to personnel attending a location for the first time or on a temporary basis
- Controlling hazardous substances
- Ensuring the receipt of timely, adequate information from subcontractors and suppliers in respect of health and safety planning
- Identifying hazards and assessing the risks to health and safety in the workplace together with the provision and maintenance of adequate control measures
- Making arrangements for consultation between management and employees
- Providing appropriate plant and equipment which is tested, certificated and safe to use
- Displaying and communicating such written or pictorial information as may be necessary to assist in the implementation of safe practices
- Maintaining high standards of hygiene, cleanliness, and housekeeping
- Identifying workplaces which may be difficult to evacuate in an emergency and providing control measures
- Establishing emergency procedures and ensuring they are under the control of competent personnel
- Reporting and investigating accidents, disseminating findings and where appropriate revising arrangements and procedures

Approved for IMS:	IMS Manager	Document owner:	Director of HSEQS	Workspace file:	n/a	Page 4 of 19
-------------------	-------------	-----------------	-------------------	-----------------	-----	--------------

## 4. ORGANISATION AND ARRANGEMENTS (CONTINUED)

### 4.1 Arrangements for Implementation of this Policy (Continued)

- Ensuring adequate and appropriate protective equipment is provided
- Ensuring the occupational health and mental well-being of employees
- Carrying out appropriate health surveillance
- Monitoring and reviewing performance

### 4.2 Responsibility for Health and Safety

ISO BS 45001:2018 uses the term 'top management' to identify a number of key responsibilities with regard to health and safety management. The roles that fall within VolkerStevin 'top management' for Health and Safety are shown below.

- Managing Director
- Project / Contracts / Business Directors
- Commercial Director
- Director of Health, Safety, Environment, Quality, Sustainability (HSEQS)
- Head of Health & Safety
- VolkerWessels UK Corporate Responsibility Director (CR)

#### **Top Management Responsibilities for Health and Safety include:**

- Developing the Health & Safety Policy and objectives for VolkerStevin, and ensuring that the correct organisational structure and resources are in place to support these goals
- Promoting the policy and objectives to employees to increase awareness, motivation, and involvement
- Ensuring that the goals and responsibilities for individual employees reflect our overall health and safety objectives
- Ensuring our focus is on client requirements
- Ensuring the Integrated Management System (IMS) is implemented to meet the needs of VolkerStevin, its clients and other interested parties
- Review the IMS periodically
- Identify ways in which to improve the IMS
- Appoint a management representative to monitor and report on the development, performance and improvement of the IMS

Different roles have varying levels of authority with regard to our safety management system, and are explained as follows:

#### **Managing Director (MD)**

The MD (who is also the Board of Directors' representative for health and safety management) holds overall responsibility for the operations of VolkerStevin, from developing long-term strategy for the business to overseeing its day-to-day activities. The MD is ultimately responsible for the company's IMS and setting realistic goals for the continual improvement in risk management and reduction of accident rates.

#### **Project / Contracts / Business Directors**

Report to the Managing Director and are responsible for:

- The safe delivery of all VolkerStevin contracts
- Overseeing and supporting the effective implementation of the IMS
- Liaising with clients
- Ensure that adequate resources are provide, including competent person for management of projects and adherence to the legislation and the IMS
- Training, supporting and mentoring their direct staff to develop their knowledge / application of the IMS
- Providing good health and safety leadership, encouraging safe behaviour and active participation of workers in improving health and safety
- Direct management under their control to implement the Health & Safety Policy

**Health & Safety Policy and Practice**

Issue 8.1, January 2022

**4. ORGANISATION AND ARRANGEMENTS (CONTINUED)**
**Project / Contracts / Business Directors (continued)**

- Liaising with the company's appointed health and safety management to ensure proper communication exists at all levels
- Ensuring adequate planning is undertaken to provide appropriate resources, training and safe systems of working
- Ensure the provision of this policy is kept under review having regard to changes in legislation, best practice and the company's business
- Treating the health and safety of persons under their control as a matter of the highest importance

**Director of Health, Safety, Environment, Quality, Sustainability (HSEQS)**

For the purposes of clarification under ISO BS 45001:2018, health and safety management is not outsourced. The dedicated Director of HSEQS will be directly employed by VolkerStevin.

The appointed VolkerStevin Management Representative for safety, health and wellbeing has the authority to take any action necessary to ensure that these are maintained. They are responsible for ensuring effective implementation of the IMS and as a technical specialist provide support, guidance and training. Reporting to the VolkerStevin Managing Director, responsibilities include:

- Ensure the effective use of the CR department and its' resources
- Assist the Managing Director in setting realistic goals for the continual improvement in risk management and reduction of accident / incident rates
- Develop and monitor the IMS to achieve the goals set
- Ensure, in conjunction with the Corporate Responsibility Team, that VolkerStevin health and safety management documentation is appropriate and maintained to reflect any changes in legislation and company requirements
- Ensure the company is audited against the standards detailed in the IMS
- Play a key part in improving the health and maintaining the safety of employees, people working on our behalf, and any other parties affected by our activities
- Inform, guide and support the business in creating workplaces with a positive health and safety culture
- Represent VolkerStevin in communications with the Health & Safety Executive, and other external enforcing authorities or organisations
- Ensure that reports are compiled where necessary to enable corrective action to be implemented by site management
- Ensure thorough investigation is made and appropriate records are compiled where accidents and incidents occur, and make recommendations to prevent recurrence
- Advise on health and safety training requirements
- Maintain their competence through continual professional development
- Adhere to the professional code of conduct as set through membership of the Institute of Occupational Safety and Health (IOSH) and / or the International Institute of Risk, Safety Management (IIRSM) or the Association for Project Safety (APS).
- Identify opportunities for improvement.

**Head of Health & Safety (H&S)**

Report directly to the Director of HSEQS and are responsible for ensuring effective implementation of the IMS. Their duties include:

- Support the implementation of the VolkerStevin behavioural campaign Safety Ripple.
- Complete regular site visits and monitoring of projects performance in relation to the policy and procedures
- Carrying out audits and inspections in accordance with company procedure Q03 *Audit* to ensure compliance with existing requirements and identify any areas for improvement.
- Supporting the site teams to carry out compliant projects
- Supporting the site teams in carrying out investigations
- Provide training advice and guidance
- Advising site teams on HSEQS documentation

Approved for IMS:	IMS Manager	Document owner:	Director of HSEQS	Workspace file:	n/a	Page 6 of 19
-------------------	-------------	-----------------	-------------------	-----------------	-----	--------------

**4. ORGANISATION AND ARRANGEMENTS (CONTINUED)****H&S Manager / H&S Advisor / Senior**

Reporting to the Head of Health and Safety, H&S Managers and H&S Advisors are part of the H&S team responsible for ensuring effective implementation of the OHSMS. As a technical specialist they provide support, guidance and training.

The responsibilities of a H&S Manager / H&S Advisor are to:

- Play a key part in improving the health and maintaining the safety of employees, people working on our behalf, and any other parties affected by our activities
- Inform, guide and support the workforce in creating workplaces with a positive health and safety culture
- Visit sites regularly (every four weeks whenever possible) and monitor performance in relation to the policy and procedures
- Discuss and plan the safe implementation of future works
- Carry out audits and inspections in accordance with company procedure Q03 *Audit* to ensure compliance with existing requirements and identify any areas for improvement
- Represent VolkerStevin group in communications with the Health & Safety Executive, and other external enforcing authorities or organisations
- Ensure that reports are compiled where necessary to enable corrective action to be implemented by site management
- Ensure thorough investigation is undertaken and appropriate records are compiled where accidents and incidents occur, and make recommendations to prevent reoccurrence
- Advise on health & safety training requirements
- Ensure that VolkerStevin group's occupational health & safety management documentation is appropriate and maintained to reflect any changes in legislation and company requirements
- Maintain their competence through continual professional development
- Adhere to the professional code of conduct as set through membership of the Institute of Occupational Safety and Health (IOSH) and / or the International Institute of Risk and Safety Management (IIRSM)
- Identify opportunities for improvement

**Site Management - Contracts / Project / Works Managers, Site Agents**

It is the responsibility of site management to:

- Support the implementation of the VolkerStevin behavioural campaign Safety Ripple and the Safety Champions on their projects.
- Be familiar with and observe all relevant statutory provisions applicable to construction and related industries
- Provide an overall Site Management Plan (SMP) for each project
- Ensure adequate assessment of risk is carried out
- Ensure safe systems of work and method statements are produced, followed and reviewed
- Make sure communication, cooperation and coordination takes place between the various parties who may share the workplace / site
- Ensure activity and / or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are made and communicated to those at risk
- Ensure employees, self-employed, temporarily employed, trainees and non-employed persons have received adequate training and information about the activity they are required to undertake
- Ensure an appropriate induction is provided for those attending a location for the first time
- Ensure employees are aware of the company's policy for health & safety at work and that they have understood its requirements
- Support initiatives for health and safety representation
- Ensure suitable protective equipment is provided, maintained and used
- Report all accidents and incidents to the appointed Health & Safety Manager / Advisor, carry out investigations, make recommendations to prevent recurrence and ensure this information is effectively communicated
- Carry out 4-weekly HSEQS meetings, where applicable, with the appointed Health & Safety Manager / Advisor



**4. ORGANISATION AND ARRANGEMENTS (CONTINUED)****Site Management - Contracts / Project / Works Managers, Site Agents (continued)**

- Ensure that weekly HSE-07 *Site Safety and Environmental Inspection Records* are carried out, including maintenance of appropriate inspection records and the inspection rota (HSE-06 *Weekly Site Safety & Environmental Inspection Rota*) is completed and updated
- Ensure adequate procedures are made for the safe evacuation of workplaces and that they are under the control of competent personnel
- Implement the advice given by the company's appointed Health & Safety Manager / Advisor
- Attend health and safety training arranged by the company

**Site Supervisors - General Foremen, Foremen, Gangers**

It is the responsibility of site supervisors to:

- Ensure operatives are suitable, competent, trained and authorised to carry out the work or operate the plant required for the task.
- Provide effective front-line supervision on site and ensure operatives are instructed in the detail of safe systems of work as it applies to particular construction operations
- Encourage the workforce to work in a safe and tidy manner,
- Ensure the workforce wear any personal protective equipment required for the operation.
- Be familiar with and observe all relevant statutory provisions applicable on site and take immediate action in respect of advice given by the company's appointed Health & Safety Manager / Advisor
- Cooperate and liaise where appropriate with other contractors' site supervisors

**All employees, subcontractors and any other persons working on our behalf**

It is their responsibility to:

- Be familiar with the VolkerStevin Health & Safety Policy and cooperate with management / supervision in its implementation
- Understand the parts of the Health & Safety Policy applicable to them and take reasonable care for the health and safety of themselves and others
- Follow the instructions given regarding safe working in general and safe methods of work for particular tasks
- Keep equipment in good order, use the correct equipment for the task, and report any defects in plant and equipment or any shortcoming in safe systems of work to their manager / supervisor
- Contribute to the safety culture, be aware of relevant site safety rules and abide by requirements
- Use and not abuse the protective equipment and measures provided in the interests of health and safety

**Corporate Responsibility Director**

The Corporate Responsibility Director is responsible for the implementation and development of sustainable business practices throughout VW UK shared services and business units, to maintain compliance to corporate, legal, and stakeholder requirements. Reporting to the VW UK CEO, the responsibilities of the Corporate Responsibility Director are:

- Oversight of health, safety, environment, quality and sustainability activities and staff across VW UK business units
- Oversight of corporate governance and risk management
- Development of CR strategy through a strategic view of the business environment
- CR management reporting and communications within VW UK and to VolkerWessels
- Management of the integrated management system, its related systems and applicable memberships, affiliations and registration schemes
- Provision of occupational health services to VW UK and its business units
- Commitment to the growth and development of employees, including the delivery of training services and external course provision
- Development of sustainable business practices including the selection and integration of tools and techniques
- Understanding the role of government, business, NGOs, society, global and local issues and how they interact with each other and their impact on VW UK
- Development of systems and protocols, including IT platforms, to support the needs of the business
- Lead officer for major incidents and provision of legal support services



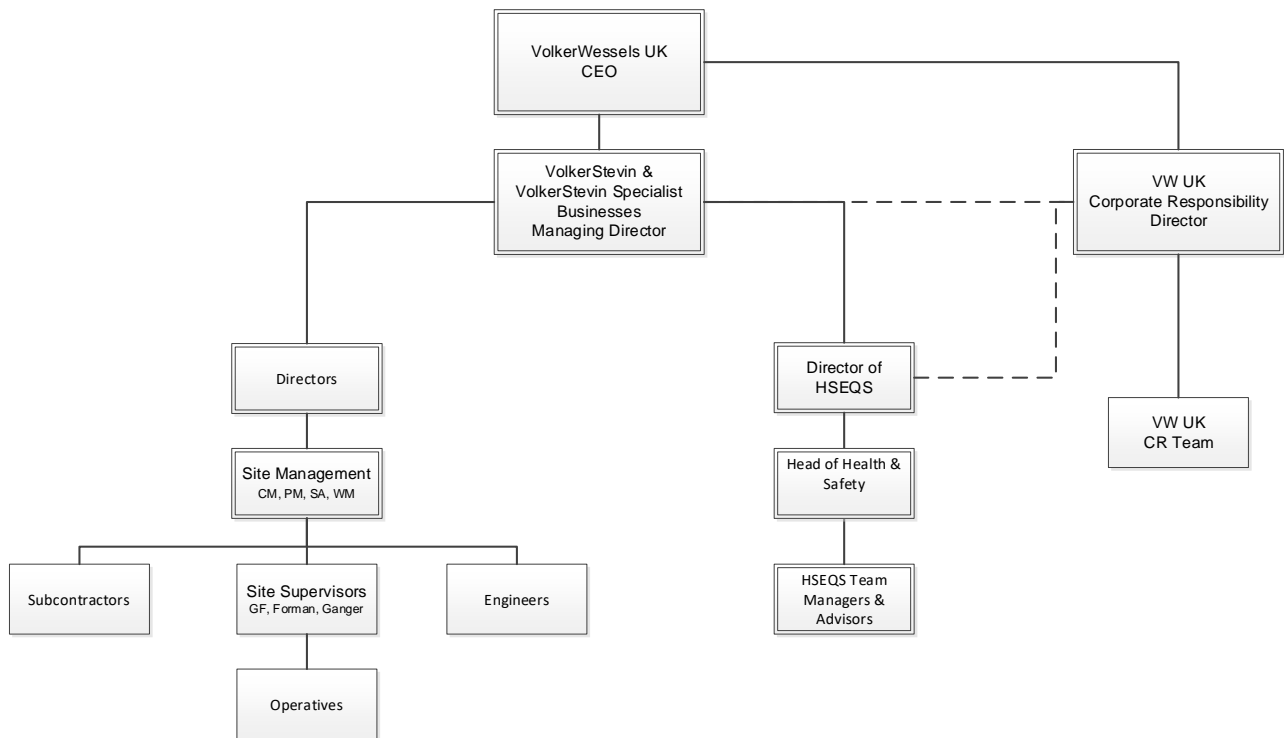
**4. ORGANISATION AND ARRANGEMENTS (CONTINUED)**

**Integrated Management Systems (IMS) Managers (reporting to the Corporate Responsibility Director)**

- Establishing the IMS requirements in line with ISO BS 45001:2018
- Working with the Corporate Responsibility Director and HSEQS teams to ensure legal, sector specific, and other requirements are integrated within the IMS
- The coordination of activities related to the implementation, development and maintenance of the IMS
- Control, publishing and maintenance of the IMS within Workspace (our business management system)

**4.3 Organisation and Structure**

The company is managed by the board of directors, with the structure for health & safety management as detailed below:



**4.4 Monitoring and Review**

The Health & Safety Policy will be monitored and reviewed by:

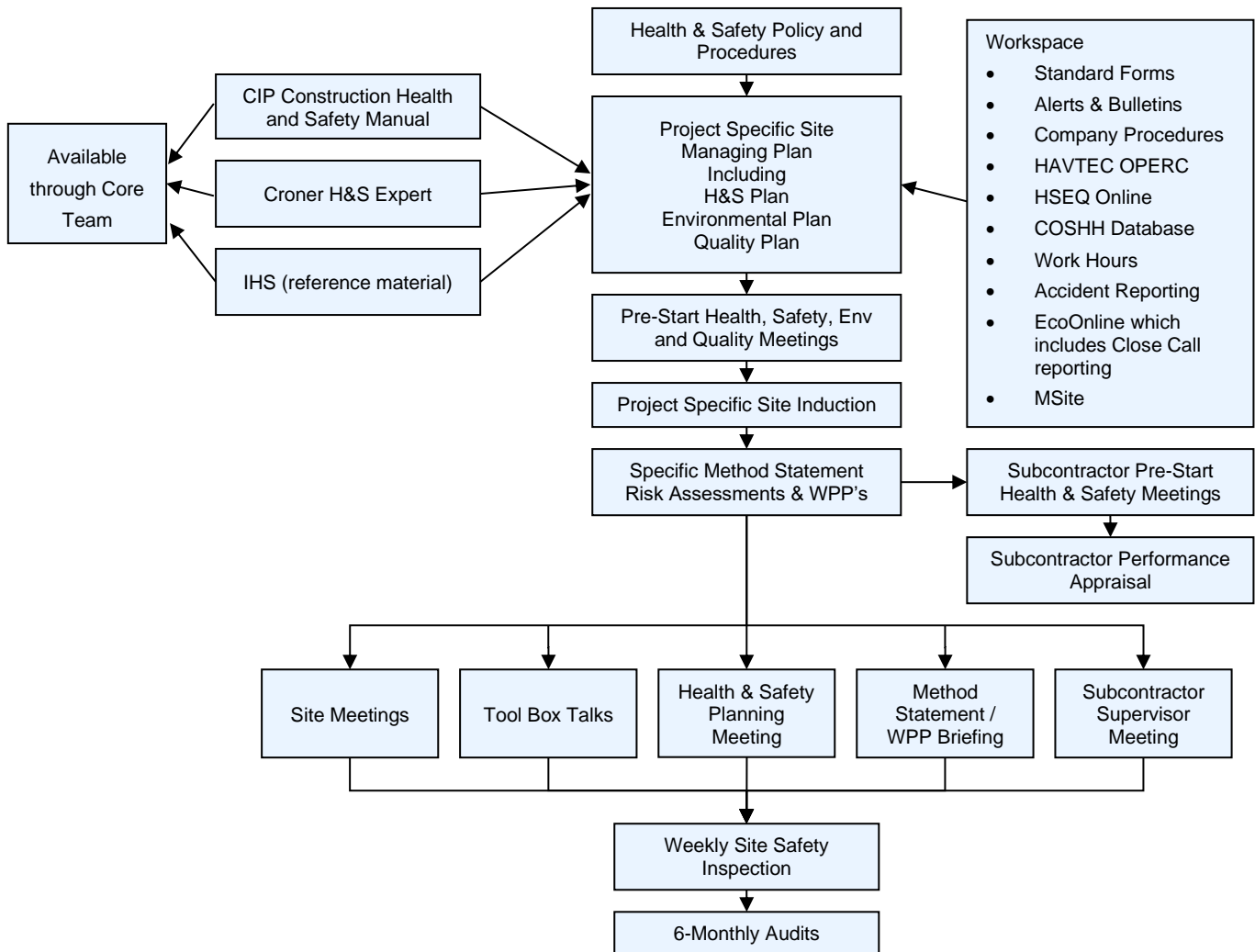
- Internal and third-party inspection, audit and monitoring
- Safety performance monitoring (hazards, near misses, accidents, incidents)
- Comparison with current, new and proposed legal requirements or best practice
- Meetings carried out with directors, senior managers and health and safety management

**4. ORGANISATION AND ARRANGEMENTS (CONTINUED)**

**4.5 Structure of Safety Management System**

The company IMS is used to support the implementation of the policy and is stored on 'Workspace', our document control system which can be accessed via Insite the VW UK intranet which provides access to:

- Policies and procedures
- Site documentation
- Health and safety (HSE) forms
- Alerts and bulletins
- Health and safety objectives and targets
- RIDDOR performance
- Best practice guidance



## 4. ORGANISATION AND ARRANGEMENTS (CONTINUED)

### 4.6 Training

Appropriate training will be identified and provided to all levels and may include inductions, toolbox talks, risk assessment and method statement briefings, in-house training courses and specialist external training courses

Training requirements are assessed on an on-going basis through Personal Development Reviews.

Training requirements are assessed both at commencement for new employees, and on an on-going basis for existing employees. The capabilities and expertise of our management / supervisory employees is assessed at safety management meetings and Personal Development Reviews. Operational employees' training is assessed at site induction by supervisors on site, during working operations and during toolbox talks, when two-way discussion is encouraged.

All site personnel will receive a formal, signed off, induction talk given by a member of the site management team which will include both general and site-specific requirements.

Evaluation forms are required to be completed by each person attending training courses, which help assess the effectiveness of training courses and to identify further training needs.

Training records are maintained by the VW UK Training Department

Plant and equipment operators are required to provide evidence of training and competency e.g. CPCS / NOCN or an affiliated CSCS card.

The company is fully committed to a fully qualified and certificated workforce and supports the Construction Skills Certificate Scheme (CSCS) along with other industry approved registration schemes. It is our aim to have 100% of the workforce holding CSCS cards or an approved equivalent.

### 4.7 Classification of Workforce

VolkerStevin aim to ensure the health and safety of its employees whilst at work and to provide a consistent and timely set of processes, to ensure that any health issues are identified and addressed. In doing so it is recognised that not all employees are exposed to the same level of risk. Accordingly, workers can be considered in the following three categories in terms of personal or workplace safety issues:

1. Office and admin posts
2. Site management / general duty construction
3. Safety critical

An in-house occupational health service is available from the company Occupational Health Nurse and the level of service provided will be based on a health questionnaire and assessment of risk for each group.

## 5. RISK ASSESSMENT AND HEALTH & SAFETY PLANNING

### 5.1 Assessment of Risk

Risk assessment is the responsibility of the relevant manager for sites, offices and operational locations with the assistance of the H&S Team and should follow H02 *Risk Assessment and Method Statements*.

Regulations requiring risk assessment are considered and reviewed at the HSEQS planning meeting and throughout the contract period and include, but not limited to:

- Lifting Operations
- Confined Spaces
- Working near Water
- Diving Operations
- Temporary Works
- Manual handling
- Personal Protective Equipment
- Display Screen Equipment
- Noise at work
- COSHH
- Asbestos
- Lead
- Hand Arm Vibration
- Whole Body Vibration
- Work at height
- Fire

**5. RISK ASSESSMENT AND HEALTH & SAFETY PLANNING (CONTINUED)****5.2 HSEQS Planning Meeting (HSE-04 *Four Weekly Health & Safety, Environmental and Quality Meeting*)**

Prior to construction commencing or within 4 weeks of contract start a HSEQS planning meeting shall be held to discuss formulation of a Health & Safety Plan as part of an integrated Site Management Plan and its subsequent implementation. This meeting will be attended by the site manager, and appointed members of the HSEQS team and others as appropriate.

The hazards and risks identified in the pre-construction information shall be assessed and developed where the Construction (Design and Management) Regulations 2015 apply.

Activities which are likely to produce significant risks requiring specific risk assessments, and those areas of construction operations which are likely to require detailed method statements, shall be identified and recorded on the H02-01 *Risk Assessment and Method Statement Schedule*.

The SMP shall be further developed with the pre-construction information and any items identified at the HSEQS meeting. This will include details of consultation arrangements with employees.

Specific assessments shall also be considered at this meeting to address COSHH, noise, PPE, manual handling etc. and shall be included in the respective method statement.

On a four-weekly basis site safety meetings will be held to plan, monitor, review and update the health and safety systems on site.

**5.3 Management of Subcontractors**

All subcontractors with 5 or more employees engaged by VolkerStevin shall be accredited to Constructionline. In addition, the companies must have a Safety Schemes in Procurement (SSIP) accreditation. (E.g. CHAS, SafeContractor, Acclaim, etc.)

All tender enquiries and orders to subcontractors will include P03-03 *Subcontractors Policy Document* which includes VolkerStevin's HSEQS requirements.

As part of the P03-01 *Pre-order Subcontract Management* meeting it shall be emphasised to the subcontract representative or manager of the VolkerStevin expectations in regard to full cooperation in achieving the required health and safety standards.

Prior to commencing any work on site those subcontractor employees carrying out the work will attend a HSE-03 *Subcontractor Pre-Start Health & Safety Meeting* to plan and develop safe systems of work for the identified scope of works.

At regular intervals VolkerStevin site management will convene meetings with subcontractors to discuss safety performance. These meetings will provide an opportunity for subcontractors to make an input into the safe management of the site.

**6. COMPANY HEALTH & SAFETY PROCESSES****6.1 Procedures**

The VolkerStevin procedures are located within the IMS and stored on 'Workspace', our document control system which can be accessed via Insite the VW UK intranet.

Each contract will have a site specific SMP which will detail those processes and procedures applicable to that contract including any requested by the client.

This section defines the standards and rules, which complement VolkerStevin company procedures, CIP construction Health & Safety Manual and Site Management Plans. It is the responsibility of all employees to observe these rules, to behave in a safe and reasonable manner, and to adhere to all instructions given by appointed management with regard to the respective location.

Failure to comply with this policy and associated processes and procedures will render employees liable to disciplinary action. This may be through use of the 'Record of Verbal Warning' notices. It should also be borne in mind that a breach of health & safety legislation is a criminal offence and action taken by an enforcing officer may result in heavy penalties i.e. fines and / or imprisonment.

Safety is the responsibility of everyone, all persons have a responsibility to contribute towards making their place of employment a safe place to work. Safety measures are introduced to control risks to everyone at the location, including employees, subcontractors, visitors, members of the public and anyone else who could be harmed.

## 6. COMPANY HEALTH AND SAFETY PROCESSES (CONTINUED)

### 6.2 Accident and Incident Reporting

H07 *Investigation and Reporting of Accidents, Incidents and Close Calls* shall be followed. Medical treatment should be sought for injuries sustained at work, no matter how slight and an appropriate record must be made on the company online reporting system.

Records of accidents, direct employee including subcontract and site personnel numbers, and total hours worked are to be uploaded into EcoOnline and included in Q20-06 *Monthly HSEQ Report* for company safety performance measurement.

All personnel are encouraged to report hazards, near misses and close calls on our projects using EcoOnline, this can be through mobile device data capture or by desktop data capture and / or form H07-06-VS *Close Call Report Card*. Project teams will ensure these are reviewed, closed out, trends monitored for action and feedback is given to those raising them.

### 6.3 Drugs and Alcohol Policy

The *VolkerWessels UK Drugs and Alcohol Policy* is designed to ensure safety by placing and enforcing strict limits regarding the misuse of drugs or alcohol. We ask all VolkerStevin employees and those working on our behalf, to lead by example, challenge unsafe attitudes and behaviours to establish a workplace free of injury or incident.

All employees, those working on our behalf, and visitors to VolkerStevin sites or offices must be aware of the requirements of the *VolkerWessels UK Drug and Alcohol Policy*, and the implications of failing to comply, as part of the site or office induction process.

The *VolkerWessels UK Drugs and Alcohol Policy* is available to all employees on Workspace and copies can be provided on request.

All testing is undertaken to ensure that employee's safeguards, confidentiality and dignity are maintained to a high standard at all times.

### 6.4 Control of Substances Hazardous to Health

H48 *Control of Substances Hazardous to Health* shall be followed when selecting substances or materials for use in any process, preference must be given to the substance or material that produces least risk to personnel and the environment.

### 6.5 Construction (Design and Management) Regulations (CDM)

VolkerStevin recognises their responsibilities under the Construction (Design and Management) Regulations 2015.

Whilst generally employed as a Principle Contractor, VolkerStevin accepts and discharges its responsibilities in order to achieve standards of health and safety performance in excess of the statutory minimum.

Project specific arrangements are described in the Site Management Plan.

### 6.6 Health

Elements of VolkerStevin's Occupational Health system include:

- **Pre-employment health questionnaire** to ensure they are fit and capable for effective performance at work without risk to health
- **Management of work activities to eliminate / reduce risks to health**, including planning, organisation and risk assessment
- **Health surveillance** to evaluate whether there are any adverse effects the work or working environment are having on the individual and to act upon the earliest signs of possible harm
- **Assessment of fatigue**, as it is a significant risk during construction activities due to the safety critical nature of the work. The risk of accidents from cumulative fatigue is well recognised
- **Consideration of new and expectant mothers** - see *VolkerWessels UK Employee Handbook*. The Human Resources Department will notify the Company Occupational Health Nurse. Risk assessment will be carried out on the individual employee concerned

## **6. COMPANY HEALTH AND SAFETY PROCESSES (CONTINUED)**

### **6.7 Consultation with Employees**

Consultation involves listening to employees' views and taking account of what they say before any decision is taken. Our Safety Ripple behavioural change programme maintains a culture where our employees contribute to safe systems of work through active and open participation and engagement.

Employees will be consulted on matters that affect their health and safety and, in particular, with regard to:

- The introduction of any measures or new technologies
- Arrangements for appointing competent persons
- Relevant health and safety information
- Planning and organisation of any health and safety training

This will be either directly or through elected representatives.

Employees or representatives may make representations to management on potential hazards and dangerous occurrences at the workplace, which affect, or could affect, themselves or others.

Consultation may be carried out during:

- Inductions
- Toolbox talks
- Daily Start of Shift Task Briefing
- Method statement briefings
- Safety Ripple meetings
- Subcontractors' progress meetings
- Four weekly health and safety meetings
- Pre-arranged or ad-hoc meetings following any responses to information posted on notice boards

### **6.8 Emergency Procedures**

Procedures to deal with potential serious and imminent danger and danger areas e.g. first aid, fire and means of escape in an emergency, shall be detailed at each construction site and office location, and detailed within the task specific RAMS and project SMP for construction sites. A competent person shall be nominated to implement these procedures.

### **6.9 Fire Precautions**

A fire safety risk assessment shall be carried out for all locations to identify necessary arrangements and control measures.

A H12 Fire Plan shall be produced and displayed for permanent offices and appropriate projects to include location of fire-fighting equipment, fire or smoke detectors, emergency lighting, fire call points and fire exits. Fire Marshalls shall be appointed, and their details displayed in prominent locations. Training, and evacuation procedures shall be established.

Adequate fire notices and signs shall be prominently displayed, as identified by the fire safety risk assessment.

All fire escape routes, fire-fighting equipment and fire doors shall be kept free from obstruction and routinely monitored.

Any used or missing fire-fighting equipment shall be reported to management, who will ensure that it is replaced as soon as possible.

### **6.10 First Aid**

The company affirms its responsibilities under the Health & Safety (First-Aid) Regulations to provide or ensure that adequate equipment, facilities and trained persons are provided, to render first aid.

First Aiders shall be appointed, and their details displayed in prominent locations.

Details of first aid arrangements shall be referenced within the SMP or Office Management Plan. It shall be the first aiders / appointed person's responsibility to ensure that appropriate first aid equipment / facilities are maintained.



## 6. COMPANY HEALTH AND SAFETY PROCESSES (CONTINUED)

### 6.11 Gross Misconduct

An employee will be liable to summary dismissal if he / she is found to have acted in any of the following unsafe ways:

- A serious or wilful breach of the safety rules specific to each location
- Failure of a drugs and alcohol test
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of machinery, plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of, or interference with any item provided in the interest of health, safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Misuse of chemicals, flammable or hazardous substances, or toxic materials
- Smoking in any designated 'No Smoking' area
- Smoking whilst handling flammable substances
- Horseplay or practical jokes which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Misuse of pneumatic, hydraulic or electrical equipment
- Dangerously overloading any item of lifting equipment
- Overloading or misuse of any vehicles

### 6.12 Lone Working

Lone workers are defined as those who work by themselves without close or direct supervision. Lone working will be designed out where possible and only where absolutely necessary is it to be undertaken. Where lone working is necessary, however brief or minor, a specific risk assessment is required to be undertaken and appropriate control measures put in place.

### 6.13 No Smoking Policy

The Health Act 2006 states "all employees have a right to work in a smoke free environment", and that "premises must be smoke free if they are used as a place of work".

Therefore, smoking is not permitted in any part of any building, including corridors, lifts, stairways, lavatories, reception areas or entrances and ALL company owned or hired vehicles (excluding ECOP vehicles owned or hired by the driver). Smoking is also prohibited within 5m of any doorway or fire escape.

Smoking is only permitted in a designated "Smoking Area".

VolkerWessels UK determines that Electronic cigarettes (e-cigarettes), products that can be used for the consumption of nicotine-containing vapour via a mouthpiece (vaping), should be treated in the same manner as cigarettes.

This policy applies to all employees, contractors, customers and visitors, and all staff are obliged to support the implementation of this policy.

Appropriate "No Smoking" signs will be clearly displayed at all entrances and exits, within the premises, and in company vehicles.

Those who do not comply with the smoking law are liable to a fixed penalty fine and possible criminal prosecution.

If you would like further advice or assistance on quitting smoking please contact Occupational Health on 01992 305045 or the NHS by calling 0300 123 1044 (<http://smokefree.nhs.uk/>).

### 6.14 Notices and Written Instructions

All hazard / warning signs and notices displayed on the premises shall be complied with.

Where applicable, work permits will be strictly enforced e.g. confined space work, where only authorised persons will be allowed to work.

Approved for IMS:	IMS Manager	Document owner:	Director of HSEQS	Workspace file:	n/a	Page 15 of 19
-------------------	-------------	-----------------	-------------------	-----------------	-----	---------------

**6. COMPANY HEALTH AND SAFETY PROCESSES (CONTINUED)****6.15 Office / Workplace Safety**

- Electrical installations shall only be installed by a competent person and tested at regular intervals in accordance with the Electricity at Work Regulations.
- Offices shall be kept at a reasonable temperature, be well ventilated and lit.
- Passages and stairs shall be kept clear of obstructions and well lit.
- Flooring shall be kept in a safe condition. Damaged carpeting, liquid spillages etc. shall be reported to management.
- Filing cabinets shall be loaded from the bottom drawers first and only one drawer opened at a time. Storage racking shall be of adequate strength, properly loaded, stable, and securely fixed where possible.
- Great care shall be taken in the storage and use of toxic, flammable and corrosive substances, chemicals and liquids. They shall be stored and used in accordance with the manufacturers' instructions / COSHH assessment.
- Portable electric tools and equipment shall operate at 110V or lower. Where this is not possible RCD protection shall be used.
- Electrical equipment shall be visually inspected and checked for defects at regular intervals and, if a fault is suspected, taken out of use and checked by a qualified electrician. Trailing electric cables shall be avoided.
- An appropriate maintenance system (e.g. HSE guidance) shall be established for all electrical equipment and records of inspection and testing maintained as necessary.
- Employees who are considered to be display screen equipment users (through DSE assessment) shall be entitled to free eyesight tests and the provision of corrective eyewear if prescribed.
- DSE users will be provided with suitable equipment to establish an ergonomic workstation. Suitable instruction on its adjustment will be provided.
- Adequate welfare facilities shall be provided.
- All dangerous parts of machinery shall be adequately guarded.

**6.16 Personal Protective Equipment (PPE)**

The company recognises its responsibility under the Personal Protective Equipment Regulations to assess the risks, to provide and train personnel in the use of suitable PPE and to maintain and replace this as necessary. Therefore:

- VolkerStevin will issue suitable protective equipment to directly employed staff and operatives, and undertake to replace such equipment whenever necessary
- PPE Equipment Items contained in the VolkerStevin PPE catalogue have been approved for use by the Director of HSEQS. Any additional PPE items required shall be approved by the Director of HSEQS prior to the placement of any order.
- VolkerStevin do not permit "Rigger" type boots on any of their contracts.
- Protective equipment shall be used, stored and maintained in accordance with manufacturers' instructions and the training provided
- Any damage, loss, fault or unsuitability of protective equipment shall be reported to management
- The following PPE are mandatory on all VolkerStevin site:
  - Hard hat
  - Light eye protection
  - Hi-vis clothing
  - Gloves
  - Safety boots (with mid-sole protection)

**6.17 Vibration**

VolkerStevin recognises Hand Arm Vibration Syndrome (HAVS) as a serious cause of concern for persons using handheld vibratory tools, particularly those of a rotary or percussive nature.

H13 Control of Vibration and H79 *Hand Arm Vibration* shall be followed.

VolkerStevin will comply with the legislative requirements in respect of HAVS and whole-body vibration by providing information and monitoring and recording exposure.

**6. COMPANY HEALTH AND SAFETY PROCESSES (CONTINUED)****6.18 Permits to Work**

Permit to work requirements shall be determined by site management and the appointed Health & Safety Manager / Advisor for all locations. Employees must check to see if such a system is in place for the work that they are undertaking before commencing.

All permits to work shall be prepared by an authorised, competent person who is familiar with the relevant work procedures, hazards, and all necessary precautions after a thorough assessment has been carried out. The person responsible for carrying out the works shall sign the permit prior to work starting, confirming that they are aware of the conditions laid down within it and agreeing to abide by them.

On the completion of the works or expiry of the permit, the person responsible for carrying out the works should either:

1. Sign the permit off as work completed and all personnel, materials and equipment withdrawn or,
2. Request an extension from the competent person, and ensure authorisation is given by the authorised person

In the event of an emergency occurring wherever a permit to work is in operation, personnel will be removed; the permit shall be withdrawn and cancelled immediately. Work shall only recommence when all procedures have again been checked and the permit has been re-issued, duly signed by the authorised person. Where there has been a change to the working environment which introduces new or unknown hazards, work shall cease immediately, and all personnel shall be withdrawn from the affected area. If possible, equipment shall be withdrawn, and the area made safe.

**Permits will be required for the following activities:**

- Confined space
- Hot works
- Working at height
- Operating plant and equipment
- Working with electricity
- Temporary works
- Excavations

This list is not exhaustive, and all operations should be examined in detail and permits initiated if necessary. A permit to dig system will however be implemented on all sites where there is ground level surface breakout, excavation or filling.

**6.19 Plant and Work Equipment**

VolkerStevin requires all plant and equipment used on site to comply with the Provision and Use of Work Equipment Regulations, and the Lifting Operations and Lifting Equipment Regulations as applicable.

H09 *Working with Plant* shall be followed for this purpose.

All work tools, plant and equipment must be suitable for the purpose for which it is intended and must be procured via the Hire Desk Alliance.

Operatives must not use mobile phones or 'hands free' whilst operating plant.

Any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards shall be reported to management for action, which may include taking the item out of use.

Repair, maintenance or cleaning of machinery, plant or equipment shall only be carried out in accordance with manufacturers' recommendations and risk assessment where appropriate.

No machinery, plant or equipment shall be left in motion, or with the engine running, whilst unattended. Plant and vehicles must be immobilised, and the ignition key removed whilst unattended, keys must be kept in a secure place when not in use.

No repairs or maintenance work on any equipment shall be undertaken unless employees are trained and authorised to do so, including changing of abrasive wheels.

**6. COMPANY HEALTH AND SAFETY PROCESSES (CONTINUED)****6.20 Working at Heights**

Working at heights is a high-risk activity which requires the closest attention to detail at all stages of the work. There is no 'safe height' and anyone who is off the ground is at risk of falling.

Safe work at height shall be managed through the hierarchy of:

- AVOID the risk by not working at height - where it is reasonably practicable to carry out the work safely other than at a height do so
- PREVENT falls - where it is not reasonably practicable to avoid working at height, you should assess the risks and take measures to allow the work to be done whilst preventing, so far as is reasonably practicable, people or objects falling. This might include ensuring the work is carried out safely from an existing place of work, or choosing the right work equipment to prevent falls
- MITIGATE the consequences of a fall - where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment
- At all stages give collective protective measures (e.g. guardrails, nets, airbags, etc.) precedence over personal protective measures (e.g. safety harnesses)

**6.21 Lifting Operations**

All lifting operations must be in compliance with the requirements of safety legislation including the Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Provision and Use of Work Equipment Regulations 1998 and most specifically the Lifting Operations and Lifting Equipment Regulations 1998. All lifting must therefore be proven to be planned, supervised and safely executed.

H55 *Control of Lifting Operations, Equipment and Accessories* shall be followed for this purpose.

All those involved in the planning, site supervision and carrying out of lifting operations must have the appropriate level of competency for the task being undertaken. VolkerStevin requires that competency checks are undertaken to be assured that all those undertaking roles within lifting operations have the necessary skills, knowledge and experience to carry out their duties.

All lifting operations must be covered by an appropriate Lifting Plan(s). The level of detail within such plans will be reflective of the nature and complexity of each lifting operation but must include a works package Schedule of Common Lifts.

All Lifting plans must be directly referenced to appropriate risk assessment and development of a method statement(s).

All subcontract Lifting Plans must be submitted to VolkerStevin appointed persons for approval and / or acceptance.

All hired crane, contract hire and subcontractor managed lifting operations, and most specifically multi-crane activities on site must be coordinated via the identified VolkerStevin project Lifting Coordinator.

**6.22 Work in Rail Environment**

VolkerStevin and VSSB hold RISQS accreditation for working in a rail environment. This includes the use of supporting procedures to enable rail work to be conducted safely, efficiently and in compliance with all relevant Railway Group and Network Rail Standards.

**6.23 Young Persons**

Where it is intended to employ young persons, those being under 18 years of age, a specific risk assessment for the type of work they will be involved in shall be carried out in accordance with the Management of Health and Safety at Work Regulations. Persons under 18 years of age are prohibited from operating lifting appliances and giving signals or operating certain woodworking machines unless under supervision during training. Special consideration must be made when a person under the age of 21 years is to operate certain vehicles or plant on a public highway, i.e. only if a valid driving licence is held (medium / large sized vehicles etc.).

**6.24 Welfare**

The company will provide suitable and sufficient welfare facilities as detailed in the Workplace Health, Safety & Welfare Regulations or CDM 2015 regulations as applicable.

**6. COMPANY HEALTH AND SAFETY PROCESSES (CONTINUED)****6.25 Vehicles**

- All personnel driving at work will be required to comply with *VolkerWessels UK Driving for Work Policy and Handbook* and *F01 Commercial Fleet*
- Regular checks of vehicles, in conjunction with company procedures and manufacturers' recommendations, shall be carried out prior to use.
- Driving or operating any vehicle is not permitted without the appropriate driving licence, competency or authorisation.
- Unauthorised passengers or unauthorised loads shall not be carried.
- Vehicles shall not be used for unauthorised purposes.
- Vehicles shall not be loaded beyond the stated capacity.
- Driving or operating vehicles whilst suffering from a medical condition or illness that may affect ability is not permitted.
- Driving or operating vehicles whilst under the influence of alcohol or any other drug, which may affect operating ability, is not permitted.
- All available safety features such as seat belts shall be utilised.
- Use of mobile phones in vehicles whilst driving is restricted to hands free use only however still avoid making or taking phone calls when driving wherever possible.

**6.26 Temporary Works**

Under most forms of contract in use in the UK, the overall project responsibility for temporary works rests with the Principal Contractor. Legal duties cannot be passed on to someone else by means of contract. Where VolkerStevin are acting as Principal Contractor, they must approve all temporary works.

VolkerStevin management of temporary works is described within *Q25-VS Temporary Works Design and Installation*. All projects must comply with the requirements set out within the procedure.

**6.27 Site Rules - Health and Safety**

VolkerStevin site rules are located within the SMP and are amended to be contract specific. They are applicable to all contracts and will be displayed on the notice boards.

**7. IMS AUTHORISATION****Document owner approval:**

**Duncan Aspin**, Director of HSEQS - 07.01.2022

**Approval for IMS:**

**Andria Georgiou**, IMS Coordinator - 19.01.2022