



HEALTH & SAFETY POLICY

Issue 4

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Health and Safety Policy Statement

One of the essential values that Access Platforms Aberdeen holds is that all adverse events are preventable. Therefore our principal objective is ensuring the personal health, safety and welfare of all our employees and other parties who may be exposed to risks associated with our activities, and equipment, including clients and the general public. The mainstay of our safety management system is the application of modern risk management techniques

Access Platforms Aberdeen;

- is committed to ensuring the health, safety and welfare of our employees as far as is reasonably practical, and;
- extends that same commitment to those personnel who are not employed by the company who may be affected by our acts or omissions;
- will not accept anything less than full compliance with all relevant health and safety legislation;
- requires and expects all levels of management and supervision to actively initiate and pursue ways and means of making the working environment as safe and healthy as possible;
- believes that everyone is jointly responsible for the reduction of workplace accidents, injury and reduced productivity due to failures in the control of Health and Safety. The Company believes that active participation of all members of staff is essential to maintain the highest standards of Health, Safety and Welfare, therefore reducing the incidence of injury to the lowest reasonably practicable;
- will provide and maintain healthy and safe working conditions and a suitable environment for all personnel involved in its activities;
- will appoint competent personnel to assist in meeting our statutory duties;
- employees will be given such information, instructions and training as is necessary to enable work activities to be undertaken giving due consideration to health and safety, this will include employees identifying safe methods of work and changes that affect existing risk assessments;
- will ensure all customers will be offered such information and instructions to enable safe operation of hired equipment and, where applicable, training will be arranged;
- will ensure that all equipment provided for hire is inspected, maintained, tested and fit for purpose.

Access Platforms Aberdeen will strive to continually improve its safety performance and will carry out an annual review of our safety management system.

SAFETY MANAGEMENT SYSTEM (SMS)

The principals contained in the HSE Publication "Successful Health and Safety Management" HS(G)65, have been adopted by Access Platforms Aberdeen in the development of our safety management system.

Overview of SMS

This section of the policy document outlines the Access Platforms Aberdeen Safety Management System. It demonstrates how safety is an integral part of our business objectives and shows how it effectively and adequately controls the risks arising from our activities

It outlines how the component parts of the Safety Management System in the form of policy, organisational arrangements, procedures and supporting instructions link in with the General Arrangements for Health and Safety demonstrating an interlocking system of protective and preventative measures.

The primary aim is to eliminate the risk whenever reasonably practicable or, where this is not possible, reduce the level of risk as far as reasonably practicable.

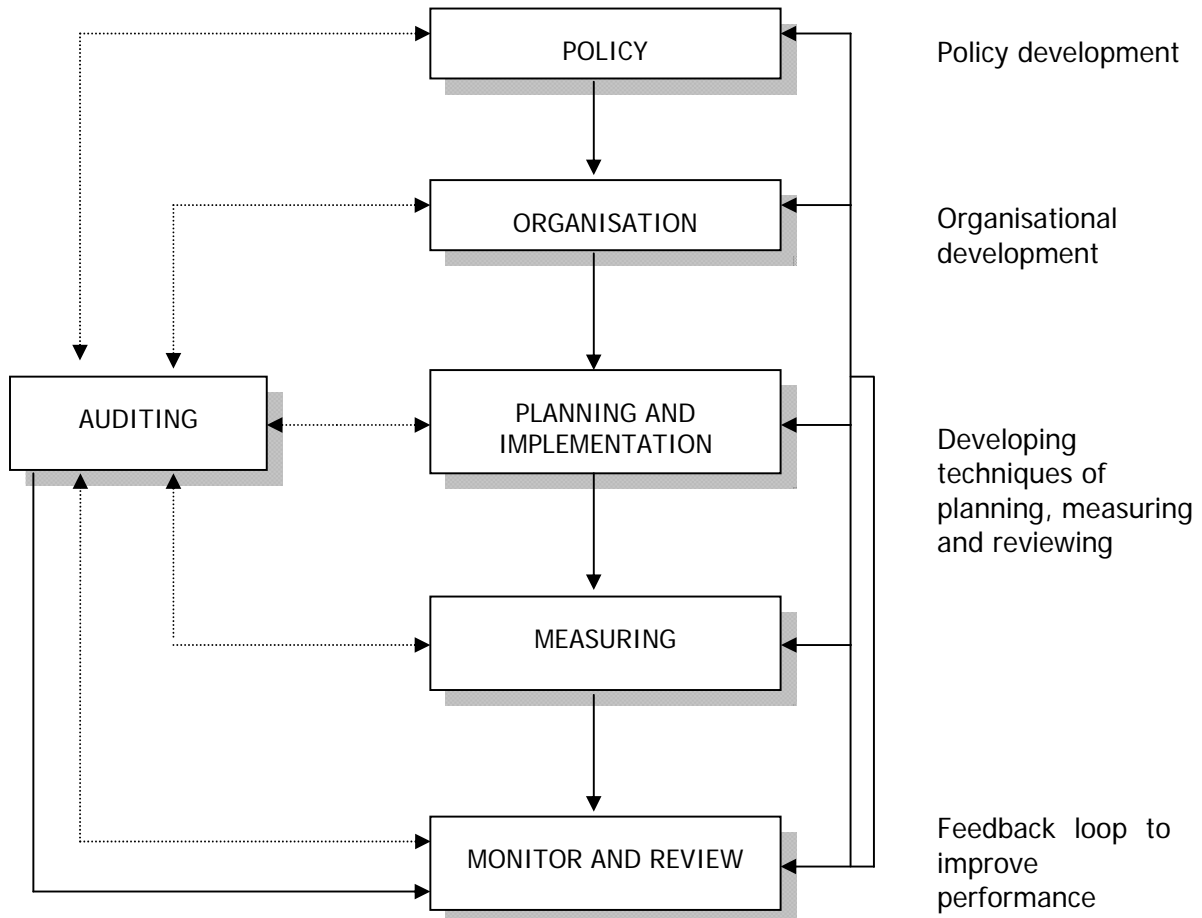
Safety is of principal importance in the management of any organisation. However this system takes forward the best practice and the general principles of good management as the basis for improvement of all safety performance. For this reason, the framework will remain relevant to Access Platforms Aberdeen and will allow flexibility and adaptation in order to manage and control any new or changed risks identified.

The key elements of successful Health and Safety Management are set out below and the relationship between them is outlined in Diagram 1:-

- Policy.
- Organisation.
- Planning and Implementation.
- Measuring Performance.
- Monitor and Review.
- Auditing.

DIAGRAM 1

KEY ELEMENTS OF SUCCESSFUL HEALTH AND SAFETY MANAGEMENT



Policy

The principles underlying the Access Platforms Aberdeen Safety Policy are as follows:-

Access Platforms Aberdeen has a duty to control the risks to which its activities inevitably expose its employees, customers, contractors, and the general public. There is a recognition that its safety policies and procedures play a positive role in securing the commitment of employees to a wide range of business objectives and support Access Platforms Aberdeen marketing of its services as a responsible company.

Accidents resulting in death, injury, ill-health, property damage or loss to operations represent an unnecessary human and financial loss. Investment in the elimination or reduction of such losses contributes directly to people's well being, job satisfaction as well as profits and, particularly in times of recession or high competition, may represent a better yield than other investments.

Accidents are not inevitable. They are failures of systems. They can be avoided by continued rigorous system design and control.

This Health and Safety Policy demonstrates how it can contribute to business performance by:-

- Ensuring a systematic approach to the identification of risks and the allocation of resources to control them.

- Minimising the financial losses which arise from avoidable unplanned events.

- Recognising that accidents, ill-health and incidents result from failings in management control and are not just the fault of individual employees.

- Recognising that the development of a culture supportive of Health and Safety is necessary to achieve adequate control over risks.

- Supporting initiatives aimed at continuous improvement.

Through the implementation of the consultation and communication procedures, the Access Platforms Aberdeen management team and employees know and understand the safety management system; know the existing established standards; lead people to attain the established standards through training and measurement of performance of self and others; evaluate results and needs; commend and constructively correct performance. Without adequate management control, the accident cause and effect sequence is started and unless controlled in time, leads to loss.

Policy Statement:-

The Safety Policy Statement of the organisation goes further than merely meeting legal requirements. It is a positive and credible expression of management commitment to health and safety excellence. The General Arrangements section is a vital, current source of reference for all staff and is an integral component and vehicle to convey the Safety Management System. Every effort is made to ensure that both the Policy and General Arrangements Statements are simple and understandable.

Organisation

Access Platforms Aberdeen is organised to enable its Safety Policy and plans to be translated into effective practices, which will ensure the following:-

Leadership from the top of the organisation is visible and sincere.

Senior Managers conduct regular safety tours showing their commitment to Health and Safety.

Managers and Supervisors lead by example by conforming to all Health and Safety requirements.

Co-operation between individuals so that Health and Safety becomes a collaborative effort.

Communication of necessary information throughout the company.

Competence of employees.

This is demonstrated by the safety structure organisation charts on page 14.

Responsibilities:-

Safety responsibilities are documented and allocated at all levels within the organisation. The clear definition of responsibilities is reinforced by holding individuals accountable.

Key post safety responsibilities are detailed from page 15.

Management take full responsibility for controlling all factors which could lead to ill-health, injury or loss. They provide clear direction and take responsibility for the working environment in which accidents, ill-health and other incidents could occur. This creates a positive atmosphere and encourages a creative learning culture in which the emphasis is on a collective effort to develop and maintain systems of control ensuring a PRO-ACTIVE culture rather than a RE-ACTIVE one.

Access Platforms Aberdeen never expects employees to work in an unsafe manner. It accepts that employees can express their concerns in respect of Health and Safety issues to the management without fear of recrimination.

Throughout the organisation participation, commitment and involvement in Health and Safety activities, at all levels, is essential not only to fulfil legal obligations for consultation but also to achieve effective risk control. Combining knowledge and experience is a key aspect of risk control. Participation compliments control in that it encourages the "OWNERSHIP" of Health and Safety policies by employees at all levels and establishes an understanding that Access Platforms Aberdeen as a whole, and those working in it, benefit from good Health and Safety performance.

Health and Safety, after all, is "Everyone's Business".

Communication:

Effective internal communication systems are an essential part of the Access Platforms Aberdeen organisation. They ensure that all appropriate information reaches those to whom it is relevant. Examples are listed below:-

- IT System.
- Team briefings.
- Document control.
- Plans, established standards and procedures.
- Performance reports, statistical analysis, published to notice boards.
- Safety bulletins.
- Details of incoming legislation.
- Health hazard warnings.
- Feedback.

Competence:

Access Platforms Aberdeen ensures the competence of all employees to discharge their responsibilities effectively and make the maximum contribution to Health and Safety improvement. This competence is achieved by:-

- Ensuring recruitment and placement procedures which ensure that employees (including those at all levels of management) have the necessary physical and mental abilities for their jobs or can acquire them through training and experience.
- Having systems to identify Health and Safety training needs arising from changes in staff, plant, processes or working practices.
- Ensuring provision of training for those who have management accountability including robust induction and personal development.
- Ensuring minimum levels of competence are achieved by employees
- Continuous assessment of competence levels by Supervisors and Managers.

Access Platforms Aberdeen employs an external professional health and safety advisor who may "buy in" additional external professional health and safety specialists, and training personnel where and when thought necessary.

Access Platforms Aberdeen will ensure that employees/contractors only undertake work for which they are competent and are properly trained. The physical health of employees is continuously monitored via sickness records and observation/vigilance by their manager. This includes compliance with relevant drugs and alcohol requirements.

All Managers are instructed, wherever necessary, to note the condition and health of employees/contractors, especially immediately prior to their commencing duty. If in the opinion of the Manager the individual is unfit for duty then the appropriate action will be taken in accordance with Company procedures (whenever possible a second opinion will be sought to support actions) and the employee/contractor will not be allowed to take up duty.

Where a member of staff does not achieve the necessary standard of competence or health, the individual in question does not undertake the duties concerned until they have demonstrated competence or fitness.

Planning and Implementation

Planning plays an essential part in the effective implementation of Access Platforms Aberdeen Health and Safety policies.

Planning ensures the following:-

- Legal requirements, codes of practice and industry standards are always met, usually as a minimum requirement, and very often exceeded.

- The organisation and its processes have the capability to deliver safety performance. This requires provision of adequate resources, including staffing levels and funding.

- Engineering and procurement controls are utilised to identify, eliminate and control risks at source.

- Premises, plant and equipment are fit for purpose by design.

- Contingency plans and all relevant mitigation measures have been prepared to minimise the impact of accidents and manage recovery.

- Performance measurement, audit and review systems are in place in order to monitor the success of the Safety Management System and provide for continuous improvement.

The implementation of the Safety Management System relies on the co-operation of all personnel, at all levels of the organisation.

Measuring Performance

Measurement is an essential aspect of maintaining and improving Health and Safety performance. Monitoring activities highlight Management commitment to Health and Safety objectives in a pro-active manner which is an essential part of development of the Health and Safety culture. Two types of system are needed ACTIVE and RE-ACTIVE.

Active Systems:-

Active monitoring provides essential feedback on performance before an accident, ill-health, incident or near-miss. This monitoring is a key element in Access Platforms Aberdeen approach to the achievement of safety excellence. Some examples are:-

- Inspection of premises, plant and equipment on a regular basis by Managers to ensure the continued identification and correction of hazards and unsafe acts.

- Health and Safety Advisor checking the quantity and quality of monitoring activities undertaken by Managers, and conducting inspections.

Inspections will be undertaken by people who are trained as competent to identify the relevant hazards and risks and to assess the conditions found. Records will be kept of each inspection with details of both positive and negative findings.

Safety and Management Inspection - see page 23.

The depth and frequency of active monitoring is determined by the degree of risks associated with the activities being managed.

Re-active Systems:-

Re-active systems monitor reported accidents, ill-health, incidents and near-misses (Adverse Events).

The results of investigations need to be analysed, recorded and reviewed so as to identify common features and trends which might reveal areas for general and local improvement.

This data also provides valuable input to exercises designed to:-

- Assess the risks arising from proposed changes to established standards or methods of working.

- Target safety expenditure.

- Analyse costs of accidental loss.

The detailed reporting of adverse events is vital to the process of improving safety performance.

Each reported event is recorded and investigated to establish both the immediate circumstances and the underlying organisational causes. Recommendations must then be made on measures to improve the management systems and established performance standards throughout Access Platforms Aberdeen.

Investigation techniques must ensure that all circumstances are considered including human factor issues such as:-

- Organisational systems which includes relevant policies, established standards, rules and procedures.

The designated task including the premises, plant, people and procedures in use and their effect on the incident.

The employee(s) and sub-contractor(s) including their behaviour, suitability, competence and qualification.

Adverse Event reporting and investigation see page 25.

Monitor and Review

The reviewing process within the Access Platforms Aberdeen Safety Management System is based on information from measuring activities (including both active and re-active monitoring) and from auditing activities in which an independent assessment is made of the entire Safety Management System. Reviewing the results of internal measuring activities is an ongoing process which is undertaken at various levels within Access Platforms Aberdeen. There is also an annual review of the H&S Policy.

Safety Meetings:-

Safety meetings at Senior Management level review the following:-

Degree of compliance with established standards and legislation.

Introduction of standards where inadequate or non-existent.

Measurement of achievement against organisational objectives.

Adverse Event data.

See also safety structure organisation charts on page 14. This identifies the safety management and communication structure throughout Access Platforms Aberdeen.

Feedback and reviewing plays an essential part in motivating employees and stimulating changes to policies, planning and organisation which assist delivery of long-term improved performance.

Audit

Auditing and reviewing performance is the final step in Access Platforms Aberdeen Health and Safety management control cycle (see Diagram 1). Reviewing performance constitutes the "feedback loop" and develops the organisation's ability to manage risks to the fullest possible extent.

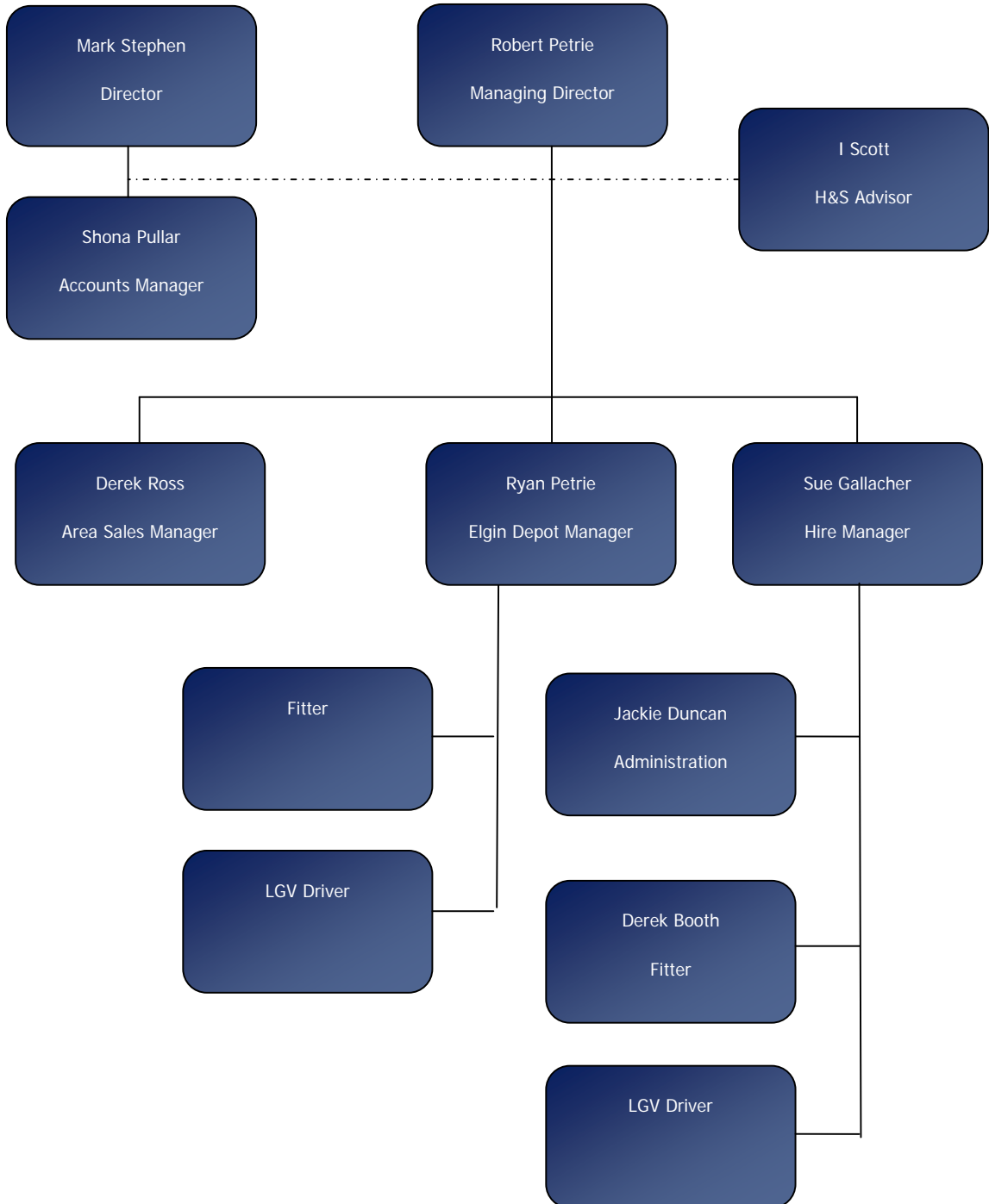
Auditing supports monitoring by providing Managers with information on the implementation and effectiveness of plans and established performance standards. It also provides an on-going check on the reliability, efficiency and effectiveness of the arrangements for policy making, organising, planning, implementing, measuring and reviewing performance.

Auditing needs to be fully comprehensive and will examine, over a period of time, all the components of the Health and Safety Management Systems which have been outlined previously. This is why Access Platforms Aberdeen has developed an audit measuring tool.



The scoring system was introduced to measure the effectiveness of safety management. Audits are carried out by the Health and Safety Advisor. These audits are designed to assess comprehensively the effectiveness of systems implemented by a particular management unit to meet all performance objectives and established standards.

See also, Measurement and Audit on Page 24.



HEALTH AND SAFETY RESPONSIBILITIES

Managing Director

- Assuming ultimate responsibility for Health and Safety.
- Ensuring that competent persons are employed to assist in carrying out his statutory responsibilities.
- Understanding the main requirements of the Health and Safety at Work Act 1974, and other relevant legislation
- Allocating the necessary resources for Health and Safety.
- Ensuring that the organisational structure is appropriate to manage Health and Safety.
- Ensuring that the same established management standards are applied to Health and Safety as to other management functions.
- Ensuring that Health and Safety is integrated into the management structure.
- Ensuring that equal importance is applied to Health and Safety as to other business functions.
- Ensuring that risk assessments are carried out and available for all activities and are communicated to all relevant employees

Directors

- Understanding the main requirements of the Health and Safety at Work etc Act 1974, and other relevant legislation
- Reviewing the performance of the Safety Management System to ensure its continuity, suitability and effectiveness.
- Developing Health and Safety strategies and Company objectives.
- Reviewing Company performance.
- Ensuring that responsibilities are correctly assigned within the Company.
- Ensuring that adequate resources are made available.
- Ensuring that Managers are adequately trained and capable.
- Ensuring the effective implementation of Company policy.
- Ensuring the Managing Director is informed of progress and developments.
- Carrying out inspections of their areas of responsibilities,
- Ensuring that first aiders are trained and cover is provided.
- Ensuring specified personal protective equipment is made available and utilised by employees as stipulated
- Ensuring the safety of visitors and customers within their area of control.
- Ensuring appropriate instruction and advice is provided to employees to reduce any health and safety risk from the tasks they perform.

Ensuring that risk assessments are carried out and available for all activities and are communicated to all relevant employees

Managers

Managers are responsible for the working environment at the premises under their control and the Health and Safety of all employees and contractors working at those premises, specifically:-

Understanding the main requirements of the Health and Safety at Work Act 1974 and other relevant legislation.

Providing assurance that risks have been identified and assessed and that effective risk control measures are in place.

Ensuring the communication of necessary information throughout the organisation.

Ensuring that employees are properly trained and instructed as to their duties and responsibilities.

Making recommendations for improving performance.

Allocating the necessary resources within their control.

Ensuring agreed reporting procedures are followed in the event of any Adverse Events or dangerous occurrences involving employees or Company equipment.

Ensuring every Adverse Event is fully investigated as soon as practicable after the incident and suitable recommendations produced.

Setting personal objectives and targets for their subordinates.

Monitoring of contractors.

Controlling the implementation of the Safety Management System.

Ensuring the retention of competence of their staff.

Keeping relevant documentation.

Carrying out inspections of their areas of responsibilities

Ensuring the safety of visitors and customers within their area of control.

Ensuring safe working instructions are developed and implemented.

Ensuring all plant and equipment utilised is maintained in a safe working condition and any noted defects are reported immediately or as soon as practicable.

Ensuring appropriate instruction and advice is provided to employees to reduce any health and safety risk from the tasks they perform.

Ensuring that risk assessments are available for all activities within their area of responsibility and are communicated to all relevant employees.

Employees

All employees have a duty under the Health and Safety at Work etc Act 1974 "to take reasonable care for their own health and safety and to co-operate with their employer, so far as is necessary, to enable the employer to comply with his statutory obligations".

Therefore all employees must:-

- Work in accordance with Company procedures.
- Report defective equipment and dangerous situations.
- Use safety equipment provided.
- Avoid horseplay which could result in injury.
- Comply with Management requests and instructions.
- Not use defective equipment.
- Not misuse equipment.
- Not damage equipment.
- Exercise reasonable care towards himself and others.
- Not undertake tasks that they are not trained for.
- Seek information if uncertain of the risks involved in any job.
- Avoid improvising or taking shortcuts which would entail unauthorised and unnecessary risk.
- Promptly report all accidents, near-misses and dangerous occurrences (adverse events).

Health and Safety Advisor

Health and Safety Advisor is responsible for: -

- Understanding the main requirements of the Health and Safety at Work etc Act 1974 and legislation applicable to Company operations.
- Advising Directors and Management on the implementation of Company Health and Safety policy.
- Ensuring that risk assessments, COSHH and other Health and Safety information is available to staff.
- Monitoring/analysing accident trends.
- Joint investigation of Adverse Events with Management.
- Assisting in the preparation of safe systems of work.
- Reviewing and revising Company policy.
- Reviewing new legislation and guidance, advising Management on its impact.
- Assisting in the auditing process.
- Conducting safety inspections.



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Developing Health and Safety targets and incorporating them in the annual Health and Safety plan.

Developing and suggesting Health and Safety initiatives.

GENERAL ARRANGEMENTS

The following section is designed to show Access Platforms Aberdeen General Arrangements as well as the way that the Safety Management System has been developed in accordance with HS(G)65 "Successful Health and Safety Management".

The General Arrangements are designed for ease of use and understanding by all members of staff, contractors and any other relevant person(s) and form the principal documents conveying the Safety Management System to all staff at all levels throughout the organisation.

Specific arrangements are supplemented by a more detailed documented procedure and are identified by the document number in (brackets) after the subject heading.

Managing Safety

Definition of Safety:-

Access Platforms Aberdeen defines safety as the avoidance of death, injury or poor health to its employees, customers, contractors and the general public caused by occupational accidents, incidents or hazards. Safety also includes the avoidance of damage to property.

Duty of Staff:-

Whilst overall responsibility for implementation of this policy clearly lies with every Manager, success will only be achieved with the full and willing co-operation of all members of staff. It is the legal duty of all employees to act responsibly at all times and to ensure they do all they can to prevent injury to themselves and colleagues and to minimise loss.

When visiting a client's site for any reason, all Access Platforms Aberdeen staff will report to the site manager/person in charge to obtain permission to enter. This may include receiving the Clients site induction or site rules. All information received must be complied with.

Risk Identification Management and Review (APA 002)

Access Platforms Aberdeen will diligently identify hazards and assess the risks associated with these, implement adequate means to control these risks and seek to eliminate or reduce these risks where reasonable means exist.

All Directors and Managers have a responsibility for ensuring that any necessary risk assessments have been carried out for the activities carried out by the company.

Specific legislation requires detailed assessments to be carried out (manual handling, COSHH, fire, etc). These assessments will be managed by the Health and Safety Advisor, and may lead to documented procedures to ensure that the risks are controlled to an acceptable level.

The Health and Safety Advisor is the source of expert advice on the need for and conducting of risk assessments. The director Manager responsible for interface with customers, contractors or other parties, identifies where joint risk assessments need to be undertaken. A competent assessor and at least one employee skilled in the job to be assessed is the minimum requirement for a risk assessment team.

The findings of assessments are communicated to all employees, contractors and customers affected by them.

The risk assessments will be reviewed regularly at intervals at least as frequent as those required by legislation, in the event of an adverse event and when any changes take place which affect the risks or controls in place.

All risk assessments shall be recorded and these records retained and made available for inspection and examination. All risk assessments are also briefed to all employees via the tool box talk process.

Safe Systems of Work

Directors and Managers at all levels within Access Platforms Aberdeen will ensure that safe systems of work are designed and implemented to protect the health and safety of employees and others who can be affected. These systems shall be designed to reflect the risks associated with given activities and comply fully with all relevant rules, regulations and codes of practice.

Directors and Managers who introduce new work systems into Access Platforms Aberdeen will ensure that they are properly explained to their staff and any others who might be affected.

At no time should excessive productivity demand lead to unsafe practices or disregard to established safety standards, or legal requirements. Any employees questioning the safety of working systems will be given a fair hearing and will not face recriminations.

Systems of work will include the requirement that staff are assessed as competent and medically fit before being authorised to undertake their duties.

Safe systems of work will be regularly reviewed to ensure they are valid especially when changes in procedures, equipment, processes or substances are introduced.

Health and Safety Continual Improvement Plan (APA 003)

This annual plan sets out the health and safety aims that Access Platforms Aberdeen wishes to achieve. By setting clear targets the company aims to enhance its existing health and safety performance. The emphasis is to create a strong commitment to safety and to make improvements by working together to control risks and safeguard people.

The company will analyse information from various sources during the development of the continual improvement plan, this can include:

- Statutory requirements (new or amended legislation etc)

- Pro-active monitoring data
- Reactive monitoring data
- Risk assessment data
- HSE guidance

These aims have been consulted throughout all levels within the organisation

The targets detailed within the plan can only be achieved by the co-operation of all Directors, Managers and Employees.

Personal Protective Equipment

Directors and Managers in charge of staff ensure that the risks to health and safety present in the workplace are adequately assessed and appropriate precautions identified. Where personal protective equipment is identified as a last resort, details are shown on the risk assessment for the task involved.

Arrangements are made to:-

Ensure employees know how to wear correctly, maintain, report defects in and obtain replacements of personal protective equipment.

Carry out checks to ensure personal protective equipment is being worn correctly and that it is in good condition.

Provide appropriate facilities to keep personal protective equipment in good condition when not in use.

Directors and Managers will set personal examples in the use of personal protective equipment and regularly monitor whether personal protective equipment is of the right type, is being worn correctly and is in good condition.

Employees are responsible to maintain and wear the supplied protective equipment in accordance with Company policy, procedures and work instructions, and to report defective and inappropriate protective equipment.

Managing Changes to Access Platforms Aberdeen Organisation

Access Platforms Aberdeen ensures that the risks associated with any change to existing equipment plant, organisation and working practices are assessed and controlled so that the change does not increase risks to safety. In all cases, before the change is authorised the safety implications shall be evaluated for all stages involved (including planning and implementation) and for the outcome of the change.

All organisational changes will be planned, undertaken and implemented in accordance with company procedures. These may include:-

Any changes to the safety responsibility structure of the organisation.

Any changes to the required competencies of posts which are significant to the operation of the Safety Management System.

Changes to the Safety Management System, including changes in safety policy, established standards, aims, objectives or priorities.

Significant changes to the service provided or methods of working employed by the Company.

Changes required following an accident or near-miss, or as a result of a safety audit.

Changes to the process employed for the selection and monitoring of contractors and suppliers.

Changes and additions to criteria set out in statutory legislation.

Compliance to these duties is measured through audit and compliance checks. Currently organisation change is audited by the Health and Safety Advisor. This is augmented by internal checks carried out by Managers.

Consultation

It is recognised that Access Platforms Aberdeen Safety Policy cannot be achieved solely by the commitment of Management but requires the commitment, support and co-operation of all employees within the organisation.

Access Platforms Aberdeen will consult with all employees with regard to:-

Development of Health and Safety Procedures.

The introduction of any measure that will affect the Health and Safety of employees.

The provision of relevant information as required under Health and Safety legislation.

The Health and Safety implications of the introduction of new work practices and technologies into the workplace.

Managers are responsible for ensuring that they communicate the consultation subject with their respective employees and to return the completed feedback form within the correct time limits.

Induction and Orientation on Change of Post

Access Platforms Aberdeen are committed to providing a full induction programme to all new employees and for those whose position within the Company changes will receive an 'orientation' briefing from the Managing Director and where the change of role involves transition to a managerial post, will receive additional briefing on using Company procedures.

Records indicating a successful compliance of the induction course will be maintained.

Safety Management Inspections

It is Access Platforms Aberdeen policy to implement a programme of Health and Safety inspections which will be carried out by nominated Directors and Managers, covering each location and activity for which they are responsible. Sub-standard conditions and acts which are identified will be prioritised according to the degree of risk and suitable follow up action will be taken.

The inspection process is a quantitative system that allows a compliance score to be produced so that improvements can be measured.

A series of unannounced Health and Safety inspections will be carried out or arranged by the Health and Safety Advisor.

The Health and Safety Advisor will analyse the results of the inspections to identify any sub-standard trends and produce a report for the Directors.

Selection and Control of Contractors

Access Platforms Aberdeen, do not normally hire contractors apart from a haulage company who transport the hired plant to and from client's sites.

Processes of selection and control of contractors will take due account of their safety and the safety of others who may be affected by their activities.

A duty of care is owed to contractors and visitors to Access Platforms Aberdeen premises and work sites under Access Platforms Aberdeen control.

The haulage contractor and Access Platforms Aberdeen will ensure that all contracted drivers will be competent to load and unload the hired plant, this will include training in the operation of the hired plant.

Fire Safety

Access Platforms Aberdeen will ensure that it has appropriate arrangements to manage fire risks pro-actively. This will be achieved through the application of risk assessment and risk control supported by adequate reporting procedures and shall take account of legislative requirements and industry standards.

Professional advice on fire safety matters, including interpretation of standards, is the responsibility of the Health and Safety Advisor.

The Health and Safety Advisor is responsible to ensure that formal fire risk assessments are carried out for all buildings and structures within the control of the company. Reports from these assessments will be distributed to the Directors and Management

Directors and Managers are required to undertake fire safety inspections. Examination of fire prevention equipment is examined/services/exchanged as part of the maintenance cycle in accordance with the appropriate British Standard.

Fire training will be provided to all staff, and records maintained.

Training and Competence

Access Platforms Aberdeen will ensure that all employees are competent to carry out their duties. The requirements of each position shall be identified and recorded and suitable assessment procedures implemented to ensure competence is maintained. Training needs analysis shall be identified by various methods which may include:

- Analysis of responsibilities against an individual's competency
- Risk Assessment controls
- Statutory requirements

The Directors will determine the training needs within his/her department or section. This will include induction training, personal safety training and examination, fire drills, use of chemicals and emergency procedures.

Continual competency assessments are used to ensure that all employees are monitored to ensure that they retain the necessary skills to carry out their duties safely. Directors and Managers are responsible to carry out continual competency assessments on all their staff in accordance with Company procedures.

Where risk assessments reveal inadequacies in training specifications, Managers will ensure in consultation with the Health and Safety Advisor that the training course content is altered accordingly.

Preventative Maintenance

Access Platforms Aberdeen will identify the requirement for and implement a programme of preventative maintenance for its plant and equipment. The programme will incorporate any statutory requirements and industry standards and will ensure that frequencies for inspection and maintenance are laid down and followed and that competent people are identified along with the necessary reporting and monitoring arrangements.

The Managing Director and Managers have overall responsibility for the identification, promulgation, maintenance and audit of established standards applied to plant and equipment.

The maintenance schedules specify the frequency and periods at which planned maintenance is undertaken. It is the responsibility of the respective Manager to ensure plant and equipment is maintained at the intervals laid down.

All statutory and mandatory inspections/maintenance (eg safe load indicator, lifting equipment exams) are carried out within the stipulated timescale. Items of plant that become overdue for statutory/mandatory inspections/maintenance are withdrawn from service until the required work is satisfactorily completed.

Adverse Event Reporting and Investigation (APA 004)

It is Access Platforms Aberdeen policy that all accidents, near-misses, and uncontrolled fires (adverse events) arising from work activities, irrespective of the location, will be reported in accordance with statutory requirements and any contractual obligation with clients. They will be thoroughly investigated to determine the basis and underlying causes so that preventative measures may be introduced.

The results of investigations shall be analysed and reviewed so as to identify common features and trends that might reveal areas for general improvement.

This applies to the reporting and investigation of:-

- Any accident involving personal injury whilst at work, including accidents in company vehicles.

- A near-miss.

- Fire (uncontrolled or unauthorised).

The procedure applies to all employees and any other contractor working for the Company. It also applies to any visitors or members of the public on Company premises or affected by work being undertaken by the Company.

The incident reporting system requires the injured party and/or their manager to estimate the likelihood of the incident re-occurring and also the potential severity of the incident. This allows identification of high potential incidents even though the actual outcome may have been minor.

The Aberdeen Administrator will be the sole RIDDOR statutory reporting point for the company.

First Aid

First aid kits are located in the hire desk offices, and the contents checked on a monthly basis.

There are first aid trained staff at both the Aberdeen and Elgin depots

Company Vehicle Drivers

Access Platforms Aberdeen have a legal obligation to identify the risks to its company vehicle drivers and anyone else, for example members of the public, who may be affected by their driving, and to take appropriate action to counter these risks.

Access Platforms Aberdeen has conducted a risk assessment to help them fulfil this legal obligation. This procedure shall apply to all Access Platforms Aberdeen personnel allocated with a company vehicle. There are two main areas within the procedure:

a) **Safe Driver:** this addresses the competency and authority of the driver

Employees must not drive or operate any vehicle for which they do not hold an appropriate driving license or permit. License checks will be carried out on an annual basis.

All drivers are encouraged to drive safely and courteously

Employees must not carry unauthorised passengers or unauthorised loads and must not overload vehicles beyond the stated capacity

Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

b) **Safe Vehicle:** this addresses the selection and maintenance of the vehicles

Employees must carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedure.

Privately owned vehicles, used on company business, must be insured for business use. Checks will be made on an annual basis.

No employee will operate any Plant, Vehicle or Equipment whilst under the influence of alcohol or drugs (unless medically prescribed)

Control of Substances Hazardous to Health

Access Platforms Aberdeen will ensure, so far as is reasonably practicable, that the risks to health from the use of hazardous substances will be managed in compliance with appropriate regulations and Approved Codes of Practice.

Management of the risks will be undertaken in such a way as to prevent injury or ill-health to employees, tenants, visitors, contractors and others who may be affected by the activities of the company.

Initial hazards and controls will be identified using the company risk assessment procedure, and where a significant risk is identified, a detailed COSHH assessment will be carried out.

Hearing Conservation

Access Platforms Aberdeen has a general duty to reduce the risk to hearing due to noise exposure to the lowest practicable level.

The Company will carry out task based risk assessments that include the identification of potential noise hazards, where a potential significant risk is identified, a formal noise assessment will be carried out and the required risk controls implemented.

Alcohol and Substance Misuse

The Company has developed this Policy as a positive strategy for tackling alcohol and substance related problems at work. Substances are defined as drugs, both prescribed and non-prescribed, and solvents.

Due to the varied nature of our work activities within the construction environment and on other occupiers premises it is not permissible for any employee or sub-contractor`s employee under the company`s control to be under the influence of alcohol or drugs while at work.

Therefore every employee shall not: -

- Perform any work or attend a site while under the influence of alcohol or any controlled substance.
- Misuse legitimate drugs or possess, use, distribute or sell illicit or unprescribed controlled substances whilst carrying out company business or on contracting site premises.
- Possess, use, distribute or sell alcoholic beverages on any company premises or company site premises

All employees are responsible to inform their manager of any prescribed drugs that may affect their ability to drive or operate plant and equipment.

As part of its Safety Management System, Access Platforms Aberdeen reserve the right to introduce testing for alcohol and substance misuse as standard procedure for the following:-

- Post adverse event testing, and;
- On reasonable suspicion.

By implementing this Policy, the Company intends to take positive action to ensure the safety of employees. The Company also seeks to prevent alcohol and/or substance related problems developing and to help those affected, so far as is reasonably practicable.

In line with the Company's established protocol regarding the treatment of an employee experiencing alcohol or substance use/misuse problems, help and encouragement will be given to employees who recognise that they have a problem and are seeking help.

This Policy is not intended to intrude upon the privacy of individuals, particularly in health matters, where a medical condition does not affect conduct or performance at work.

Asbestos

Asbestos based materials have been widely used within the construction industry and although recent legislation has prevented its confined use the substance will still be found throughout buildings for many years to come.

All suspect materials should be isolated immediately until any asbestos content can be established. This work must be carried out by an approved organisation. Samples of suspect material can only be taken by a trained and competent person – great care being taken to ensure that fibres are not set free into the atmosphere.

Should asbestos material become apparent or suspect contact the Health and safety Advisor immediately for help and advice.

As a company we shall undertake to carry out a survey and prepare an asbestos register for all appropriate premises owned within the company.

Powered plant and Equipment

Plant and equipment must only be used by persons who have received the appropriate training, and are authorised by the company to do so. Equipment includes; mewps, scissor lifts, and other workshop related equipment.

Powered mobile plant such as forklift trucks and elevating platforms must receive a pre use check before being used by the operator.

Abrasive wheels can only be fitted by persons who have received the appropriate training and are authorised by the company.