

AUTHORISATION: Signature**Date**

Purpose and Scope For the H&S management programme to be successful it is recognised that effective communication and consultation is required at all levels.

This procedure addresses the need to ensure that:

- there is communication with staff on H&S issues and that staff are involved in the management and control of H&S at work;
- concerns and questions regarding H&S issues, raised by all interested parties are responded to; and
- any H&S claims made by the Company are fair and truthful.

Definitions Within the scope of this procedure a “claim” is the use of any certification, logos or the production of any printed material or communications in which reference is made or inferred to H&S performance or achievements. This also includes photographic or pictorial information, which may be used in or associated with any such materials.

Communications may be verbal, written or electronic.

Procedure **The Director responsible for H&S has overall responsibility for overseeing H&S within the Company and will ensure that:**

- Procedures are implemented within the Company to enable the transmission of information between senior management and employees. These procedures should ensure that employees are:
 - involved in the development and review of the policies and procedures used to manage risks;
 - consulted where and when there are any changes that affect workplace H&S;
 - represented on H&S matters; and
 - informed as to who their employee Health and Safety Representative(s) and specified management appointees are.
- Procedures are devised, documented and implemented to address external enquires regarding health and safety matters;
- Procedures are in place to prepare co-ordinated public statements and releases of information regarding H&S matters;
- Procedures are in place whereby a competent H&S professional shall vet all published information prior to release, to ensure that its release will not compromise the image or reputation of the Company from a H&S perspective. Information may be in the form of press releases, catalogues, brochures, sales information, exhibition stands or materials etc and include photographs or pictures;

Procedure
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- All communications materials, in which any H&S claims are made or may be inferred, must be authorised by a senior management representative who will ensure that the publication meets the following criteria:
 - any claims made are clear, accurate and capable of being supported by evidence which can be independently verified;
 - any claims made are relevant to the particular communication and are clear about the aspects to which they refer;
 - the use of any logos is within the criteria for use given by the certification body;
 - any logos used are applicable to the operating Company using them;
 - all claims are written in plain language and are legal, decent, honest and truthful.

Initial and Ongoing Meetings

In order to ensure that each Project is properly controlled from a health and safety perspective, it is important that the Principal Contractor meets early with the CDM Coordinator and agrees the main principles by which the Project will be managed. The following is a checklist outlining the main issues for initial consideration and continuing review.

Information to sub-contractors

Principal Contractor's H&S Policy
Rules and Regulations for sub-contractors
Client's Rules and Procedures
List of External Contacts (HSE, LA, Emergency Services etc)
Principal Contractor's Safety Adviser

Information to obtain from sub-contractor

Sub-contractor's H&S Policy
Sub-contractor's H&S Adviser
Method Statements & Risk Assessments

Project Meetings

Attendance/Frequency/
Content

Codes and Standards

Agree those relevant to work envisaged

Liaison, Communication and Cooperation

Agree liaison, communication, cooperation, management and control provisions

Training

Establish and agree the standards, methods, content and delivery of training for employees and sub-contractor employees

Housekeeping/ Site-Management/Welfare

Define and agree methods for the monitoring and control of Health, Safety and Welfare provisions

Sub-contractors

Agree the rules and standards for any sub-contracted works

Accidents/Dangerous Occurrences

Define and agree the systems and responsibilities for the recording and reporting of injuries, diseases and dangerous occurrences

COSHH

Define and agree the controls associated with Hazardous Substances usage on site

Permit to Work

Define and agree when and where permits are to apply, how they are to be applied, who is the issuing authority, to what should they be applied, for how long and who can accept and sign-off permits

Fire Precautions and Emergency Provisions

Spacing and siting of accommodation
Means of fire-fighting appropriate to risks
Arrangements for raising the alarm, rescue, evacuation etc

General

The headings listed above can form the basis of the health and safety section of the on-going Project Progress Meetings. Other items can be added where relevant.

Site Safety Briefings

Site Safety Briefings or "Tool Box Talks" as they are often referred to are an important part of H&S communication to site operatives.

These briefings provide project specific training for the workforce and contribute to the ongoing aim of improved H&S culture throughout the Company.

A standard set of briefings has been prepared by the Company to assist senior site personnel in effectively communicating short training sessions for site operatives.

Briefing should be carried out on a frequent basis covering all relevant issues appropriate to each project.

A record should be retained of those employees who attend any such briefings. This record should contain the names of those attending, the date that the briefing was presented and the name of the person who presented the briefing.

Site Access, Security and Public Safety

Consider and agree arrangements for liaison with authorities, site security, safe access for vehicles and pedestrians, deliveries and unloading, road closures, scaffolding fans, restriction of access to scaffold, holes and edges fenced, protected and covered

Sample Agenda For Site Safety Meetings

Detailed below is a suggested format for Site Safety Meetings. This format is not compulsory but it is provided as an aide memoir to the basic elements that should be covered at these meetings.

- Present
1. Apologies for Absence
 2. Agreement of Minutes of Last Meeting
 3. Matters Arising from Last Meeting
 4. Construction Plan - (Construction Phase Health and Safety Plan)
 5. General H&S Plan - (Construction Phase Health and Safety Plan)
 6. Site Specific H&S Plan
 7. Subcontractor Assessments
 8. Subcontractor Issues
 9. Liaison, Communication and Coordination
 10. Site Access, Security and Public Safety
 11. Training
 12. Method Statements
 13. Risk Assessments
 14. Permits to Work
 15. Lifting Equipment
 16. COSHH
 17. Noise & Vibration
 18. Environmental Issues
 19. Emergency Provisions and Procedures
 20. Site Inductions
 21. Site Inspections:
 - Management
 - Working Well Together
 - HS&E Consultants
 22. Welfare Facilities
 23. Site Tidiness / Housekeeping
 24. Details of any warnings issued to personnel on site (or any other person[s])
 25. Accidents / Dangerous Occurrences
 26. Fire Evacuation
 27. AOB
 28. Date of next meeting

Where appropriate any of the topics listed previously in the section “Initial and Ongoing Meetings” may also be included on the Sample Agenda for Site Safety Meetings.