



HEALTH AND SAFETY POLICY

BOMAC

Bomac Electric Ltd
Randles Road,
Knowsley Business Park,
Merseyside L349HX

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SECTION 1

STATEMENT OF SAFETY POLICY

STATEMENT OF INTENT

1. Bomac Electric Limited recognises and accepts its responsibility as an employer and contractor to clients for ensuring a safe and healthy workplace and working environment for all of its employees and of any other person who may be affected by the actions of Bomac Electric Limited. Safety is the prime consideration for the Directors of Bomac Electric Limited and they will apply this policy statement with due diligence to ensure full compliance with proactive safety management being pursued at all times.
2. Bomac Electric Limited will take steps within its power to meet this responsibility paying particular attention to the provision and maintenance of: -
 - A. A safe place of work and safe access to it.
 - B. A safe and healthy working environment.
 - C. Plant, equipment and systems of work that are safe.
 - D. Safe arrangements for the use, handling, storage and transport of articles and substances.
 - E. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute to their own safety and health at work
 - F. Adequate welfare facilities**
 - G. Adequate first aid facilities**

As required by Section 2 of the Health and Safety at Work Act 1974

Additionally, Bomac Electric Limited will ensure an active regime of Risk Assessment is applied to all the activities carried out in full compliance with the Management of Health and Safety at Work Regulations 1999.

3. **To ensure continued safe conditions of work Bomac Electric Limited will, ensure the provision of competent technical advice on safety and health matters, and will engage fully qualified professional safety advisers as their competent safety consultant.**
4. Bomac Electric Limited appoints competent employees only, and co-operates fully with these employees providing them with the facilities and training to carry out their work in a safe manner. Bomac Electric Limited reminds its employees of their own duties under Section 7 of the Health and Safety at Work Act to care for their own safety and that of other workers, client employees, public etc. All employees of Bomac Electric Limited shall co-operate fully so as to enable it to carry out its own responsibilities successfully.
5. It is the policy of Bomac Electric Limited to do all that is reasonably practicable to prevent personal injury, property damage and to protect everyone, including other contractors, client's employees and members of the public from foreseeable work hazards, which may result from any work or services carried out by Bomac Electric Limited. As required by Section 3 of the Health and Safety at Work act, and to employ an active Risk Assessment strategy as required by the Management of Health and Safety at Work Regulations 1999, Regulation 3 and the supporting guidance HSG 65 for successful safety management.
6. Employees of Bomac Electric Limited know and understand their duty to co-operate in the operation of this policy under Section 7 of the Health and Safety at Work Act:-
 - A. By working safely at all times
 - B. By using protective clothing and equipment

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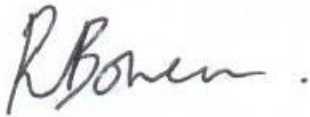
- C. By reporting accidents and hazards
- D. By adhering to procedures and systems of work at all times
- E. By co-operating and liaising with the clients of Bomac Electric Limited as necessary

A copy of this Safety Policy will be issued to all employees, including sub-contract workers. This policy will also be amended added or modified from time to time as industry practice improves or changes or in view of new legislation.

It may also be supplemented with further statements, risk assessments, (as required by the Management of Health and Safety at Work Regulations 1999) or method statements as necessary in the future. Clients of Bomac Electric Limited will be provided with risk assessments and method statements as necessary.

The Directors of Bomac Electric Limited accept full overall responsibility for fulfilling this safety policy and ensuring its effective implementation, and for practically applying this policy on all contractual works. This statement of safety policy is fully supported with the commitment of the Directors of Bomac Electric Limited, validation signature is detailed below.

Signed Director:

A handwritten signature in black ink, appearing to read 'R Bowen', followed by a period.

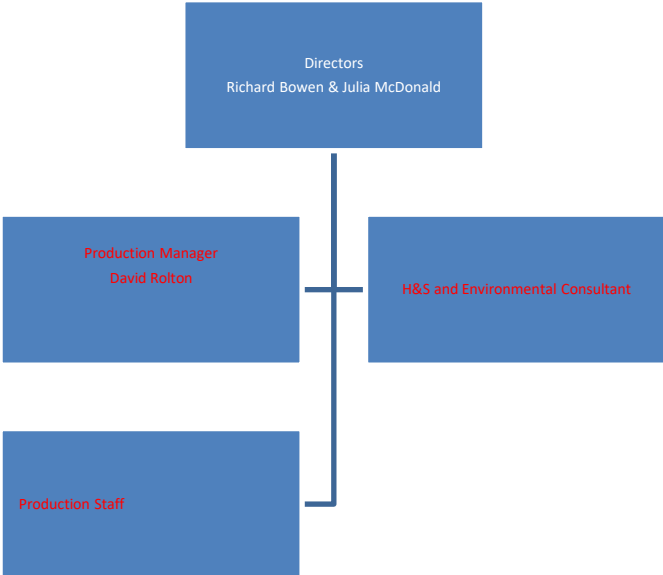
Richard Bowen

Date: 07/01/2019

SECTION 2

HEALTH & SAFETY RESPONSIBILITIES

Organisational Chart for Health and Safety Management



This organisational structure chart defines the levels of responsibility for safety within Bomac Electric Limited.

Specific duties in relation to implementing and ensuring compliance with this policy statement are defined in the General Arrangements section of this policy.

GENERAL ORGANISATION AND ARRANGEMENTS

In accordance with the Health and Safety at Work Act and all other Health and Safety legislation, Bomac Electric Ltd, as the employer is responsible for the Health, Safety and Welfare of all its employees and all other persons who may be affected by their work.

Directors' Duties

The Directors of Bomac Electric Limited are ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy and ensuring its effective implementation. In particular the Directors of Bomac Electric Limited will: -

- A. Ensure that their employees know and understand their responsibilities and are issued with this safety policy. This will include sub- contractor employees who will sign for receipt and adherence to the policy, and/or any method statements produced to supplement the safety policy.
- B. Ensure full co-operation at all times with the clients of Bomac Electric Ltd, and where necessary will produce risk assessments and method statements for those clients, to complement this health and safety policy.
- C. Ensure that only competent sub contracted workers are employed and will vet these contractors accordingly. The Directors will also ensure these contractors are supervised on site by the Directors and/or the Production Manager. All sub-contractors will attend an induction prior to commencing work.
- D. Ensure that the requirements of all the relevant health and safety legislation are complied with at all times. In addition the Directors will ensure that any safe systems of work or procedures required by clients of Bomac Electric Limited are communicated to employees and complied with at all times.
- E. Ensure that Bomac Electric Limited has access to competent safety advice as required by Regulation 7 of the Management of Health and Safety at Work Regulations. Bomac Electric Limited employs Quality Standards & Business Consultants as their competent Health and Safety Consultant.
- F. Ensure that accidents are reported to the enforcing authority as required by the R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) using the appropriate F2508 forms. In addition clients of Bomac Electric Limited will be informed of any incidents/accidents occurring on their site.
- G. Ensure that all work / services carried out by Bomac Electric Limited is monitored by the Directors, either by themselves or by a Senior Manager.
- H. Ensure that employees of Bomac Electric Limited are provided with the appropriate personal protective equipment at all times and that such equipment is regularly checked and replaced as needed
- I. Ensure that Health and Safety receives full consideration in:

- Day to day tasks
 - Tendering and estimating
 - Use of any hazardous substances
 - Housekeeping standards
 - Purchasing or hire of equipment
 - Planning of new work
- J. Ensure that any hazards identified on the premises of a client are brought to the attention of the client.
- K. Ensure that adequate arrangements are always made for first aid facilities both in workshops and on site with transportable kits.
- L. Ensure that employees have suitable and sufficient training to carry out their work activities.
- M. Ensure that all work is project managed and organised so that its execution is to the required standard, which will minimise the risk to employees, clients and the public. The Directors will ensure that all works are adequately resourced.
- N. Ensure that all machinery, plant and equipment is in a safe condition and the appropriate registers and records are held.
- O. Ensure that only competent well-trained employees use machinery and equipment. This includes the hiring of any specialist machinery.
- P. Ensure that adequate provision is made for welfare facilities at all times.
- Q. Ensure that younger persons employed are afforded extra supervision and are prevented from using any potentially dangerous items of equipment. (Particular reference should be made to the Management of Health and Safety at Work Regulations as amended in 1997 to include young persons, which states that employers shall carry out a risk assessment in order to protect young people from any risks to their health and safety).
- R. Ensure that employees and sub-contractors are kept fully informed of the standards required by Bomac Electric Ltd. In addition that the requirements of clients are communicated to the employees of Bomac.
- S. Ensure that due consideration is given to the risks to employees and others of the work activities of Bomac Electric Ltd, and control measures are in place to control these risks, as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- T. Ensure that any hazardous substances used by Bomac Electric Limited are assessed for safety as required by the C.O.S.H.H (Control of Substances Hazardous to Health Regulations) Regulation 6, and appropriate measures are implemented to control that risk. The Directors of Bomac Electric Limited will ensure Bomac Electric Limited safe system of work for C.O.S.H.H is applied and strictly adhered to.

Production Manager

The Production Manager of Bomac Electric Limited assists the Directors of Bomac Electric Limited in the practical implementation of the Health and Safety Policy. In addition The Senior Manager is often the person who is responsible for onsite liaison with clients of Bomac Electric Limited.

The Production Manager of Bomac Electric Limited shall: -

- A. Ensure all site work/ Services is carried out in a safe manner in accordance with the safety policy, method statement or on site requirements of the clients of Total and in accordance with safe working practices.
- B. Ensure that all equipment and machinery is checked prior to use. (Reference should be made to The Provision and Use of Work Equipment Regulations (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), which requires that a risk assessment be undertaken for work equipment or lifting equipment used by anyone at work.
- C. Ensure that good standards of housekeeping are kept at all times.
- D. Ensure that all work is carried out with compliance to the relevant legislation.
- E. Ensure that all lifting equipment is tested and results reported to the Directors of Bomac Electric Ltd. (As stated earlier reference should be made L.O.L.E.R.).
- F. Ensure that all work is adequately supervised at all times, and those young people are given extra supervision and assistance in their role.
- G. Ensure that site access and egress is maintained and that work areas are secure from intrusion where necessary.
- H. Ensure all accident or site hazards are reported immediately to the Directors of Bomac Electric Limited and if relevant to the client.
- I. Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees of Bomac Electric limited.
- J. Ensure that employees under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- K. Will be accountable to the Directors of Bomac Electric Limited.
- L. Ensure that any employee or sub-contractor not discharging their duties are stopped from working and reported to the Directors of Bomac Electric Limited.
- M. Ensure effective liaison on site with clients of Bomac Electric Limited, ensuring compliance with the requirements of the client.
- N. To ensure that employees are adequately trained, competent and supervised in their work.
- O. Ensure that adequate first aid facilities are available and regularly checked and employees under their control know its location.

- P. Ensure that, client's staff and members of the public are never placed at risk as a result of work carried out by Bomac Electric Limited. In addition to ensure the effective implementation and compliance with the safety policy and procedures of Bomac Electric Limited.

All Employees Duties

The employees of Bomac Electric Limited are competent and well trained they assist the Directors of Bomac Electric Limited in fulfilling their responsibilities for health and safety. In addition they assist the foreman in the practical, effective implementation of the health and safety.

The employees of Bomac Electric Limited will: -

- A Always conform to the rules and regulations applicable to their work and follow the instructions of Senior Officer.
- B Always be aware of safe working procedures and specific method statements of work and follow those procedures.
- C Always wear the personal protective equipment provided by Bomac Electric Limited.
- D Always be fully aware of and adhere to the fire and emergency procedures for each site.
- E Always check plant and equipment for safety prior to use, and report any defects.
- F Always report hazards, defects and any accidents to the Senior Manager.
- G Always understand their responsibility under Section 7 of the Health and Safety at Work Act, to ensure they carry out their work in a safe manner so as to prevent any risk to themselves or to other persons who may be affected by their actions. In addition to co-operate with the employer/ Bomac Limited at all times.
- H To always comply with safe systems, procedures and controls as defined by risk assessments undertaken for your area of work.
- I Always co-operate with Senior Officers and clients of Bomac Electric Limited ensuring compliance with specific on site rules and regulations.
- J Always maintain good standards of housekeeping at all times, particularly on the premises of sites of clients of Bomac Electric Limited
- K Refrain from any intentional or reckless interference with safety equipment.
- L Avoid horseplay at all times.
- M Undertake job instruction and training as required by the Director of Bomac Electric Limited
- N Always keep welfare facilities in good order.

Sub-Contractors Duties

- A All sub-contractors will be expected to comply with Bomac Electric Limited Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
- B All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on site and the general public.
- C All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- D No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- E Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representatives.
- F Sub-Contractors employees must comply with any safety instructions given by this Company's Site Representative.
- G This Company has engaged Quality Standards & Business Consultants Ltd to advise on health and safety matters. Sub-contractor's informed of any hazards or defects noted during inspections will be expected to take immediate action.
- H Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors employees to have the use of Total Serve.
- I Any material or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- J Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc cleared as work proceeds.
- K It is the policy of Bomac Electric Limited that all operatives, sub-contractors, visitors etc onto Bomac Electric Limited sites will wear safety clothing as appropriate at all times other than in areas specifically designated as 'no risk' areas by site management.

A detailed Method Statement will be required from sub-contractors carrying out high risk activities e.g. Asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with the Site Manager before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained

SECTION 3

HEALTH & SAFETY ARRANGEMENTS

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ARRANGEMENTS FOR IMPLEMENTING HEALTH AND SAFETY

General

Bomac Electric Limited carries Employers' Liability (Compulsory Insurance) and Public Liability Insurance. It will be the policy of Bomac Electric Limited to ensure that adequate Welfare Facilities including first aid are provided on all sites. Employees, sub-contractors and self-employed have a duty to respect these facilities and assist in maintaining them to a suitable standard.

Good housekeeping is the responsibility of employees and sub-contractors. It is expected that all workers will keep a clean and tidy work place, clear waste and debris as work proceeds and do not block or restrict access routes. Do not leave tripping hazards on roofs, roof edges or by stairs, ladders etc.

Generic risk assessments and COSHH assessments will be kept in a place accessible for all workers. Specific risk as identified will be addressed either by the Service Manager or "other competent person". All personnel must comply with these special arrangements.

All employees and sub-contractors who do not have their own safety policy approved by Bomac Electric Limited will abide by the conditions of this policy.

Communications

All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Regulations 10 (Information for Employees) and 13, (Capability and Training) of The Management of Health and Safety at Work Regulations 1999.

All employees are inducted, where they are provided with a copy of the safety policy and advised of Bomac Electric Limited organisational arrangements and procedures for safety management.

Inductions and toolbox talks are also carried out where the specific risks associated with the site are discussed and the associated risk assessments and method statements are gone through.

Records of any inductions/toolbox talks and training provided will be held on file.

Training

All employees/self-employed will be instructed and trained to carry out their tasks in a safe manner. This includes the risks associated with the task, the substances, the safe use of plant, machinery and portable tools etc.

The need for special training will be appraised at the regular Management Meetings and any training required will be organised.

Depot Manager will ensure that all persons under their control have an induction of health and safety on their first day on site and before starting work. Where there is a special need identified, then further training will be provided. This may be in the form of "tool box" talks or a recognised training course. It is the intention of Bomac Electric Limited that safety training is carried out on a regular

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basis, employees and self-employed are expected to co-operate in this requirement. All sub-contractors must ensure that their own personnel meet these requirements.

It is Bomac's policy to ensure that all persons are trained and have health and safety information.

All employees will be given adequate instruction and supervision as is necessary to ensure that their work is carried out efficiently and safely. Depot Manager must monitor their performance and take remedial action where bad practices are identified.

Young persons / Work experience placements

The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

Bomac shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

No young person may be employed in work which:

- is outside their physical and/or mental capacity
- involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, harm unborn children or cause any other chronic health effects
- involve exposure to radiation
- involve exposure to risks which cannot be perceived or avoided by young people due to their insufficient attention to safety or lack of experience or training
- involves a risk from extreme hot or cold, noise or vibration.

All young persons employed by Bomac Electric Limited will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also at this induction any specific risks associated with the works and site, i.e. use of company vehicles, use of work equipment etc, refrigerated appliances, lifting and delivering will be fully explained along with the appropriate controls, which are in place and which should be followed at all times

Risk Assessment

Many of the things we do are hazardous which could cause harm. We know that we need to think about these and the safety measures needed so that the risk of someone getting hurt or becoming ill is small. Hazard means anything that can cause harm. Risk is the chance, high or low that someone will be harmed by the hazard.

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management. Control measures are defined in the form of written safe working procedures, method statements and safety plans are relayed to the persons at risk by line management, through formal information channels, instruction and training.

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In addition to the legal requirement of the Management of Health & Safety at Work Regulations 1999, for general Risk Assessments, other statutory provisions require specific risk assessment measures, as an example the following list in some form or other requires the need to assess risk, suitability or competency.

- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Manual Handling Regulations 1992.
- The Personal Protective Equipment Regulations 1992
- The Provision and Use of Work equipment Regulations 1998

The above list is not a comprehensive list. Risk assessments are completed for each activity or hazardous works undertaken.

It is important that each work site, delivery site or client premises is also carefully considered to make sure that any special or unusual factors of the site do not allow the remaining risks to increase. When new clients / delivery sites are identified the “competent person” will undertake a risk assessment in accordance with our written procedure.

Fire prevention, preventing objects falling, minimising risk to the public and others and all the other hazards will be considered. The results of this risk assessment are recorded in a site specific Method Statement. This document describes the special safety control measures and safe systems of work that need to be followed on that site.

The Production Manager must not start work until he has the Method Statement. He will check that he understands the work to be done and safety measures needed. He will brief the other operatives and comply with any of Bomac Electric Ltd safety induction procedures. The Production Manager will inspect the work area and use his own practical knowledge and experience to make sure that no significant risk exists from, perhaps others or obstacles or access etc, before starting. If the Production Manager is not sure the area is safe he will leave the area and report the situation to the site office immediately so that advice can be given.

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Accident Reporting

All accidents must be reported and an entry made in the accident book at the site office and in any accident book which exists on site. The accident book must be made available for the “competent” persons, so that accidents and their causes can be investigated.

RIDDOR:(1995)

Certain types of accidents and dangerous occurrences must be reported to the HSE i.e. Fatalities, broken bones, amputations, electrocution, asphyxiation etc (see Regulations for full details). The Production Manager must ensure that any incidents that are required to be reported under RIDDOR are notified to the responsible person at Bomac Electric Limited office immediately so that appropriate action can be taken. Bomac Electric Limited will ensure that action is followed by completing and sending to the HSE the online form F2508 within 10 days of the accident or incident.

All major accidents will be fully investigated by a competent person and the report issued to the Directors of Bomac.

First Aid

Bomac Electric Limited will ensure that relevant staff are trained as “first aiders or appointed persons” under the regulations. They will be in charge of the first aid box, to ensure that it is fully stocked and kept in a clean and accessible place. They will offer first aid to persons who have accidents on sites or premises under the control of Bomac Electric Limited. They must ensure that the accident book is completed. In the event of a serious accident or illness, they will undertake the responsibility to call an ambulance, keep a record in the “accident book” of the event and notify the responsible person.

Offices and yards are provided with their own first aid facilities and appointed person.

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Fire - procedures and equipment

Head Offices or other permanent buildings.

A fire risk assessment of the office-building complex is to be carried out annually by the relevant competent person. He is to ensure that all findings and actions arising from the assessment are actioned accordingly. The assessment is to be revised annually.

Emergency Procedures

Emergency procedures for Office Buildings are to be posted next to all fire exits in the building and reception area. These procedures are to be tested regularly, on the instruction of a responsible person, at intervals not exceeding 12 months.

External Sites

At the beginning of each contract a fire risk assessment will be carried out by the Site Supervisor with guidance from a responsible person, if required that will determine:

- a. The number and type of fire extinguishers and/or other fire- fighting equipment to be made available.
- b. Communication arrangements with the emergency services.
- c. Effective evacuation places with adequate means of escape.
- d. Storage areas for flammable liquids and containers for flammable waste.

Responsibility

It is the responsibility of the Depot Manager/Service Manager / Driver to ensure the findings and actions arising from the fire risk assessment are fully implemented and tested. A responsible person will monitor these during audits.

In the event of a serious fire, the emergency services must be called and the relevant Company Health & Safety Person / Department informed.

Prevention of Fire

Bomac Electric Limited will ensure all employees have sufficient information / training and at all times exercise good housekeeping techniques. Keep site clean. If the site operates a "permit to work" system ensure that this is fully understood and followed.

All personnel are instructed in emergency procedures and advised of the following precautions:

1. Make certain you know your escape route
2. Keep fire doors and shutters clear and unobstructed
3. Do not obstruct access to fire extinguishers and know how they operate
4. Clothing should not be hung over or near heating equipment

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5. Keep a clear work area. Paper, oily rags or rubbish must not be allowed to accumulate
6. The No-Smoking Rule must be strictly adhered to
7. Use proper containers for flammable liquids, not open tins or buckets
8. Handle flammable liquids at a safe distance from possible sources of ignition
9. Check before and after using blowlamps, welding and cutting equipment
10. Do not pile flammable materials in corners, use skips provided
11. Switch off from the mains any electrical equipment when not in use

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Fire extinguishers:

The site supervisor will ensure the correct fire extinguisher is available on site and will instruct employees and contractors not to attempt to fight fires unless they have received adequate training and are sure they will not put themselves at risk.

Red / Red label - contains water - fires of wood, paper, rubber etc

Red / Cream label - contains foam - fires of liquid, petrol, paint, oils

Red / Blue label - contains powder - most types of fire, including electric

Red / Black label - contains CO2 - any fire

Emergency Evacuation Procedures

Gas Escape
Fire
Explosion
Civil Disturbance
Bomb Alert

When one of the above has occurred all personnel will, as the first priority, arrange for the alarm to be raised by shouting or by other appropriate means, fire alarms etc.

1. All personnel where possible without putting life at risk are to close all doors, windows and turn off all equipment and plant; then immediately proceed in an orderly manner to the safety point of exit from the premises. If, en-route, other people are seen, then they must similarly be told to vacate the premises.
2. As soon as possible, after arriving at a place of safety, a check of the employee register and visitors book must be carried out to ensure that all known others are clear of danger.
3. If an occasion arises when known others cannot be accounted for, the employee must give the full details to the emergency services, under no account must the premises be re-entered until authorised to do so.

Note: Bomac Electric Limited will, if required, inform the Enforcing Authorities, i.e. HSE of the occurrence on Form F2508 or by telephone to the HSE incident Call centre.

Alcohol/Drugs

All persons working or representing Bomac Electric Limited are expected to support Bomac and conduct themselves in a responsible manner at all times. Alcohol or drugs, or persons under the influence of alcohol / drugs will not be tolerated on site. Any person breaching this rule may be subject to instant dismissal.

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Welfare

Welfare will generally be provided by arrangements with the “the client”.

Access / Egress

Access / egress means any pathway, steps, stairs, ladders, entrance or exit etc. These must always be kept clear from clutter. Do not store anything in these places and unless there is not alternative, do not work in this space or obstruct them in any way.

All persons at work or otherwise have a right to expect clear access and egress. Bomac Electric Limited expects that all persons carrying out business for, or on their behalf, will provide to all a duty of care.

Manual Handling

Where reasonably practicable mechanical aids will be used to reduce the need for Manual Handling. When manual handling must be undertaken then a manual handling risk assessment will be carried out to ensure the task can be carried out safely and without risk. When tasks must be carried out manually, then ensure the path is clear from obstructions and that lighting is sufficient. Heavy and awkward loads may require team lifting, then one person will act as team leader to ensure safest operation of lift. Care should be taken for the protection of hands when lifting objects with sharp edges, or hot / cold surfaces.

The correct method of lifting makes the operation seem easier, less tiring and safer. Lifting should be carried out by the proper use of muscles. Back and abdominal muscles are weak, the leg and thigh muscles are strong. The spine has a natural shape when a man is standing, if he bends over, the spine is arched and becomes weaker. If therefore the back can be kept in its natural erect position and the leg muscles brought into play, and the load is kept close to the body, a man can operate like a human elevator. This results in heavier loads being lifted, with less physical effort.

This is the basis for manual handling. In practice there are six significant points:

- **Grip** – A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Using the sensitive fingertips can cause considerable damage and the continued use of them leads to strained fingers or strained forearm muscles.
- **Back** – The back should be kept straight to maintain it in its natural and strongest position. This requires bending at the knees and ankles to get down close to the load and then to raise it, pushing upwards with the leg muscles to regain the vertical position.
- **Chin** – The chin should be kept well in so that it is fairly near to the chest, as this helps to keep the spine in its natural upright shape.
- **Feet** – The proper position of the feet is approximately the width of the hips apart and with one foot slightly in front of the other.
- **Arms** – Arms should be kept as close to the body as possible so that its own members do not unbalance the body itself.
- **Body** – The body, being kept in its normal position, should act as a counterweight to the load.

Providing these principles are applied, the average man can expect to lift his own weight – but even this depends on his age and physical build. Up to 25 years of age, a well-developed young man could expect to lift it. At 40 years of age lifting capacity can be considerably less. The main thing is that operatives should know how much they could lift and not be afraid to ask for help when the load is

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beyond them. To this end Manual Handling Risk Assessment will be carried out on all operations identified as having significant risk, remedial action taken by the site manager.

Control of Substances Hazardous to Health (COSHH)

Employees of Bomac Electric Limited should only use hazardous chemicals if they are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Employees should only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

The Production Manager / Director should ensure material safety data sheets are obtained where hazardous chemicals are stored, handled, transported and or used.

Bomac Electric Limited will ensure a competent person has conducted a COSHH assessment sheet that must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc. These sheets should be available / accessible for all staff likely to be exposed to the chemical.

The Production Manager / Directors will ensure that containers which have held hazardous chemicals are disposed of as per the supplier's instructions.

The person who buys or supplies hazardous chemicals within Bomac Limited has a duty to obtain the necessary hazard data sheet and to ensure that it is distributed.

In the majority of instances only small quantities of hazardous substances will be stored or available on site. It will be the responsibility of persons in charge to ensure that the "safety information" on the labels are read, understood and adhered to.

Asbestos

Bomac Electric Limited acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of effective management and proper control measures combined with work methods supported by training of employees. This policy requires the full co-operation of management and staff at all levels.

All employees are responsible for adhering to this policy and complying with all the requirements detailed within the policy.

It is the policy of Bomac Electric Limited to ensure that all persons who may potentially interface with asbestos are provided with information, instruction and training so they are fully aware of the risks posed by asbestos containing materials and the correct working methods, the use of control measures, the use of protective equipment and hygiene procedures.

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Health Surveillance

Bomac Electric Limited will advise all operatives of any potential occupational health risks posed by their work activities. This may include potential hazards associated with exposure to noise, dust, lifting operations, hand/arm vibration, asbestos etc. We will ensure that were through the risk assessment process any of these potential hazards has been identified, then suitable control measures will be implemented to eliminate or reduce the risk to a low as level as practical.

Bomac Electric Limited will ensure all operatives are provided with information, instruction and training as part of our risk control strategy for managing occupational health risks.

PPE

All Personal Protective Equipment (as identified in Risk Assessments) will be available. It will be suitable for the task and if more than one piece of equipment is to be worn, then the competent person will ensure its compatibility.

Operatives will maintain and store all PPE as necessary. Operatives must wear/use PPE correctly and ensure it is maintained to an efficient standard. Misuse is not acceptable. Report all defects to their Production Manager /Directors .

- Safety Footwear: For all site situations
- Gloves: Impervious for the protection against liquids and liquid irritants. Hide for protection against skin cuts and abrasions.
- Dust Masks: For the protection of the respiratory system against the inhalation of dust.
- Goggles: For the protection of the eyes (many types available)
- Overalls: For general protection and hygiene
- High Visibility Clothing: To ensure that you can be seen in poor lighting conditions etc
- Others: As per “risk assessment”.

PPE will generally be issued as new. Operatives should keep the equipment safe until it appears used when they should request replacement.

Stacking and Storing

Poor stacking/storing arrangements are often instrumental to accidents and damage. It is the policy of Bomac Electric Limited to reduce the risk at source.

Therefore: Stacking and storing must: -

- be controlled to allow for safe handling and to maintain safe access.
- not to interfere with or obstruct any emergency exits or services.
- have regard for the site personnel and not stacked too high.

Consideration must be given as to how and when the commodities will be used.

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Waste Disposal

This will be by arrangement with registered waste carriers. Waste must not be allowed to accumulate and cause obstruction or health hazards. It may also be a fire risk.

We all have a duty to protect the environment; therefore we must not burn our rubbish on site. We must also ensure that we do not harm or contaminate the water systems or water table. Clean up spillages and if in doubt check with the Production manager / Directors.

Work at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. Bomac Electric Limited will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

Bomac Electric Limited recognise that where work at height cannot be avoided, the risks will need to be controlled to ensure that the task can be undertaken from a safe place. In addition, where other persons may be at risk, for example from falling materials, precautions will be taken to protect them.

Where there is a requirement to work at height, due consideration will be given to where the work will be done and an assessment made to ensure adequate precautions are taken to minimise the risks identified. If there is no existing structure that can provide safe access and a safe place of work, then an extra working platform will need to be provided. The most appropriate platform will be determined by the nature and duration of the work to be undertaken.

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. There is no such thing as a '2 metre rule'. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) and will include use of ladders for access/egress.

Principals for Safe Work at Height

No work will be undertaken at height unless it is essential – if reasonably practicable bring the task down to a lower level

Where work at height is necessary then a risk assessment will be undertaken prior to work commencing and a suitable method and safe system of work established and implemented

Any access equipment or working platform (fixed or mobile) must be checked to ensure that it is:

- suitable;
- will support the weight of workers using it and any equipment and materials likely to be used on it;
- being used in accordance with, and conforms to, available guidance and best practice.

Where the potential for falls cannot be practicably totally eliminated then means to minimise the consequences of a fall should one occur will be used (e.g. fall-arrest harnesses, nets etc.)

Precautions will be taken to prevent injury to any person who may be, or pass, in the area beneath the work at height

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Ladders

Only ladders of suitable and sufficient strength for their intended purpose will be used. All ladders will be placed on a firm level surface.

Ladders will only be used for light duty work of short duration. The 'four to one' rule will be strictly adhered to (i.e. the point of rest should be four times the distance between the vertical plane (at the point of rest) and the foot of the ladder) so as to give the ladder an angle of 75 degrees from horizontal.

Where practicable, the ladder will be secured to prevent slipping / displacement (preferably by tying at the top though side or bottom supports/ties may be appropriate), particularly where the ladder is 3 metres or more in length. Alternatively, a person will be positioned at the foot of the ladder ("footing" the ladder). A person at the foot of, or below, a ladder shall wear a safety helmet.

Care will be taken to ensure that the work can be undertaken without stretching that may lead to instability and a fall.

All ladders will be carefully stored and periodically inspected to ensure continued integrity and safety.

Stepladders are easily overturned by any degree of side loading. All operatives will be instructed in safe usage. The top step of a stepladder will not be used as a working platform unless there is a knee-rest

The area around the base of the ladder will be assessed and suitably protected as required from impact, for example from vehicle movements.

Some ladders, especially long ladders, may need more than one person to erect safely

Noise

Bomac Electric Limited will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. Bomac also recognises that noise levels below those which cause hearing damage, in a Boiler Room for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible. The organisation will also take all reasonable steps to minimise the disturbance caused by noise from the organisation's premises affecting people in the neighbourhood.

Bomac will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 90dB(A) for 8 hours is not exceeded.

Bomac Electric Limited accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Bomac Electric Limited will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, and provide training

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in the selection and fitting of protectors and details of the circumstances in which they should be used.

All employees of Bomac Electric Limited will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

Offices

Office based employees will of course comply with the relevant sections of this policy. The office environment contains extra hazards that require care. Take particular care with lifting if you are not used to such action and ask for help.

Bomac Electric Limited has a code of practice for safe working with display screen equipment (DSE) which describes the standards and operating procedures required to maintain safety for users. The code contains information on the risks when using DSE and the precautions which users should take.

The workstation should be adjusted to suit the individual requirements and should meet the following standards:

- the screen should be clear with well-defined characters free from movement or flicker, it should be adjustable for brightness and contrast and free from reflective glare;
- the keyboard should be separate from the screen to allow positioning which avoids fatigue to the hands or arms, it should have a Matt finish to avoid glare, with clear legible symbols;
- the work surface should be large of low reflectance and should allow for a flexible arrangement of the hardware and related equipment;
- the document holder (where provided) should be stable and adjustable to avoid unnecessary eye, neck or head movement;
- the chair should be stable and afford a comfortable position. The seat should be adjustable in height and the backrest should be adjustable in both height and tilt. A footrest should be available if needed;
- the environmental conditions should allow for a change of position at the workstation, have suitable lighting which eliminates glare or distracting reflections on the screen and be free from noise, excess heat or humidity.

Transport

Your driving licence must be seen by the office before you can drive a vehicle. Vehicles and pedestrian traffic should be separated on site. Always walk around a vehicle and check the operation of all lights etc before driving. Always walk around a vehicle before reversing and ask for someone to guide you if you cannot clearly see. Drive with care and consideration at all times and ensure your speed is appropriate to the conditions. Concentrate on your driving and do not operate mobile telephones etc whilst driving. Keep screens and windows clean and do not allow loose items in the vehicle. If driving a vehicle over 3.6t gross weight be aware of and comply with the drivers hours and tachograph rules.

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Monitoring and Review

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Directors of Bomac Limited and on site by a Senior Person. They will ensure the policy is being adhered to by all operatives and also by operatives of any sub-contractors used. This is done via tool-box talks and also regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include weekly safety inspection reports completed by the Depot Manager or competent person carrying out their own formal, independent inspection on a monthly basis.

These arrangements are supplemented by independent monitoring and auditing by the Safety Consultants. Senior Management will review these reports and all subsequent corrective actions are reviewed by the Directors.

As part of a continuous improvement programme, monthly review meetings will be held by Senior Management to assess performance and set objectives.

The policy is reviewed annually by the Directors of Bomac Electric Limited and in conjunction with their appointed competent person organisation.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.

POLICY APPROVAL	
Date of Procedure:	7 th January 2019
Date Procedure Amended and re-issued (if applicable):	
Procedure Authorised by Richard Bowen, Director, Bomac Limited	