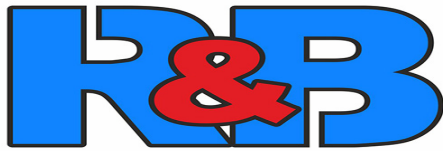


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# Health & Safety Policy Documentation



**Engineering Ltd**  
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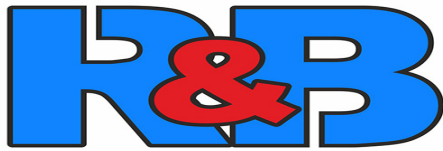
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- M&E
- Utility Works
- Baff Tanks
- Marine
- Structural

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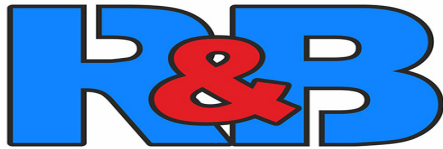
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## COMPANY HEALTH AND SAFETY POLICY ARRANGEMENTS Document History

Amendments to Company Health & Safety Documents				
Issue	Date	Reviewed by	Signed	Amendments
Original	08/12/2005	Eric Whittle		New Document after review
Issue 02	20/05/2007	Eric Whittle		Update after review
Issue 03	20/05/2009	Eric Whittle		Update after review
Issue 04	30/03/2011	Eric Whittle		Update after review
Issue 04	28.08.13	G Jones		Update after review
Issue 04	27.03.14	G Jones		Update after review
Issue 04	05.08.15	G Jones		Update after review
Issue 5	29.10.15	G Jones		Update after review
Issue 6	13.11.15	G Jones		Asbestos decision flow chart added.
Issue 7	30.11.15	G Jones		Updated legislation
Issue 8	30.10.16	G Jones		Update after review
Issue 9	16.12.16	G Jones		Responsibilities added
Issue10	28.01.17	G Jones		Update after review
Issue 11	15.01.18	G Jones		Update after review
Issue 12	20.01.19	G Jones		Update after review
Issue 13	28.01.20	G Jones		Update after review

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**Amendments to this document are identified by a vertical line in the right hand column of the document**



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| M&E | Utility Works | Baff Tanks | Marine | Structural |
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## General Statement of Policy

It is the policy of R & B Engineering Ltd to comply with the terms of the Health and Safety at Work etc Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. R & B Engineering Ltd health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. Health and Safety will form part of the Senior Management reviews and actions assigned to responsible parties if the reported figures show signs of decline or Specific incidents/accidents occur for example, RIDDOR reportable accidents.

R&B Engineering Ltd will provide all resources required to comply with current legislation both financial and other, to ensure complete compliance and a safe working environment. Each individual contract shall have a method statement and risk assessment. This will detail the specific Health and Safety requirements to complete the job; this shall be communicated to the site supervisor and team prior the work commencing. Any additional resourcing, either financial or other shall be identified and provided as required.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy and achieve the stated objective.

R & B Engineering Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. Suitable precautions will be used to ensure the safety of all concerned.

While the management of R & B Engineering Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation, which may pose a threat to the well being of any other person.

The management of R & B Engineering Ltd will provide employees with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Safety Manager or Appointed person responsible

for Safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Safety Manager or Appointed person responsible for Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

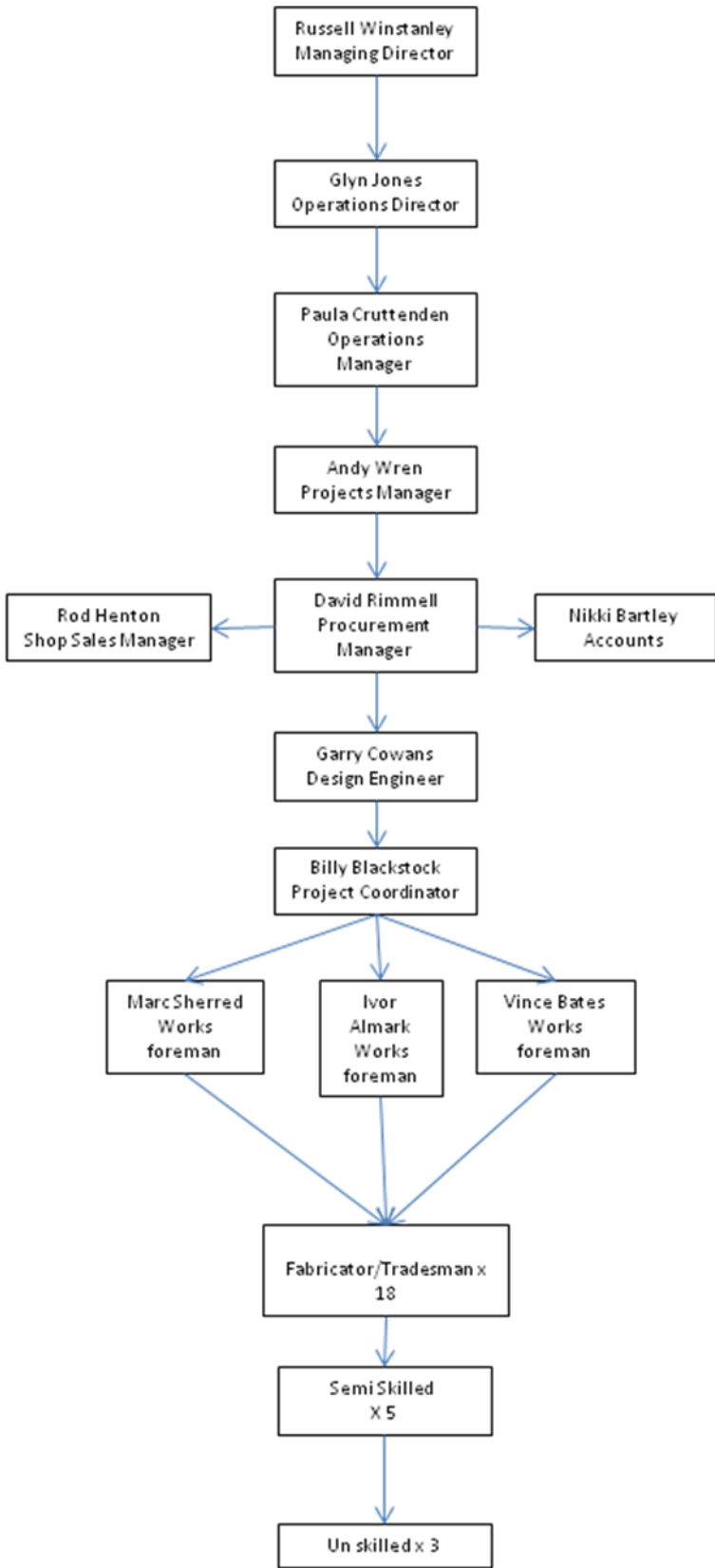
R & B Engineering Ltd health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated if necessary at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed   
R & B Engineering Ltd

Position: Director  
Date 28.01.2022

# 1. Organisation Tree R & B Engineering Ltd



## 1.2 Equal Opportunities

The Company has committed to the policy of equal treatment of all employees and applicants, etc., and requires all employees, of whatever grade or authority, to abide by and adhere to the requirements of the Codes of Practice issued by the Equal Opportunities Commission and the Commission for Racial Equality.

All employees are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1975, and Equalities Act 2010.

Specifically, discrimination is prohibited in:

- Treating any individual on grounds of sex, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability or membership or non-membership of a trade union, less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their employment, which are different to the requirements for others.
- Imposing on an individual, requirements, which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an employee.
- Harassment of an employee (which for the purpose of this policy is regarded as discrimination).
- Any other act, or omission of an act, which has as its effect the disadvantaging of an employee or applicant against another, or others, purely on the above grounds. Thus, in all disciplinary matters, as well as consideration for training, promotion etc. - it is essential that merit, experience, skills and temperament are considered as objectively as possible.

The Company will commit itself to the immediate investigation of any claims of discrimination on the above grounds, and, where such is found to be the case, a requirement that the practice cease forthwith, and to the investigation of any employee accused of discrimination.

Any employee (no matter what level) found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms against company policy and any employee offending will be dealt with under the company disciplinary procedure. Unless assurances of future non - discriminatory actions are forthcoming, an employee repeating any act of discrimination may be dismissed.

The Company recognises the right of an employee to belong to, or not to belong to, a trade union, and membership or non - membership of such a union will not be taken into account in any way during the career of the employee.

The Company will commit itself to the employment of disabled personnel whenever possible, and will treat such employees in aspects of their recruitment and employment in exactly the same manner as other employees, the difficulties of their disablement permitting.

### **1.3 Complaints Procedure**

1. In the event that any employee feels that he or she has suffered discrimination in anyway, the Company grievance procedure should be utilised.
2. If the complaint is against the employee's own immediate or other superior, confidential application should be made to the Managing Director.
3. In instances of sexual harassment, as far as possible, the anonymity of the complainant shall be protected.
4. It should not be overlooked that an employee who discriminates or harasses may be liable for payment of damages to the person offended, in addition to any damages payable the company should it have failed to ensure the practice ceased forthwith...
5. To make a complaint of discrimination, harassment, victimisation, or unfair treatment it will be necessary to have available:
  - Details of what, when and where the occurrence took place.
  - Any witness statements or names.
  - Names of any others who have been treated in a similar way.
  - Details of any former complaint made about the incident, date, where and whom.
  - A preference for a solution to the incident.

Until a hearing is arranged, complainants should keep the matter confidential, other possibly than arranging for details of witnesses to be given to the Managing Director.

### **1.4 The Equality Act (2010)**

The Disability Discrimination Act 1995 and its associated regulations (The Disability Discrimination (Employment) Regulations 1996 and The Disability Discrimination (Meaning of Disability) Regulations 1996) introduced measures aimed at ending discrimination against disabled people. This was later put into the Equality Act 2010, which is the standard legislation that centralised all previous legislation into one cohesive act. The Equality Act came into force in October 2010, providing a modern, single legal framework with clear, streamlined law to tackle disadvantage and discrimination more effectively

The Company is aware that the Equality Act 2010 gives disabled people rights in the way they receive goods, service or facilities.

These rights have been introduced in three stages:-

Since December 1996, it has been against the law for service providers to treat disabled people less favourably because of disability.

Since 1<sup>st</sup> October 1999, service providers have had to make "reasonable adjustments" for disabled people, such as giving extra help or changing the way services are provided.

As from 1<sup>st</sup> October 2004, service providers will have to make other necessary "reasonable adjustments" to their premises so that there are no physical barriers stopping or making it unreasonably difficult for disabled people to use services. Physical barriers would include steps; stairways; kerbs; exterior surfaces and paving, parking areas, building entrances and exits( including emergency escape routes); internal and external doors, gates, toilet and



washing facilities; public facilities (such as counters or service desks); lighting and ventilation; lifts and escalators.

## 2.0 Safety Personnel

- (i) The person with overall and final responsibility for health and safety in R & B Engineering Ltd is the Managing Director who will be referred to as the Safety Director (where applicable) in addition to any other titles he may hold.
- (ii) The person responsible for implementing the policy is the Managing Director or designated representative, through the Safety Manager or Appointed person responsible for Safety.
- (iii) The Managing Director or designated representative will take responsibility as the Safety Manager or Appointed person responsible for Safety in case of his absence.
- (iv) The following personnel will be responsible for the supervision of health and safety in particular areas:

Department	Title
Administration offices	Operations Director
Engineering Workshop	Managing Director
Company Transport	Operations Director
Works offices	Operations Director
Fire Equipment	Operations Director
Personal Protective Equipment	Operations Director
First Aid	Operations Director
Maintenance	Operations Manager
PAT Testing	Operations Manager
Health And Safety	Operations Director
Training And Records	Operations Director

## 3.0 Consultation

- (i) The management of R & B Engineering Ltd see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of periodic meetings as often as is deemed necessary.
- (ii) The purpose of the meetings is to provide a forum in which information may be conveyed and employees questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

#### **4.0 Communication**

- (i) The management of R & B Engineering Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.
- (ii) R & B Engineering Ltd communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

#### **5.0 Co-operation & Care**

- (i) If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.
- (ii) All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy or fails in their duty of care as detailed under section 2 of the Health & Safety at Work Act 1974.
- (iii) Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people that may be affected by their actions whilst completing tasks or duties on behalf of the company.

#### **6.0 Safety Training**

- (i) Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of R & B Engineering Ltd that if a job is not done safely then it is not done effectively.
- (ii) All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task

concerned and the formulation of emergency contingency plans.

- (iii) Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their employment.
- (iv) With the introduction of new equipment, new practices or procedures re-training will also be carried out as necessary with all relevant staff. Re-training will also be completed, if so identified, through Risk Assessment review process.
- (iv) The person with the responsibility for safety training and the review of safety training in all departments is the Managing Director or designated representative.

## **7.0 Workplace Inspections**

- (i) It is the policy of to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 and management of health and safety regulations 1999 (as amended).
- (ii) Regular inspections of the workplace will be conducted by the department Managers or Supervisors previously named. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.
- (iii) Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.
- (iv) Monitoring shall take place by using Workplace Inspection Reports.
- (v) Workplace Inspection Reports can be completed by any member of R & B Engineering Ltd not allocated to that particular job and who visits the site during the undertaking of that job.
- (vi) Workplace Inspection Reports will be handed to Safety Manager or Appointed person responsible for Safety and be filed accordingly.

## **7.0 Workplace Inspections (Cont.)**

- (vii) Any non-conformity found during monitoring will be reported to the relevant manager who originated the job by the Safety Manager or Appointed person responsible for Safety
- (viii) The Safety Manager or Appointed person responsible for Safety will review the non-conformities and instigate a tool box talk if he deems the situation requires such a talk.
- (ix) Any toolbox talk undertaken will be handed to the Safety Manager or Appointed person responsible for Safety who will file it with the relative Workplace Inspection Reports and close out the relevant box on the Workplace Inspection Reports

## **8.0 Work Equipment**

- (i) It is the policy of R & B Engineering Ltd to comply with legislation as identified in the Provision and Use of Work Equipment Regulations 1998.
- (ii) R & B Engineering Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- (iii) It is the responsibility of all employees to ensure that any tools or equipment they use are in good and safe condition. Any tools or equipment, which are in any way defective, must be removed from service for repair or replacement.
- (iv) Company machinery and tools are only to be used by qualified and Authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- (v) The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.
- (vi) All tools must be properly and safely stored when not in use.
- (vii) No tool should be used without the manufacturers recommended shields, guards or attachments.
- (viii) All workers will be provided with such personal protection as is adequate to protect them from dangers occasioned by the use of work equipment.
- (ix) Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- (x) Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
- (xi) All work equipment will be clearly marked with health and safety warnings where appropriate.

## **9.0 Personal Protective Equipment**

- (i) It is the policy of R & B Engineering Ltd to comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).
- (ii) All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment as identified by Risk Assessment documentation for the task(s)
- (iii) All personal protective equipment provided by R & B Engineering Ltd will be properly assessed to ensure that it is correct & fit for the task so far as is reasonably practicable.
- (iv) All personal protective equipment provided by R & B Engineering Ltd will be maintained in good working order by the user/wearer.
- (v) All workers provided with personal protective equipment by R & B Engineering Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

- (vi) R & B Engineering Ltd will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.
- (vii) It is, however, the **ultimate duty of the employee** to wear the personal Protective Equipment that is issued by R & B Engineering Ltd. Any staff member who refuses or fails to wear the appropriate PPE provided when required to do so will be subject to disciplinary action.
- (viii) Examples of what is considered Personal Protective Equipment are identified as in the table below, but are not limited to those items:-

Hard Hat	Ear Protection
Eye Protection	Respirators
Safety Boots	Overalls
High-Vis. Jacket	High-Vis. Vest
Safety Harness	Buoyancy Aid ( Where Marine Work is Identified)

## 10.0 Manual Lifting and Moving

- (i) It is the policy of R & B Engineering Ltd to comply with the guidance as set out in the Manual Handling Operations Regulations 1992.
- (ii) Manual handling operations will be avoided so far as is reasonable practicable where there is a possible risk of injury.
- (iii) Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonable practicable. The equipment used should be appropriate for the task at hand.
- (iv) Where it is not possible to avoid manual handling operations an assessment of the operation will be made if the Manual Handling Task is outside of the guidance boundaries identified within the Manual Handling Operations Regulations 1992. The task will be risk assessed and will consider the task, the load, the working environment and the capability of the individual(s) concerned.
- (v) All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- (vi) Manual Handling Risk Assessments will be reviewed on a regular basis to ensure that control measures relating to Manual Handling are still relevant to the identified task(s)
- (vii) The load to be lifted or moved must be inspected for sharp edges, splinters of wood or metal and/or wet / greasy patches.
- (viii) When lifting or moving a load with sharp or splintered edges gloves of the appropriate type must be worn to ensure correct grip can be achieved. The gloves used must be free from oil, grease or other agents, which might impair grip.
- (ix) The route over which the load is to be lifted or moved should be inspected prior to lifting to ensure that it is free of obstructions or spillage which could cause slips, trips falls or spillage.
- (x) Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.
- (xi) Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc and the other team members must know whom this person is.
- (xii) Before attempting to lift an object off of the ground employees should seek guidance prior to the lift commencing. Information will need to be provided as to the weight of the load, integrity of the container / carton / box. If the correct manual handling techniques are compromised which lead to an injury , an alternative means must be established.

## **11.0 Display Screen Equipment**

- (i)** It is the policy of R & B Engineering Ltd to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992(As amended)
- (ii)** R & B Engineering Ltd will conduct health and safety assessments of all workstations staffed by employees who use VDU/DSE screens as part of their usual work and will ensure that all workstations put into service after January 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements.
- (iii)** The risks to users of VDU/DSE screens will be reduced to the lowest extent reasonably practicable.
- (iv)** VDU/DSE screen to users will be allowed periodic breaks in their work.
- (v)** Eyesight tests will be provided for VDU/DSE screen users.
- (vi)** Where necessary VDU/DSE screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
- (vii)** All VDU/DSE screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

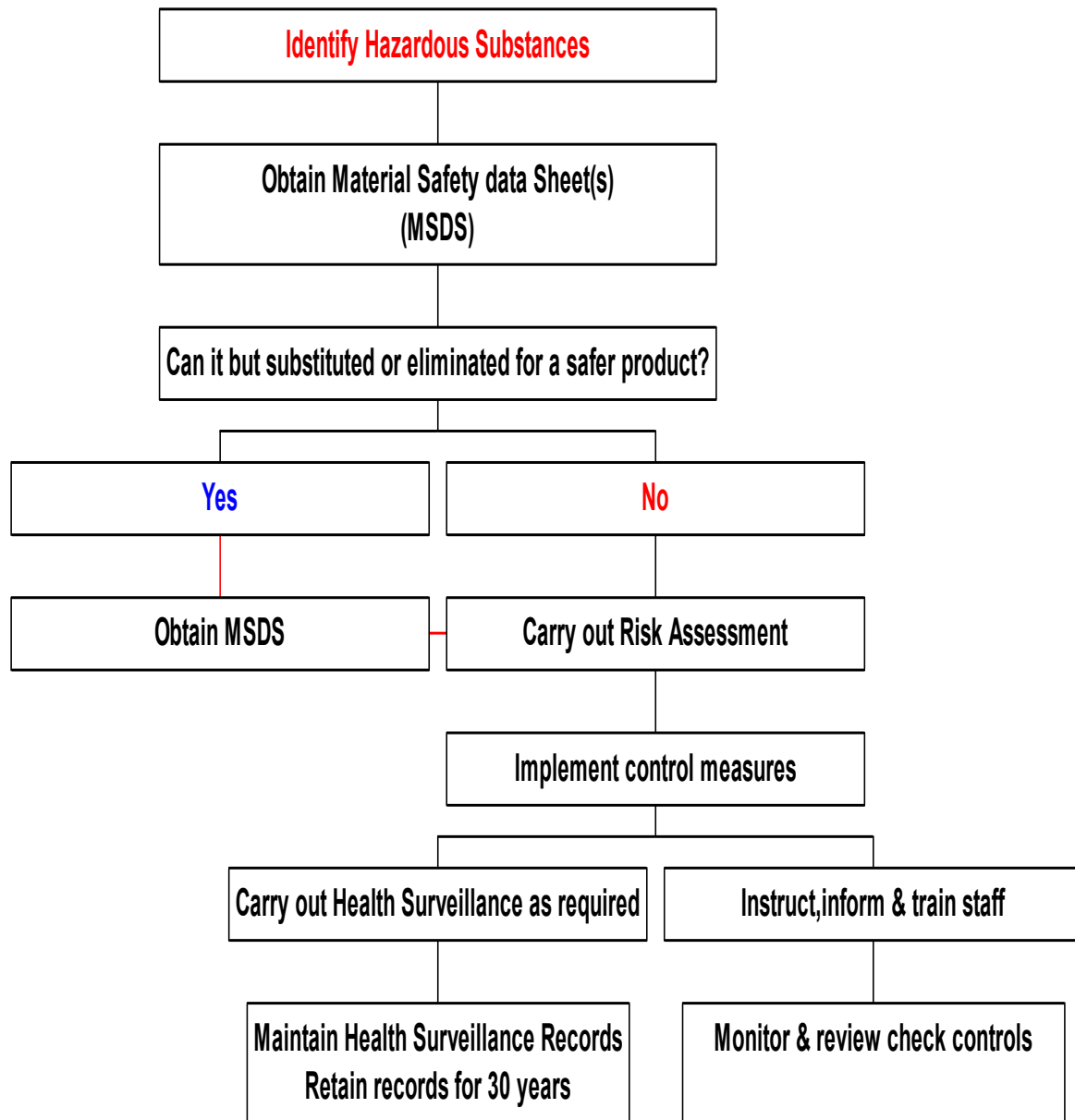
## **12.0 Control of Substances Hazardous to Health (C.O.S.H.H.)**

- (i)** It is the policy of R & B Engineering Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002
- (ii)** Risk Assessment(s) will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.
- (iii)** R & B Engineering Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.
- (iv)** Flammable liquids must not be decanted within buildings, and only into correct receptacles.
- (v)** All workers who come into contact with hazardous substances in the course of their working environment will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
- (vi)** Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.
- (vii)** Storage will be permitted in the designated area(s) only.
- (viii)** The job risk assessment or method statement will set out where storage is appropriate for substances in use.



## 12.0 Control of Substances Hazardous to Health (C.O.S.H.H.) cont.

### Control of Substances Hazardous to Health – Site Management Action Plan



### **13.0 Abrasive Wheels**

- (i)** It is the policy of R & B Engineering Ltd to comply with the Abrasive Wheels Regulations and how they apply within the Health and Safety etc Act 1974.
- (ii)** Not under any circumstances will it be permitted for untrained staff/personnel to change abrasive wheels of any kind. Only trained personnel are permitted to change or trim abrasive wheels of any kind whether mounted upon machines owned directly by R & B Engineering Ltd or hired under a temporary agreement.

## 14.0 Working at Height

- (i) A suitable and sufficient Risk Assessment will be completed to establish if working at height can be avoided. If it is deemed that working at height cannot be avoided, can the work be completed by working from the same level at height? . If the answer is still no, then a suitable and sufficient risk assessment must be completed to identify the correct means of access equipment required to complete the task in a safe and efficient manner. The correct Permit to Work documents can then be completed and the correct fall arrest equipment used if so identified from the risk assessment process.

### 14.1 Ladders and Tower Scaffolds

- (i) As a result of the Risk Assessment process if a ladder is required for access/egress to height, then only ladders which are tested, inspected and identified as being such are to be used. They must be correct for the task, secured at the top of the ladder by the vertical stiles and not the rungs, and “footed” if so required for additional security. The activity will not exceed 30 minutes in duration if a ladder is the only option for working at height
- (iii) Only approved Tower scaffold correctly maintained, will be used and erected and dismantled by competent trained personnel.
- (iii) Conventional independent or dependent scaffold must always be erected and inspected by trained, competent and qualified personnel and identified by ” ScafTag” or certificate of conformity issued and or placed at completion of the scaffold erection. A system of inspection by the scaffold provider must be in place to ensure that the equipment is secure, stable and safe to use.

## 15.0 Walkways

- (i) Walkways and passageways must be kept clear from obstructions at all times.
- (ii) If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.

- (iii)** Trailing cables are a trip hazard and should not be left in any passageway.
- (iv)** Any change in the floor elevation of any walkway or passageway must be clearly marked.
- (v)** Where objects are stored around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- (vi)** Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible, the area should be clearly marked with warning signs.

## 16.0 Pressure Vessels/Confined Spaces, Tanks & Hot Work

- (i) No person shall enter a confined space, chamber, tank or flue unless a risk assessment has been made and a permit to work issued, by a supervisor.
- (ii) No person shall enter a confined space, chamber, tank or flue under **ANY** circumstances unless a second person trained in emergency procedures relating to confined spaces is in attendance to give assistance should the need arise.
- (iii) Where any risk exists of fire or explosion, or in the case of client regulations, a hot work permit must be issued prior to hot work being carried out.
- (iv) Under any circumstances, even when a hot work permit is in force, if any person has reason to believe that a build up of inflammable or noxious gasses presents a danger, all hot work must stop and a new risk assessment made by a supervisor prior to appropriate action being taken and a new permit to work issued.
- (v) Personal respirators must be used in areas of high levels of fumes, vapour, dust or where any airborne contamination exists. The Risk Assessment associated with the task/work in the area will identify the type of respiratory equipment required.
- (vi) It must be noted that Canister Type Respirators do not provide protection in an oxygen deficient environment.
- (vii) The correct ear protection must be worn in vessels or chambers where noisy works are envisaged.
- (viii) Air receivers must be 'blown down' and isolated and any potential air supply" locked off" before any work is undertaken to it or any associated pipe work.
- (ix) A permit to work must be obtained before any work is undertaken.

## 17.0 Marine Working

- (i) When working aloft or overside, **ALL** equipment must be checked by the supervisor prior to use. When the ship is underway, work must not be undertaken outboard, or in a position where there is a foreseeable risk from falling overboard. The only exception to this rule is when exercising with lifesaving appliances, when suitable precautions must be taken. (Exercising will not normally be necessary for subcontractors)
- (ii) Whenever work is required aloft or outboard, full and proper use is to be made of ladders, towers, cradles, stages or bo'sun's chairs, as appropriate.
- (iii) A suitable and sufficient Risk Assessment will be completed prior to any scaffold towers are to be used, whether in port or at sea, and the risk of movement must be assessed and the tower secured as necessary. Assembly shall be in accordance with the manufacturer's instructions and must be carried out under competent supervision.
  - The lower part of the legs must be secured firmly to the deck or, where fitted, stabilising legs must be extended to prevent tower movement.
  - Wheels must always be braked or otherwise secured
  - The top of the scaffold should be secured, where possible
  - Guard and toe rails must be rigged around the platform
  - Whenever possible access to the platform should be made via the inside ladder. If this is not possible or is impracticable an external ladder must be secured to the top of the tower. (This can only be permitted if the stability of the tower scaffold is not compromised by its attachment and use)
  - Climbing up the outside of the tower must never be attempted.
  - The tower must not be moved while personnel are on the platform or any other part of the tower
  - Towers must **NEVER** be used in adverse weather conditions. When working on a tower fall arrest equipment must be used as identified by the risk assessment documentation and "Permit to Work" completed.
- (iv) Entry into confined spaces shall only take place in accordance with legislative requirements, in particular:-
  - Entry shall satisfy the requirements of a competent person who must make a suitable & sufficient assessment of the risk
  - A responsible person will be in charge and shall ensure that correct procedures are followed
  - The relevant "Permit to Work" shall be obtained
  - Only trained personnel shall enter a confined space
  - All personnel in confined spaces shall use suitable and properly maintained equipment.
- (v) The ranks of Chief Engineer Officer, Second Engineer Officer, and Chief Officer are designated as both 'Competent Person' and 'Responsible Officer'

## 17.0 Marine Working (cont.)

for the requirements of these regulations, personnel must check who on board are designated by the client.

- (vi) A safety harness (not a safety belt) shall be worn by any person working in a position where the risk assessment identifies this as a requirement. This requirement specifically includes work from a cradle, stage or bosun's chair. When working outboard and wearing a safety harness, a buoyancy aid need not be worn.
- (vii) Where suitable securing points are lacking, arrangements are to be made to provide adequate points (e.g. by using a gantline with loops in at two metre intervals)
- (viii) Safety helmets shall be worn by all personnel when working in the following area:-
  - The forward and aft mooring decks
  - All outside decks whenever there is a reasonably foreseeable risk of objects falling from above, e.g. on decks below men working aloft or on masts
  - All vehicle decks
  - All engine room spaces outside of the control room
  - Tanks and void spaces
  - In store rooms when a stores hoist or lift is in use, and at all times if there is a foreseeable risk of objects falling from above
  - In any other areas or circumstances as required by the Master or HOD
- (ix) Chin straps should be worn if there is a foreseeable risk of the helmet being lost - e.g. in windy conditions
- (x) To prevent weakening of safety helmets, they are not to be painted, marked with felt tip pens etc. or have non-authorized stickers or transfers attached
- (xi) Any helmet which has suffered a severe impact should be condemned and replaced, even if it shows no sign of damage
- (xii) Safety shoes or boots shall be worn by all personnel working in the following areas:
  - Outside locations, including the mooring decks
  - Vehicle decks
  - All machinery spaces and work shops
  - All tanks and void spaces
  - Galleys, including food preparation, pot wash and plate-house areas
  - All store rooms and bond areas
  - In accommodation spaces when undertaking repair work
  - In any other areas as required by Senior Master
  - All work undertaken in confined areas or overboard will be done by two or more personnel.

## 17.0 Marine Working (cont.)

- (ix) It is expressly forbidden for all personnel to smoke:
- In all engine room spaces except, with the permission of the CEO, in the control room
  - In galley and food preparation areas
  - In or on bed
  - On vehicle decks
  - In any other spaces designated by the Senior Master
- (xiv) Employees of the Company may not smoke while on duty in passenger areas in view of passengers.
- (xv) The afore listed requirements are specific requirements for on board ship working, they do not replace Company Health and Safety requirements they are ADDITIONAL requirements in line with client requirements.

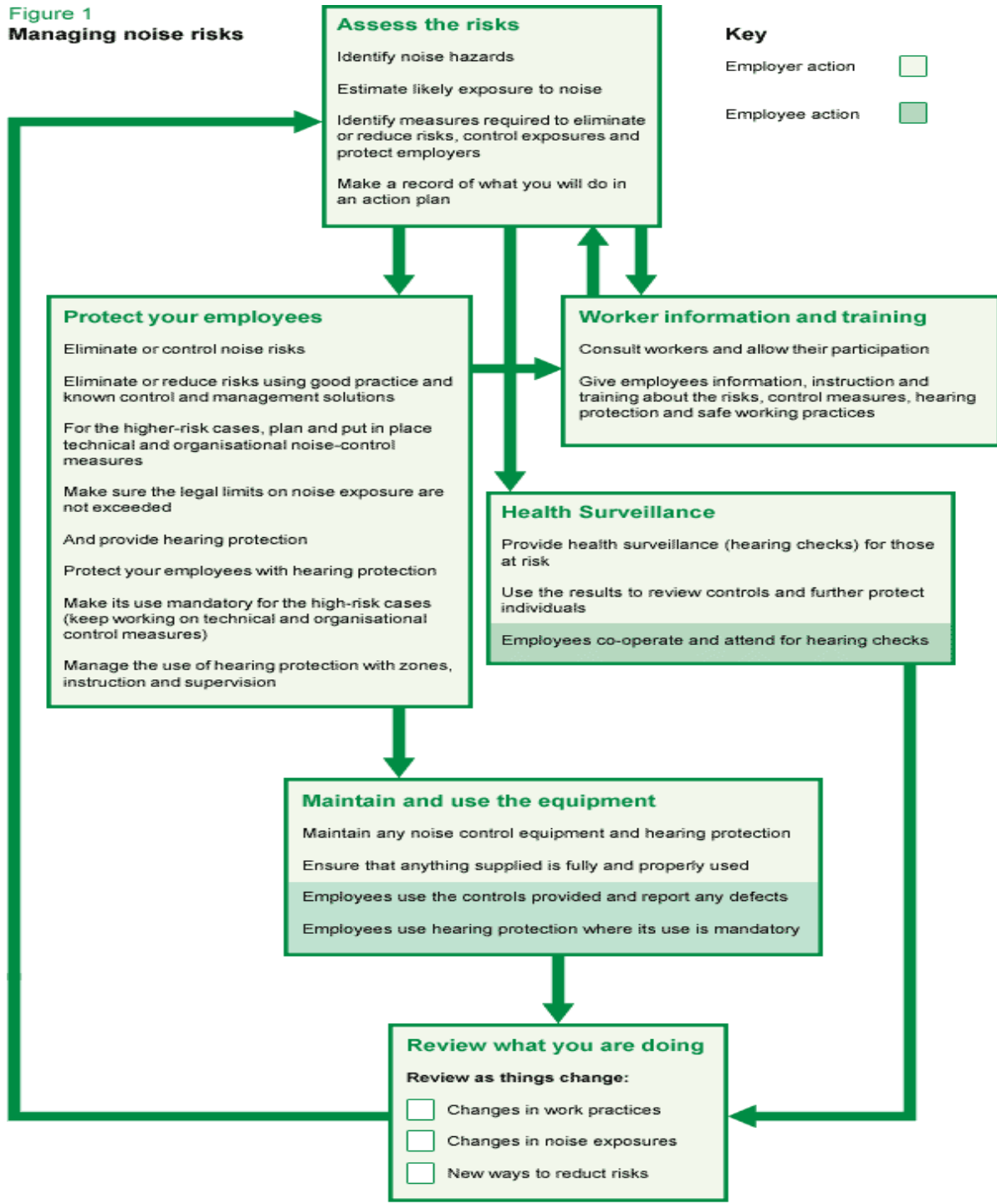


## 18.0 Control of Noise

- (i) The Control of Noise Regulations 2006 requires employers and employees to take all reasonable and practicable steps to reduce and maintain noise to below 80dB (A). Where noise assessments identify a potential risk, then the noise problem will initially be engineered out where possible by the use of acoustic screens or barriers or source another method of completing the process to reduce noise. Where this cannot be achieved then PPE will be selected as a last resort
- (ii) Where the potential from a particular task would exceed the first action level of 80 dB(A) a suitable and sufficient noise assessment must be made. The results of which will identify control measures to reduce or minimise potential exposure and suitable ear protection used as necessary.
- (iii) Where noise risk to others un-associated with the works exists then “Noise Hazard” signs will be displayed at a prominent point which include the requirement for ear defenders to be worn where applicable.
- (iv) Ear protection may need to be worn within the company’s fabrication workshop if noise levels cannot be engineered out. Where work is taking place as the noise levels may be in excess of the first action level of 80 dB(A) or second action level of 85 dB(A) suitable ear protection will be used. When the ear protection is selected attention will be given to ensure that the wearer is neither over nor under protected by the ear defenders supplied.
- (v) The Safety Manager or Appointed person responsible for Safety will monitor noise levels within the workshop area.
- (vi) It is irresponsible and a serious disciplinary offence, to unnecessarily hammer in or on a vessel ,object or workshop with the intention of startling personnel, whether or not those persons or person is wearing ear protection

### 18.1 Control of Noise Flow Chart

**Figure 1**  
**Managing noise risks**



## 19.0 Effects of Vibration from power tools

Working with power tools for long durations can lead to occupational medical ailments should the power tools vibrate or cause vibration during their use and operation.

The potential effects can be:

1. Hand and Arm Vibration Syndrome (HAVS)
2. Vibration White Finger
3. Whole Body Vibration Syndrome
4. Carpal Tunnel Syndrome

The power tool selected for the task must be:

- Suitable for the work it is intended to do and the conditions in which it will be used;
- Used only for operations and in conditions for which it is suitable;
- Designed and constructed so as to reduce the risk from vibration;
- Used only by workers trained to use it safely;
- Properly maintained throughout its working life to sustain its best vibration performance.
- There will also be consultation to ensure safe tool purchase
- Provide information and training on safe use and proper maintenance of the power tool to supervisors and workers who will use and maintain it;
- Monitor the use of the tools to ensure that they are being used correctly, only by trained staff and are being maintained in good condition.
- Monitor and manage the time frame in which the tools are being used

## 20.0 Working 'On Site'

- (i) When working in any situation outside the company workshops under client or other supervision any special or overriding Health and Safety requirements in force must be observed.
- (ii) In such circumstances R & B Engineering Ltd Health and Safety policy must not be compromised unless special circumstances apply and are covered in a current risk assessment. This risk assessment may be site specific to encompass any additional risk or hazard posed
- (iii) When working in any situation outside the company workshops under client or other supervision R&B Engineering Ltd shall ensure adequate welfare facilities are available to all staff. Either by requesting use of the customers site facilities or by providing adequate facilities.

### **All employees on site shall:**

- (iv) Perform their work activities in the manner in which they have been instructed and trained such that they do not place themselves or anyone else at risk.
- (v) Not attempt to carry out work of any dangerous nature or perform any tasks, nor operate any equipment unless they have been correctly trained and authorised to do so, in accordance with recognised procedures.
- (vi) Use the correct equipment for their work, ensuring that it is maintained in a safe condition and immediately report any known defects to their Supervisor.

- (vii) Use the protective clothing and equipment provided for their safety and ensure that it is maintained in a safe condition. All queries on this matter must be directed towards their immediate supervisor.
- (viii) Report any unsafe conditions, incidents and near misses to their immediate Supervisor so that remedial action can be taken to eliminate risk.
- (ix) Report any shortcomings in the instructed protection arrangements to their immediate supervisor as soon as these become apparent.
- (x) Report all accident and personal injuries to their immediate Supervisor and where necessary receive medical attention as soon as possible.
- (xi) Use the main access-ways as provided, comply with relevant safety notices and not enter any area where they may be placed at risk or do not have authorisation to enter.
- (xii) Keep their workplace in a safe and tidy condition.
- (xiii) Conform with the fire fighting and emergency procedures applicable to their place of work.
- (xiv) Develop a personal concern for safety and if they have any doubts as to their ability to perform a task safely they must inform their immediate Supervisor.

## 21.0 Overhead Cranes & Forklift Trucks

- (i) The company's Workshop cranes and Forklift trucks must only be operated by trained staff employed by R & B Engineering Ltd
- (ii) Sub-contract employees or suppliers delivery personnel must not under any circumstances be allowed to operate this equipment.
- (iii) When the forklift is parked, the forks must be lowered fully to the ground and tilted forward to ensure that the forks do not present themselves as a trip hazard. The ignition key **MUST** also be moved to ensure that untrained staff/personnel are not tempted to use the vehicle.

## 22.0 Fire Safety

- (i) R & B Engineering Ltd takes into account the special fire hazards in specific areas of the workplace and, where appropriate and as required will compile Fire Risk Assessments if the Client has not already assessed the activity. Any additional advice for Fire Safety and Fire Prevention will be sought from the Fire service or a fire safety competent person.
- (ii) The local Fire Service will provide support and information to allow and ensure compliance with fire safety and prevention codes. Where applicable a suitable and sufficient Fire Risk assessment will be completed by a competent person as required by the 'The Regulatory Reform (Fire Safety Order) 2005'. The Fire Precautions (Workplace) Regulations 1999 identify the requirement for Fire Risk Assessments and the RRFSO enforces this requirement.<sup>1</sup>
- (iii) All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- (iv) Supervisors are responsible for keeping their operating areas safe from fire and ensuring that their staff adheres to the company fire prevention practices and emergency procedures.
- (iv) Fire Risk assessments will be carried out and the results of the assessments will identify the control measures that are required. This/these documents will have periodic reviews to ensure Fire Safety compliance.

## 23.0 Fire Fighting & Detecting Equipment

- (i) Fire fighting equipment is located at strategic points throughout the workplace.
- (ii) Manually operated fire alarms are located at strategic points throughout the workplace.
- (iii) The Safety Manager or Appointed person responsible for Safety is responsible for the provision testing and maintenance of fire prevention and detection equipment.
- (iv) If a fire is observed it is the responsibility of any employee present to assess the situation and take the necessary action. The first action is to ensure safety of the employee, if in doubt activate the Fire Alarm. **Employees are not expected to tackle a fire themselves, as it would pose a threat to their personal safety to do so. Only those employees that have completed fire extinguisher familiarisation training and therefore feel confident to use the equipment effectively should attempt Fire Fighting but providing that the employee does not put themselves in a potentially life threatening situation by using an extinguisher.** If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately using the shortest possible route to safety closing doors behind them as they leave.
- (v) All workers within the firm have a duty to report immediately any fire or smoke to their supervisor or to call the fire service (dial 999).

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- (vi) Any potential fire hazard should be reported to a supervisor.
- (vii) On site personnel must ensure they are familiar with the whereabouts of fire fighting equipment and fire alarms within the area they are working.
- (viii) Site personnel must be aware of any internal phone numbers used for fire emergency situations.

#### **24.0 Fire Exits**

- (i) Fire exits are located at strategic points throughout the workplace.
- (ii) Exit doors and corridors must never be locked, blocked or used as storage space.
- (iii) On site personnel must ensure they are aware of all exits and muster points as designated by the client.
- (iv) Where R & B Engineering staff are required to work in any dry dock locations, personnel must adhere to procedures as directed by the dockyard supervisors or comply with arrangements as specified by the client or client's agent.

## 25.0 Smoking

- (i) **Smoking is prohibited in all areas of the Administration and the Engineering office block.**
- (ii) **List of designated smoking areas:-**  
To be advised by R&B Engineering Management.
- (iii) On site staff must only smoke in designated areas as instructed by the client.
- (v) As of July 1<sup>st</sup> 2007 a non smoking ban is to be introduced. It will be against the law to smoke in virtually all enclosed and substantially enclosed workplaces and public places. See below for definitions:-
  - Public transport and work vehicles used by more than one person will also need to be smoke free.
  - No-smoking signs will have to be displayed in all smoke free premises and vehicles.
  - Staff smoking rooms and indoor smoking areas will no longer be allowed, so anyone who wants to smoke will have to go outside.
  - Managers of smoke free premises and vehicles will have legal responsibilities to prevent people from smoking.
  - If you are uncertain where you can or can't smoke, just look for the no-smoking signs or ask someone in charge.

## 26.0 Emergency Evacuation Procedure

- (i) In the event of the fire alarm being activated, or in any other emergency situation indicated by:

### **Continuous Ringing of the Alarm Bells or Word of Mouth**

All employees must leave the building by the nearest available exit and assemble at the designated assembly point.

- (ii) The designated assembly points for each department are:

Department	Assembly Point
Engineering Workshop	In the Car Park Opposite adjacent to Unit 16
Administration Offices	In the Car Park Opposite adjacent to Unit 16

- (i) Practice fire drills will be conducted periodically to ensure employee familiarity with emergency evacuation procedures.
- (ii) In the event of evacuation the senior supervisors of each department present will be responsible for stopping vehicular traffic from continuing up (or down) the road into the fire hazard.  
They will also ensure employees keep to the footpaths and complete a head count and enquiries to assess if there are any personnel missing.  
In the event of any missing persons this should be reported to the emergency services.
- (i) On site Emergency evacuation procedures will be formulated prior to the commencement of work on site in line with client's procedures.
- (ii) All staff on site under the direction of the client will partake in any Emergency Evacuation drills as deemed necessary

## 27.0 Accident Investigation & Reporting

- (i) It is the policy of R & B Engineering Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR 2013)
- (ii) R & B Engineering Ltd sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Safety Manager or Appointed person responsible for Safety detailing:
- (iii) The circumstances of the accident including photographs and diagrams wherever possible
- (iv) The nature and severity of the injury sustained



- (v)** The identity of any eyewitnesses
- (vi)** The time, date and location of the incident
- (vii)** The date of the report
- (viii)** All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present.
- (ix)** The completed report will then be submitted to and analysed by a committee comprising of a high proportion of the Company Safety personnel previously listed who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.
- (x)** All reports will be submitted to the Managing Director who will, if deemed necessary and appropriate, pass the report to the company lawyers who will advise on liability and proceedings.
- (xi)** Where appropriate a follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

## 28.0 First Aid & Accident Procedure

- (i) First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.
- (ii) One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.
- (iii) First aid stations are equipped with standard first aid kits.
- (iv) A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

### Qualified first Aiders are:-

Name	Department
Marc sherred	Engineering Department
Vince Bates	As Above
Ivor Almark	As Above

- (v) All accidents must be reported to the Safety Manager or Appointed person responsible for Safety.
- (vi) The Safety Manager or Appointed person responsible for Safety is responsible for reporting all cases of accident and disease to the Managing Director or designated representative.
- (vii) All accidents involving personal injury, however apparently minor, must be reported in the accident book.
- (viii) Accident records are compiled and stored by the Safety Manager or Appointed person responsible for Safety.
- (ix) The Director of Safety is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

## **29.0 Working Environment**

- (i)** Work sites must be kept clean and tidy.
- (iii)** Any spillage must be reported and cleaned up immediately.
- (iv)** Significant spills are to be recorded on the correct and appropriate documentation and spill control plan implemented as necessary
- (iii)** Waste materials and rubbish must be removed routinely.
- (iv)** All combustible waste materials must be discarded in suitable containers.
- (v)** All pits and holes must be covered when not in use and clearly marked with Warning signs when in use.

### 30.0 General Safety Rules

- (i) All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- (ii) All employees shall immediately report any unsafe practices or conditions to the relevant authority.
- (iii) Any person under the influence of alcohol or any other intoxicating drug, which might impair skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- (iv) Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
- (v) Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- (vi) Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- (vii) All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers (Environmental Policy).
- (viii) No worker should undertake a job, which appears to be unsafe.
- (ix) No workers should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- (x) All injuries must be reported to the Safety Manager or Appointed person responsible for Safety or delegated representative.
- (xi) Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Safety Manager or Appointed person responsible for Safety or the Supervisor.
- (xii) Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

### 30.0 General Safety Rules (cont.)

- (xiii) No employee should use chemicals without the knowledge required to work with those chemicals safely. No employee shall introduce **any** uncontrolled chemicals or substances into **any** workplace without prior consent with the R & B Engineering Appointed Safety Person/Safety Representative or clients Safety Manager or Appointed person responsible for Safety/Safety representative. COSHH sheets are

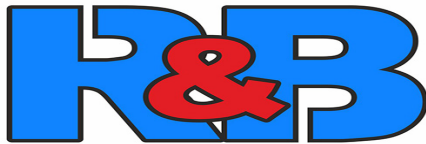
available for all potentially hazardous substances identified by the R & B Engineering Appointed Safety Person and therefore are deemed controlled substances or chemicals. Suitable clothing and footwear will be worn at all times. Personal Protective Equipment shall be worn wherever appropriate and as identified by COSHH Assessment process.

**(xiv)** On Site or in the Workshops sub-contract employees or suppliers personnel must not under any circumstances be allowed to operate company equipment.

**(xv)** All employees are expected to attend departmental safety meetings and toolbox talks.

**(xvi)** Any breach of this company Health and Safety policy by employees will render those employees liable to disciplinary action. Such action could lead to dismissal and / or prosecution.

**(xvii)** All work undertaken will be done by two or more people where the possibility of isolation of an individual may occur.



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M&E

Utility Works

Baff Tanks

Marine

Structural

## ENVIRONMENTAL POLICY and PROCEDURES

### Environmental Policy Statement

The management of R & B Engineering Ltd (or the Company) understands the clear impact on the Environment that the Fabrication and Construction industry can have if the waste

products from the tasks are not managed, controlled, and disposed of in a correct and proper manner.

It is the intention of the Company to work in an Environmentally efficient manner and therefore minimise the impact and damage uncontrolled work practices can have relating to waste generation and disposal.

This will be achieved by consultation as and when required with the Environment Agency or Environmental Consultant to ensure the best working practices are employed and maintained. Realistic timescales for improvement objectives will be set to reduce the potential for Environmental Loss. The areas for continuous improvement will be in the following areas although the list is not conclusive or exhaustive:

- Compliance
- Waste Minimisation
- Waste Management
- Accurate procurement ,Purchasing Controls Material supply
- External Liaison for additional guidance
- Training and Information of all staff members
- Reduce waste by more definitive measuring and cutting
- Re-use materials where ever possible
- Re-cycle any waste that cannot be reused

The workforce employed will also be advised of the intention of R & B Engineering Ltd in relation to Environmental issues and be actively encouraged to work in a correct and proper manner to ensure compliance to any instruction issued from the company.

The Company's Duty of Care under The Environmental Protection Act 1990 and relevant legislation will be followed so far as is reasonably practicable to ensure compliance.

Signed



Status Operations Director

Dated 28.01.2022

Company R & B Engineering Ltd

**RBE /01**

## **Removal of Asbestos Waste during Fabrication and Construction**

### **1. OBJECTIVE**

To describe the methods by which the company will monitor and control the removal of any asbestos encountered during execution of its work.

### **2. PROCEDURE**

The company will notify the relevant parties of any asbestos removal requirements prior to commencement of any removal work. Approval of a licensed Contractor employed to carry out the work shall be sought and a method statement will be provided for appraisal.

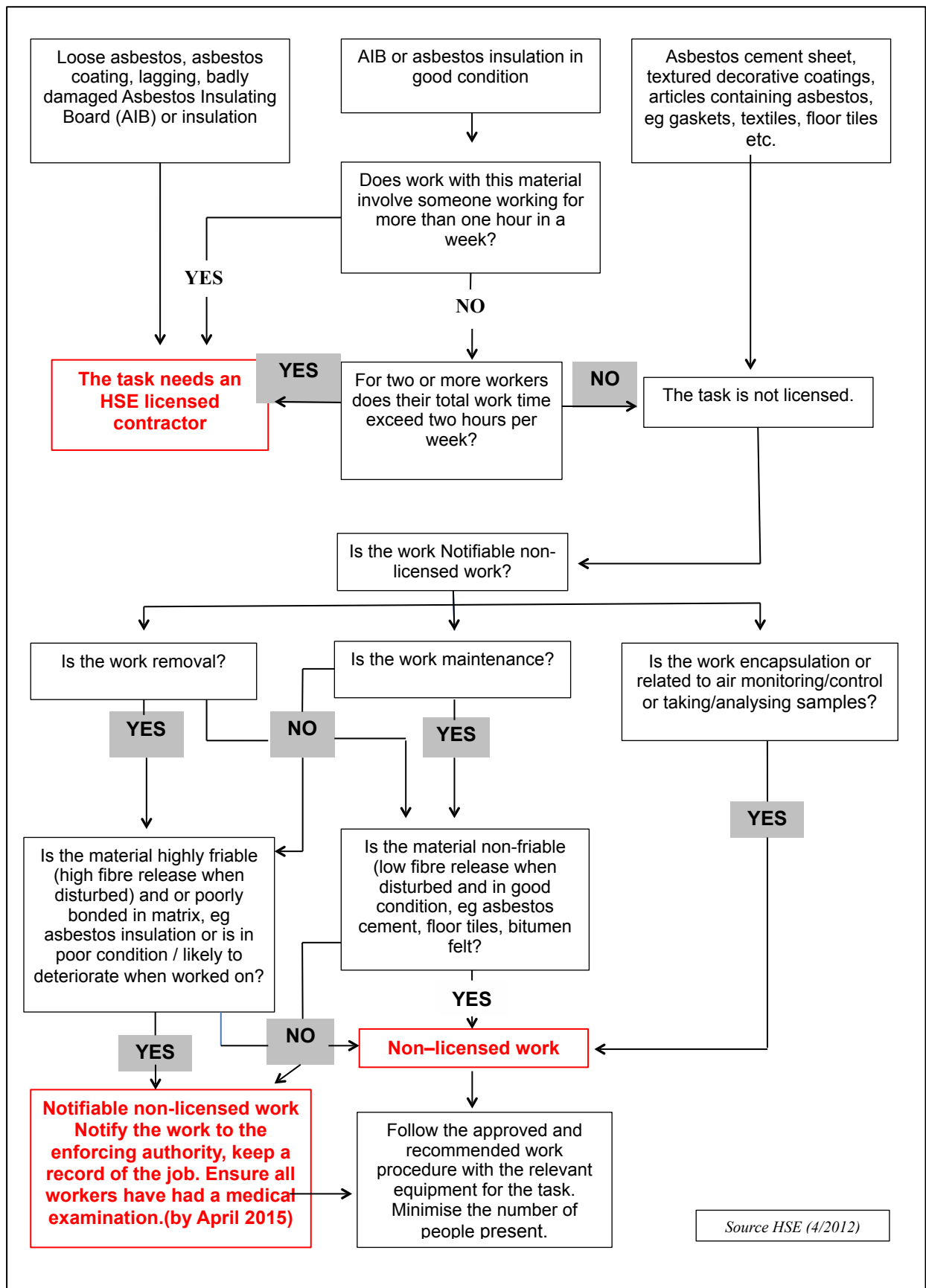
The method statement will comply with the Recommended Guidelines of the Asbestos Removal Contractor's Association (ARCA) and 'The Control of Asbestos at Work Regulations, 1987'. The company will also discuss and review all relevant CLIENT Safety Codes of Practice and procedures with the Contractor.

The company monitor and supervise any process or procedure in place on any work site for the removal of asbestos to protect any staff member and eliminate any risk to expose from Asbestos. R&B Engineering reserve the right to refuse to work in any location where they feel the work force cannot be adequately trained, briefed and protected from exposure to asbestos of any kind. Site checks for the protection of the workforce will be as the guidance points below. This list is not conclusive or exhaustive.

- Ensure that a routine check of asbestos removal operations to maintain compliance to the current legislation and regulation by the competent person(s)
- Ensure that a check on air monitoring to determine concentrations of asbestos dust present in the working areas by competent persons
- A check that asbestos waste is being properly sealed, labelled and containerised before removal from site by a licensed carrier
- Retention of the certificates of air monitoring and disposal where applicable to R&B Engineering
- Visual checks on items in use such as vacuum tents and respiratory equipment
- Monitor of the condition and use of showers, clean rooms and changing facilities
- A check that all identified asbestos has been remove from the area before further work commences and that situation is confirmed by the competent person(s)

## Decision Flow Chart





**RBE /02**

**Management of Fabrication and Construction Waste**

## **1. OBJECTIVE**

To describe the methods by which the company will monitor and control the removal of waste generated during Fabrication and Construction.

## **2. PROCEDURE**

The company will request evidence to demonstrate that all surplus material to be disposed of will be removed by a licensed Contractor to a licensed tip. A Duty of Care certificate will also be requested to ensure that any waste deemed as special or contaminated waste is disposed of in a correct and proper manner at an authorised registered site.

Where surplus material is sold for re-use, the company will consult with the contractor to satisfy the fact that it will not be illegally tipped. Only carriers licensed to carry waste will be employed by the company. A Duty of Care certificate will also be requested to ensure that any waste deemed as hazardous waste is disposed of in a correct and proper manner at an authorised registered site.

## **RBE /03**

### **Control of Dust Emissions on Site**

#### **1. OBJECTIVE**

To describe the methods by which the company will monitor and control dust emissions during Fabrication and Construction activities.

#### **2. PROCEDURE**

Where an activity or activities are expected to give rise to excessive dust emissions, the company will minimise dust blow off during Fabrication and Construction activities in dry periods and the movement of site vehicles the company will implement an agreed scheme of dust suppression with the clients approval. As work progresses, the company will review the adequacy of these arrangements with the client.

Where necessary, COSHH assessments will be produced to give guidance to personnel carrying out dusty operations. The company will monitor the COSHH assessments.

The company will also investigate public complaints, and arrange the collection of dust samples for analysis whenever necessary for complaint investigation.

## **RBE /04**

### **Control of Noise during Fabrication and Construction**

#### **1. OBJECTIVE**

To describe the methods by which the company will monitor and control noise generated during Fabrication and Construction activities.

## **2. PROCEDURE**

Based on British Standard BS5228 Part 1 (Noise Control on Fabrication and Construction and Open Sites), Fabrication and Construction noise levels will be monitored during site activities with regard to noise and will request that a method statement be submitted for any activities that may constitute a nuisance.

The company will monitor the site activities and check that noisy activities are not undertaken outside normal working hours, unless previously agreed with the client and the local authority. Similar arrangements will be made for Fabrication and Construction activities likely to create excessive noise pollution.

## **3. ACTION LEVELS**

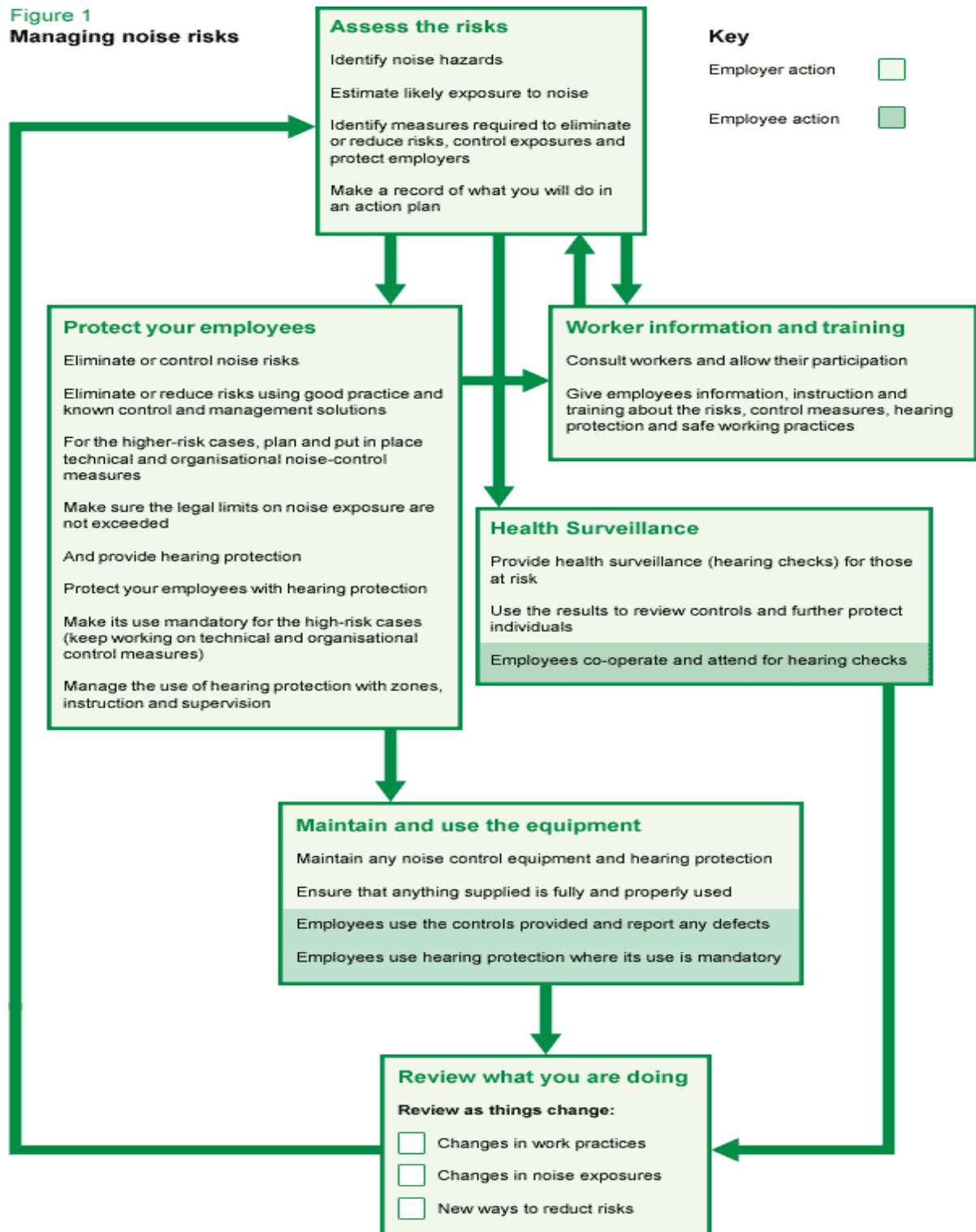
The first action level is identified at 80dBa where hearing defence must be supplied and worn.

The second action level is identified at 85 dBa where noise levels will need to be assessed to establish if the noise can be engineered out.

This may require the process to be re-assessed to establish if other methods can be employed to reduce noise. If this is not possible then other means will need to be identified. This may be in the form of acoustic barriers and other sound reduction devices. Exposure will also need to be monitored as will the type of ear protection employed as a last resort.

## Managing noise risks

**Figure 1**  
**Managing noise risks**



## Control of Liquid Wastes during Fabrication and Construction

### **1. OBJECTIVE**

To describe the methods by which the company will monitor and control the discharge of liquids to drains Fabrication and Construction activities on site.

### **2. PROCEDURE**

Registered contractors will remove prescribed or toxic liquid wastes resulting from Fabrication and Construction activities from site. The company will audit the systems and Record Sheets of the Contractor removing toxic liquid waste from site to ensure compliance with statutory regulations.

In the event of an emergency release of a prescribed substance immediate steps will be taken to minimise any environmental impacts of the resulting release and the company will provide a report of the incident to the client.

The company will monitor the Contractor's removal activities to ensure that oils or other liquid contaminants are disposed of correctly and not discharged to the drains. The company will take reasonable steps to prevent spillage of contaminating liquids from entering local drain systems.

## **Storage of Oils and the Disposal of Waste Oils during Fabrication and Construction**

### **1. OBJECTIVE**

To describe the method by which the Company will ensure that suitable methods are in place for the storage of oils on the Fabrication and Construction site and the disposal of waste oils as a result of Fabrication and Construction activities.

### **2. PROCEDURE**

#### **1. Storage of Oils**

The Company will ensure that only minimal quantities of oils are stored on site.

Only defined oils and lubricants will be stored in these demarcated areas. The areas must be kept clean and tidy with any spillage immediately dealt with.

Oils and lubricants must not be stored in other areas of the Fabrication and Construction site. Following maintenance and/or lubrication of plant the materials must be returned to the designated store.

The Company will keep a complete inventory of all oils and lubrication materials used on the Fabrication and Construction site and will maintain appropriate information on the use and storage of these materials.

#### **2.2 Waste Oil Storage and Disposal**

All waste oil will either be stored in the designated waste oil storage containers and be disposed of or dispatched for recycling through a registered waste disposal organisation. The company will be responsible for monitoring the Contract and maintaining of all appropriate records.

#### **3. Waste Lubrication Materials, Storage and Disposal**

All waste lubrication materials, excluding oils, will be disposed of in an appropriate skip, which is emptied regularly by a licensed carrier. The Company will be responsible for monitoring the Contract and maintaining records.



**RBE /07**

## **Environmental Complaints Procedure and Records**

### **1. OBJECTIVE**

To describe the method by which the company will ensure that all environmental complaints are recorded and dealt with and that appropriate action is taken to remedy the situation.

### **2. PROCEDURE**

The Company will keep a record of all written or verbal complaints made as a result of Fabrication and Construction activities, which will be recorded in an Environmental Log Book. All complainants, from whatever source, will be treated courteously. Where possible, the company will take immediate action to investigate and remove the reason for the complaint. The complainant will be informed in writing of the action taken to remedy the situation.

## **Management of Hazardous Wastes**

### **1. OBJECTIVE**

To describe the method by which the company will ensure that all hazardous wastes generated during Fabrication and Construction activities are managed on site and disposed of in an appropriate manner.

### **2. PROCEDURE**

The company will notify the relevant parties of any Hazardous Waste removal requirements prior to commencement of any removal work. Approval of a licensed Contractor employed to carry out the work shall be sought and a method statement will be provided for appraisal.

If the area identified which contains Hazardous Waste is a work area or intended work area of/for R & B Engineering Ltd, the staff will be informed at the earliest opportunity and work will not commence until the nature of the Hazard has been identified, Risk Assessed and the hazardous materials have been either:

- (i) Removed.**
- (ii) Isolated.**
- (iii) Neutralised. (By whatever means identified by specialist contractor)**
- (iv) Made Safe.**
- (v) Further Risk Assessment documentation has been raised and relevant control measures implemented.**
- (vi) Further on site training as required.**

 <b>Engineering Ltd</b> <i>Specialist Group</i> info@rbengineeringdover.com 16 Poulton Close Business Centre Dover Kent. CT17 0HL Tel: +44 (0) 1304 245800									<b>Record Number:</b>  <b>Date:</b>		
M&E   Utility Works   Baff Tanks   Marine   Structural							<b>Environmental Accident/Incident Report Form</b>				
<b>Emergency/ Accident/ Incident Condition</b>	<b>Oil(s)</b>	<b>Dies el</b>	<b>Fuel</b>	<b>Chemical s</b>	<b>Veh icle</b>	<b>Pla nt</b>	<b>Po wer tool s</b>	<b>Other (Specify on page 2)</b>			
<b>Environmental Impact:</b>	River	Strea m	Drain s	Groundw ater	Crop s	Publ ic	SSS I	Livestock watering			
<b>Safety / Health Risk:</b>											
<b>Key Personnel</b>	<b>Name</b>	<b>Contact Numbers</b>				<b>Contacted</b>					
		<b>On-site</b>		<b>Off-Site</b>		<b>Y / N &amp; time</b>					
<b>Environment Agency</b>		<b>0800-80-70-60</b>		<b>0800-80-70-60</b>							
<b>HS&amp;E Advisor</b>	<b>Glyn Jones</b>	<b>01304 245800</b>		<b>07436 560818</b>							

 <b>Engineering Ltd</b> <i>Specialist Group</i> info@rbengineeringdover.com 16 Poulton Close Business Centre Dover Kent. CT17 0HL Tel: +44 (0) 1304 245800									<b>Record Number:</b>  <b>Date:</b>		
M&E   Utility Works   Baff Tanks   Marine   Structural							<b>Environmental Accident/Incident Report Form</b>				
<b>Material / Product Technical Data</b>							<b>Location</b>				

