

CONSTRUCTION PHASE PLAN/CONSTRUCTION MANAGEMENT PLAN

Plane street 410

for Unity housing association

CONTENTS

PART 1 – PROJECT DETAILS

1.1 Description of Project

- 1.1.1 Introduction
- 1.1.2 Statement
- 1.1.3 Location
- 1.1.4 Timescale
- 1.1.5 Works Description

1.2 Project Details

- 1.2.1 Programme
- 1.2.2 Contact Information
- 1.2.3 Site Layout

1.3 Existing Environment

- 1.3.1 Surrounding Land
- 1.3.2 Services
- 1.3.3 Ground Conditions
- 1.3.4 Traffic Systems and Restrictions
- 1.3.5 Environmental Impacts and Considerations

PART 2 – MANAGEMENT OF THE WORKS

2.1 Management Structure

2.2 Responsibilities

2.3 Organisation and Management

- 2.3.1 Safety Advice
- 2.3.2 Sub-Contractor Selection
- 2.3.3 Plant and Machinery
- 2.3.4 Co-ordination of Activities
- 2.3.5 Welfare
- 2.3.6 Emergency Procedures
- 2.3.7 Accident Reporting
- 2.3.8 Monitoring
- 2.3.9 Security
- 2.3.10 Covid-19/Coronavirus & social distancing

PART 3 – ARRANGEMENTS FOR CONTROLLING SITE RISKS

3.1 Workplace

- 3.1.1 Access and Egress**
- 3.1.2 Travelling to and from site in company vehicles**
- 3.1.3 Site Housekeeping**
- 3.1.4 Working in the vicinity of overhead power lines**
- 3.1.5 Working in the vicinity of buried services**
- 3.1.6 Working near water**
- 3.1.7 Refuelling Plant**
- 3.1.8 Fire and Emergency Procedures**
- 3.1.9 Action in Event of Fire:**

3.2 Work Equipment

- 3.2.1 General**
- 3.2.2 Lifting equipment and accessories for lifting**
- 3.2.3 Mobile plant and machinery**
- 3.2.4 Electrical power tools**
- 3.2.5 Air power tools**
- 3.2.6 Welding and cutting operations**
- 3.2.7 Abrasive wheels**

3.3 Substances

- 3.3.1 COSHH**
- 3.3.2 Highly flammable liquids (HFLs)**
- 3.3.3 Liquefied petroleum gasses**

3.4 Personal Safety

- 3.4.1 Personal protective equipment (PPE)**
- 3.4.2 Manual handling**
- 3.4.3 Asbestos**
- 3.4.4 Hand-arm Vibration Syndrome (HAVS)**
- 3.4.5 Personal hygiene**
- 3.4.6 Drugs and alcohol**

Section 3.5 - Information and Training

- 3.5.1 Near Miss/Unsafe Act Reporting**
- 3.5.2 Site Rules**
- 3.5.3 Information and Training on Site**
- 3.5.4 Toolbox Talks**
- 3.5.5 Induction**
- 3.5.6 Specific Training**

Appendixes

APPENDIX A – SITE LAYOUT PLAN

APPENDIX B – PROGRAMME OF

WORKS APPENDIX C – FIRE PLAN

APPENDIX D – TRAFFIC MANAGEMENT PLAN

APPENDIX E – COVID-19/CORONAVIRUS

POLICY APPENDIX F – COVID – 19 SPECIFIC

RISK ASSESSMENT

APPENDIX G – CLC ADVICE NOTICE (TO BE PRINTED AND

DISPLAYED) APPENDIX H – O & M MANUALS

PART 1 – PROJECT DETAILS

1.1 Description of Project

1.1.1 Introduction

This document has been compiled by Ellison Construction Ltd in conjunction with MH Safety, in furtherance of the Construction (Design and Management) Regulations 2015, with particular reference to the Health and Safety Executive's Approved Code of Practice L144, so that all health and safety matters are planned arranged and managed prior to commencement of construction work and shall include:

- ▶ Assessment and suitability of sub-contractors
- ▶ Secure the arrangements for the health, safety and welfare of all those involved in the construction activities and those who may be affected by them
- ▶ Assist in the effective management and monitoring of all health and safety issues during the construction activity

1.1.2 Statement

Ellison Construction Ltd recognises that their activities may give significant risk to the health, safety and welfare of those involved in the works and also of those affected by them including the general public, and therefore pro-actively seek to reduce all risks so far as is reasonably practicable, to ensure a safe and healthy working environment.

If during the works there are any changes or amendments to health and safety, then these shall be documented and communicated at the earliest opportunity to all persons concerned.

Ellison Construction Ltd will act as principal contractor for the duration of the works, expected to run as programme. At this time, Ellison Construction will act as Principal Contractor to the end of the contract. The client will be responsible for the completion and submission of the F10 Notification for the duration of the whole contract.

1.1.3 Location

Land off Plane Street
Plane street
Huddersfield
HD4 6DF

1.1.4 Timescale

Commencement date for the project: 3rd Jun 2024

Estimated date of completion: 24th October 2024

Duration: 71 weeks (*Exc 2 weeks break at Christmas*)

1.1.5 Works Description

The design and construction of 30 Nr Units including adopted roads (on and off site), private roads, foul and surface water drainage (on and off site), services (on and off site), hardstandings and landscaping.

All of the units are to be used for the purposes of Affordable Rent. Breakdown as follows: A summary of the units is as follows:

9 Nr 2 bed 4 person semi-detached houses (circa 79m²)
6 Nr 3 bed 5 person semi-detached houses (circa 93m²)

15 Nr 3 bed 5 person semi-detached and terraced houses (circa 99m²)

Roads and footpaths on site are to be adopted, any private roads and footpaths are to be built to adoptable standards.

Plane Street shall be extended as part of these works to provide access to the new road junction on the boundary of the site, the road will extend beyond the new junction to provide a turning head. The off- site roadworks and adjacent pavings shall be formally adopted and built to the required standards as defined by the local Highways Department.

1.2 Project Details

1.2.1 Programme

The programme of works can be found in Appendix B of this document, and a copy will be available in the site office. A copy has been forwarded to all the relevant parties as below.

1.2.2 Contact Information

Principal Contractor

Ellison Construction Ltd
Unit 3 Old Mill Yard
Wilsden Business Park
Bradford
BD15 0DR

Tel: 01535 275062

Mob: 07530 893477

Contact Name: Alex Binns

Site Supervisors for Ellison Construction

Chris Rowlands
Site Manager
T: [N/A](#)
M: 07890 420663

Clients

Unity Housing
Association, 113-117
Chapelton Road,
Leeds,
LS7 3HY
E:
uha@unityha.co.uk
T: (0113) 2007700
F: (0113) 2007701

Employers agent

Thornton-Firkin
LLP, 137 Newhall
Street,
BIRMINGHAM
B3 1SF Tel: 0121 236 0505

Designers

Watson Batty Architects
Shires House
Shires Road
Guiseley
Leeds
LS20 8EU Tel: 01943 876665
Email: richard.merrills@watsonbatty.com

Civil & Structural engineer

ARP Consulting
Engineers 5-6 Servia
Hill Woodhouse
Leeds
LS6 2QH Tel: 0113 245 8498
Email: MartinIngram@arpassociates.co.uk

Health and Safety Advisor (Contractor side)

Mark Holmes
MH Safety Ltd

07891 979055
Old Moorside Farm,
Moorside Lane,
Oxenhope
BD22 (RD)

Electricity



If you are currently
experiencing a power cut
please call:

North East England:[0800 668 877](tel:0800 668 877)

Yorkshire:[0800 375 675](tel:0800 375 675)

Water

Yorkshire Water Services
Ltd Chadwick St
Leeds
LS10
1LJ
Tel: 01733 414188

Contact Name: Lynn Smith

Gas



If you are currently
experiencing a gas
emergency please call:

General:0800 111 999

Otherwise please call general

enquiries: General:0800 040 7766

Hospital

Huddersfield royal infirmary
Acre St
Lindley
Huddersfield
HD3 3EA

1.2.3 Site Layout

The site layout will be displayed in the site office. The site offices for Ellison Construction Ltd and the welfare facilities will be within the site boundary and site compound area. Container storage will also be within the site compound area which will be enclosed and protected by the use of Heras fencing.

The site has a heras fence boundary or full solid hoarding and security gates.

A turn around on-site system of traffic management is to be used in accordance with the submitted site traffic management plan.

1.3 Existing Environment

The main section of the site was formerly the location for the Stile Common Infant and Nursery School which was demolished in 2011. An additional area of land immediately to the east of the old school site is also included within the site area. An existing stone retaining wall with railings on top currently separates the two areas of the site, the retaining wall shall be demolished as part of these works. Two garages are located towards the eastern boundary of the site, these are to be demolished as part of the works. Dense vegetation is present on site in areas of the site.

The site is noted as sloping from a low point along the boundary with Plane Street and rises notably in a south west direction. The existing stone retaining wall along the Plane Street boundary is to be retained. The rise in level from the site side of the retaining wall up to location of Plots 16 to 30 is approximately 5m. The level of the land rises more steeply in the area of the rear gardens to Plots 16 to 30, the level of the rear gardens shall be raised to meet the first floor level of these dwellings.

1.3.1 Surrounding Land

1. No one shall enter any part of the site, other than to carry out works
2. All persons entering the site shall sign in and out of the site
3. No work shall begin on site until the site manager has given permission
4. All operatives, including sub-contractors will attend a Site Safety Induction on their first visit to site and will be required to sign for acknowledging receiving the induction. Operatives will also sign to acknowledge that they have read and understood the Risk Assessments and Method Statements relevant to their work
5. All operatives and all suppliers will follow the designated traffic route on approach to the site
6. Appropriate PPE will be worn at all times. Any operative who is without a required item of PPE must inform the site manager immediately and will be issued with the necessary equipment.

1.3.2 Services

The site is currently served with no mains services, all care will be taken to identify any services within the works by the use of desk survey with existing plans. Site operatives will scan the areas of excavation prior to excavation.

1.3.3 Ground Conditions

Ground conditions are generally good and foundation depths have already been determined prior to us starting on site.

1.3.4 Traffic Systems and Restrictions

Entrance to the site will be from Plane Street, this is a 20 mph zone and site users will be made aware of the need to use banksman when entering and accessing the site. All deliveries to site will be made aware of the importance of considering other road users and of the likely speed of traffic. A traffic plan will be produced and all site users will abide by it.

In order to limit the likelihood of mud being spread onto areas of the site that could become hazardous from excessive amounts of mud, Ellison Construction Ltd will, as far as is practicable given the requirements of the programme, seek to avoid carrying out activities likely to create and spread mud during inclement weather. The site foreman will monitor all access points and roads for mud, damage and debris. Where this monitoring shows a problem, measures such as wheel washing stations and road sweepers may be introduced to keep mud at an acceptable level.

Plant should cross using the aid of a trained and competent

banksman. The speed limit on site shall be restricted to **5mph**.

Only plant shall be allowed access across the works areas.

Access/Egress

Deliveries will be made from Plane Street, using the sign posted access road. Vehicles will be turned around on site. All vehicles will strictly adhere to the traffic management plan

Care must be taken to consider pedestrians and cyclists crossing the entrances to site. Ellison Construction Ltd and its operatives will be considerate of neighbouring residents.

Site Visitors

All site visitors will enter the site from the access point from Plane Street and will be required to sign in and out of the site. All workmen & site visitors must sign in at the site office on site. They shall also be required to wear safety helmets, safety boots and high visibility clothing which can be issued on arrival.

All new visitors to site will complete a site safety induction on arrival. A record of site inductions will be kept in the site office.

1.3.5 Environmental Impacts and Considerations

There are no known former landfill sites at or within 250m of the site and the site is not likely to be subject to landfill gas. There is no indication of shallow mine workings or mines gas emissions.

Analysis of samples taken from trial pits and probe holes across the site indicates there is no contamination in the topsoil or Made Ground across the site. Ellison Construction Ltd will locate excess materials in stockpiles in the area of the site put aside.

Measures will be taken where necessary to limit excessive levels of mud/dust on site.

All refuelling will be carried out in an environmentally sensitive manner and all fuel on site will be stored in bunded containers.

Working Hours

The site will open at 7.30am Monday to Friday

The site will close at 17.30hrs Monday to Friday

Weekend work will only be on Saturdays between the hours of 8.00am until 13.00hrs

No work will take place on a Sunday or Public Holidays.

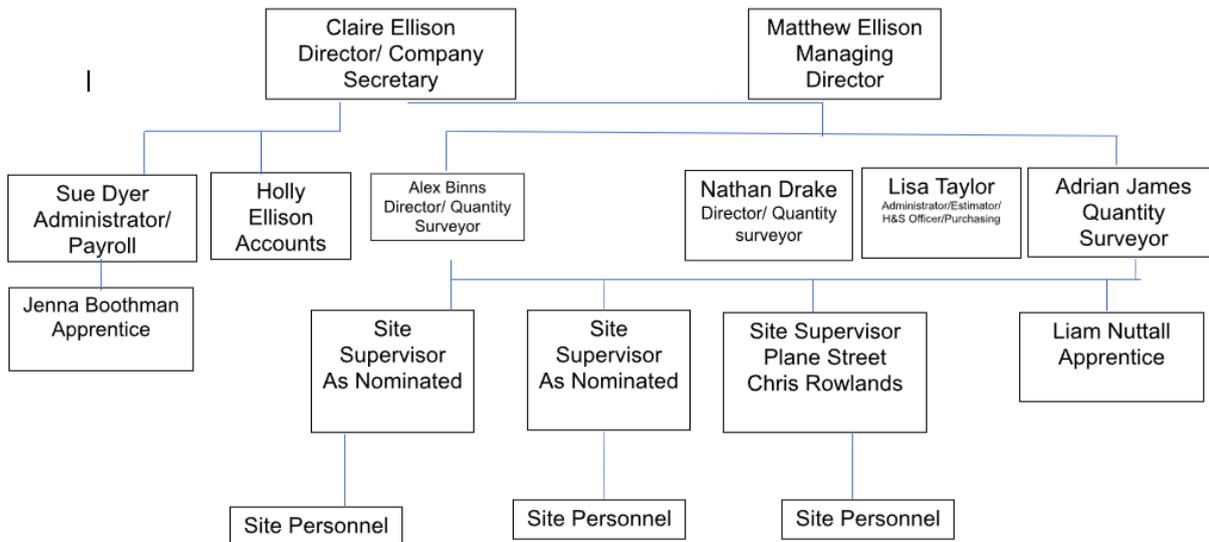
Generally, no construction work will commence until 7,30am, furthermore, all deliveries will be scheduled within working hours, but not between the hours of 8.00am and 9.00am, or 15.00hrs and 16.00hrs which are the school run times, whereby parents and children may pass the site entrance walking to school via the public right of way leading from Plane Street to Newsome Road.

PART 2 – MANAGEMENT OF THE WORKS

2.1 Management Structure



ELLISON CONSTRUCTION LTD ORGANISATION CHART



2.2 Responsibilities

Contracts Manager

The Contracts Manager has overall responsibility for the project will co-ordinate directly with site manager, site personnel and with Phil Paterson

Prime responsibilities are:

- Detailed liaison with the Client and Design Co-ordinator
- Contract planning long and short term.
- Scheduling of labour
- Information requirements.
- Management of labour
- Monitoring of progress and resource requirements.
- Monitoring site health, safety, environmental and quality standards.
- Site Waste Management Planning

Site Manager

The Site Manager will be responsible for day-to-day operation of the site and will report directly to the Contracts Manager.

Prime responsibilities are:

- Constant liaison with the Contracts Manager.
- Constant liaison with the Client (or the client's representative)
- Management of labour, plant and materials.
- Management of sub-contractors.
- Assist Contracts Manager with Planning and Resource scheduling and monitoring of the project.
- Maintaining Company standards for health, safety, welfare, environmental and quality standards
- Reviewing Health, Safety, Environmental and Quality Plans – Updating as necessary.
- Compliance with the specification and contract requirements.
- Implementing Site Waste Management Plan.

Site Engineer

Responsible for the dimensional control and assists the Site Manager on a day to day basis.

Project Quantity Surveyor

- Prepares and submits interim and final certificates. Provides Contracts Manager with on- going project 'costs'. Liaises with Site Manager and Contracts Manager with regard to design changes and additional works.

Managing Director

- Responsible for ensuring the Company Management Team are aware of their duties and responsibilities for Health, Safety and the Environment and assisting in the preparation of Health, Safety and Environmental Plans.
- Assists the Contracts Manager, as necessary, to carry out site safety and environmental audits.
- Liaises with External Health and Safety Manager to ensure on-site Health and Safety management and monitoring systems are working effectively
- Monitors Company Environmental Management System including Site Waste Management Plans.

2.3 Organisation and Management

2.3.1 Safety Advice

Ellison Construction Ltd will use the services of MH Safety Ltd to seek advice on any health and safety issue during the works. Where further advice and guidance may be needed then the HSE can be contacted or advice from the NHBC can be obtained.

MH Safety Ltd will carry out a site inspection on a monthly basis to assess the performance of Ellison Construction Ltd and will produce a report to help enable continuous development and management of health and safety procedures, and to maintain quality of work. These inspections will continue throughout Ellison Construction Ltd time on site.

2.3.2 Sub-Contractor Selection

All sub-contractors will be assessed prior to contract commencement for competency. This shall be done by completing a questionnaire forwarded by Ellison Construction Ltd. The proposed contractor should then complete the questionnaire submitting all the required documentation along with the completed questionnaire.

Ellison Construction Ltd under the guidance of MH Safety Ltd will assess the submitted documentation for approval.

The site foreman will also monitor the sub-contractors performance whilst on site and any breach of health and safety rules will result in removal from site and future works.

In addition to the above, all sub-contractors must submit the following prior to conducting works no later than 14 working days prior to works commencement:

1. Provide Risk Assessments and method statements relevant to the works being carried out
2. Provide details of all harmful substances that may be used during the works
3. Provide appropriate details of how health and safety shall be monitored during the works

2.3.3 Plant and Machinery

All plant and machinery used on site shall conform to the relevant safety regulations and be in good condition. All relevant certificates shall be held in the site office.

2.3.4 Co-ordination of Activities

Ellison Construction Ltd shall co-ordinate all activities during the works, however when subcontractors are used the co-ordination of activities shall be arranged during site meetings as and when required.

In order to ensure efficient co-ordination of activities, a weekly meeting will be held involving all relevant parties to enable any issues to be arranged, discussed and resolved.

The QS team will be in regular contact with the Client, MH Safety Ltd and the designers to ensure that design information can be passed efficiently to the site team.

Workforce participation will be encouraged, and the Site Manager and Contracts Manager will be available to discuss and address any concerns or suggestions. The Health and Safety Advisor's details will also be displayed in this file and in the site office to enable all operatives to make direct contact.

Adequate information shall be available and given in order to achieve effective co-ordination of activities and for the works to be carried out in a safe manner.

Site inductions shall take place where the site rules will be conveyed to all persons working on site, of which if any are breached then Ellison Construction Ltd shall take necessary action to ensure safe working practices are upheld at all times. This may include disciplinary action and/or removal from site in the case of serious breaches.

If the need for any additional training is identified it will be organised on site if possible.

Additional risk assessments will be undertaken where necessary by the Site Manager, and safe systems of work produced; these will be checked and approved by the Contracts Manager or the Health and Safety Advisor before being communicated to the relevant personnel.

2.3.5 Welfare

As principal contractor, Ellison Construction Ltd must provide welfare facilities as required under the Construction (Design and Management) Regulations 2015, to ensure the well-being of all personnel on site.

As a minimum we will provide, an office, toilet, mess facilities and a drying room and storage. Depending on the size of the scheme and the amount of labour on site, the welfare will be sized accordingly. They welfare may be self-contained or service fed from the existing site.

We will further supply storage cabins for valuable equipment, tools and materials. The location of these is highlighted on the site layout plan.

2.3.6 Emergency Procedures

Situated in the main office is the fire notice detailing what to do in the event of a fire: this information shall be conveyed to all personnel prior to carrying out works on site.

In the event of serious imminent danger then all works shall cease and a plan shall be constructed to enable the works to be carried out safely and without undue risk to personnel. Where this is not possible then works shall cease and advice shall be sought immediately before continuing works.

Any incident shall be reported immediately to Ellison Construction Ltd. A clear link is to be provided between the existing site and the construction site to enable raising of the alarm.

2.3.7 Accident Reporting

All accidents/incidents (including near misses) shall be recorded in the accident book kept in the main office, and appropriately investigated; and where required in the event of a serious accident Ellison Construction Ltd will take all the necessary steps in reporting the accident as directed by RIDDOR 2013.

Ellison Construction Ltd shall ensure that a first aider is present on site at all times during working hours, and in the event of a serious accident then the local hospital can be used for the treatment of injured personnel.

First Aid equipment will be available in the site cabin.

The site first aider will be the site manager who holds a current 3-day first aid at work certification

2.3.8 Monitoring

The site foreman will be primarily responsible for the monitoring of health and safety on a day to day basis on site; Alex Binns will attend site regularly to oversee works. Regular meetings will be held to ensure health and safety procedures continue to enable safe working, and will include a provision for input from operatives on site. Findings and recommendations will be communicated to operatives by the site foreman, by means of meetings and toolbox talks. MH Safety Ltd will carry out regular monthly visits to the site and will compile a report of any findings which will be forwarded to Ellison Construction Ltd and a copy kept within Section 9.

2.3.9 Site Security

The site will be surrounded by double clipped heras fencing which will be inspected regularly by the site manager for damage and integrity.

An external security provider will be hired if the need arises due to damage or theft, in addition to the provision of CCTV and/or security lighting can also be included.

2.3.10 Covid – 19 & social distancing

During the Covid – 19 outbreak Ellison Construction Ltd are implementing a Covid – 19/ corona virus policy (Appendix C) and enforcing strict compliance to current and relevant social distancing measures in line with government policy.

Any Employee experiencing the symptoms of Covid – 19 are to stay away from work and notify their Site Agent as soon as possible.

To Maintain social distancing measure outlined by the government, no more than 2 operatives are permitted in any one plot at one time and must remain a minimum of 2 metres apart. Please see Covid – 19 specific risk assessment (Appendix D).

PART 3 – ARRANGEMENTS FOR CONTROLLING SITE RISKS

3.1 WORKPLACE

3.1.1 Access and Egress

- Safe access and egress points for plant and pedestrians shall be allocated where required on all sites under the control of the main contractor.
- Routes are to be clearly designated and constructed without causing additional risks to users.
- Doors or gates leading onto traffic routes must be arranged so that oncoming traffic can be seen by pedestrians.
- Where it is not feasible to separate traffic and pedestrians then other means should be sought.
- Routes are to be kept clear where possible, but where obstruction is unavoidable then adequate warning must be given to other users of the route.

3.1.2 Travelling to and from site in company vehicles

- All drivers are to hold a current and valid driving license acceptable within the UK.
- Drivers are to implement the standards of the Highway Code.
- Vehicles should be checked prior to use for fluids, lights and tyres and report any defects.
- When using a vehicle for the first time, users are to be familiar with the controls and adjust according to needs.
- Do not exceed the speed limits for roads on which the vehicle is being used, or those speeds that may be unacceptable for the conditions.
- Do not drive too close to the vehicle in front, especially in poor visibility or surface conditions.
- Plan long journeys and take breaks every 2 hours.
- Do not drive if unfit to do so i.e. illness, fatigue, medication and alcohol related.
- Park safely and do not block others.
- Observe weight and height restrictions.
- Do not use a mobile phone whilst driving unless hands free kits are being used.

3.1.3 Site Housekeeping

- Work areas are to be kept clean and tidy as much as possible and waste is to be disposed of correctly by using the facilities provided.
- Only tools and equipment required for the task should be at the work area: cluttered work areas increase the likelihood of an accident.
- Keep access routes clear at all times.

3.1.4 Working in the vicinity of overhead power lines

Prior to work being carried out in the vicinity of overhead power lines, a risk assessment will be carried out to identify the impact of planned operations.

- Where mobile plant will need to pass below power lines, the electricity company shall be contacted to see if the power can be made dead or diverted.
- Where it is not possible to divert or make dead the electricity, then the electricity company should be contacted to find out the safe clearance to make a passage. This information should be recorded stating time, date, person contacted and outcome.
- When clearances are established then goal posts shall be erected indicating passing route and safe permissible height of plant allowed beneath. These should be kept to a minimum horizontal distance of 6m away. Passing routes should be kept narrow as possible in order to keep the danger area as small as possible.
- Crossing routes should take the shortest route possible beneath the lines i.e. right angles to the lines.
- Notices should be posted at each end of the goal posts warning of overhead lines and indicating height of crossbar.
- Where night work is carried out, goal posts shall be illuminated.
- The safe crossing point must be made known to all operatives.
- If plant is required to work nearby power lines then the use of devices to restrict height reach and slew should be fitted. Barriers can be used to indicate safe working clearances.
- Storage of materials is not allowed beneath power lines, and consideration should be made for required clearances for deliveries and loading operations.
- Plant should cross using the aid of a trained and competent banksman.
- The carrying of long articles such as ladders and scaffold tubes should be done keeping them horizontal and as low as possible.

3.1.5 Working in the vicinity of buried services

PRIOR TO ANY EXCAVATION TAKING PLACE A RISK ASSESSMENT SHALL BE CARRIED OUT.

- Plans for all known utilities shall be obtained.
- A visual survey shall be conducted to identify equipment such as manhole covers, stop tap covers, cabinets and crawler pipes into buildings.
- A survey will be carried out using a CAT (Cable Avoidance Tool) to establish the location of buried services in the immediate area and adjacent to the excavation. The line of any plant detected during the CAT survey shall be identified on the surface using a temporary marker i.e. spray or crayon.
- Operatives carrying out excavations or acting as banksman will wear flameproof clothing to aid in the protection in the event of a cable strike or gas explosion/fire.
- Trial holes will be excavated along the intended line of plant to confirm identification and exact location of buried services; this will also confirm the feasibility of the intended installation of the new apparatus.
- Excavations shall only be carried out to the depth specified in the works schedule.
- Where work is adjacent to existing live electrical apparatus then the owner should be contacted to request it be isolated if possible.
- Excavation will be carried out by hand within 500mm of identified buried cables.

- Where existing services are to be exposed or suspended then arrangements for support should be considered.
- Existing underground plant is not to be used for the access or egress of an excavation.
- Where cables are encased in concrete under no circumstances shall it be broken away unless the cables are isolated or confirmed dead.
- Concrete shall not be used to encase existing plant unless it is part of the works design or permission has been given by the owner.
- Restrictions will apply when working near to certain plant i.e. high pressure gas mains; the owner should be contacted and required controls confirmed.
- During backfill operations extra care is to be taken to prevent damage to apparatus. Any marker tapes, boards or protective surrounds are to be replaced where removed during excavation.

3.1.6 Working near water

- Provisions shall be made to prevent falls or entry into water; this may include scaffolding, rigid barriers or safety nets. Where scaffolding or netting is in use then periodic examinations should be carried out and recorded.
- In some situations, the use of harnesses and lanyards may be required, which should be securely anchored and periodically inspected. Operatives are to receive adequate training and information on their use.
- All operatives working over water shall wear suitable lifejackets or buoyancy aids.
- Pre-use checks are to be carried out on emergency equipment.
- Suitable storage and drying facilities shall be provided and equipment returned when not in use.
- An emergency procedure shall be developed and briefed to all operatives prior to work commencement.

3.1.7 Refuelling Plant

- Operatives will use eye protection and gloves when refuelling.
- Plant and equipment should be refuelled at designated refuelling points, away from drains and open water courses.
- All excavators have refuelling pumps so that no pouring of diesel is required. When refuelling smaller items of plant a drip tray and funnel will be provided and must be used.
- Operatives will have access to and be able to use spill kits and other environmental protection items to prevent environmental contamination.

3.1.8 Fire and Emergency Procedures

The Regulatory Reforms (Fire Safety) Order 2005 places a duty on owners and occupiers of buildings to provide:-

- ▶ An adequate means of escape in case of fire
- ▶ Fire warning systems
- ▶ Fire fighting

equipment Ellison

Construction Ltd will ensure

that:-

- ▶ A fire risk assessment is carried out
- ▶ Fire drills are carried out
- ▶ All fire fighting equipment is prominently displayed and employees are aware of their location and use
- ▶ All fire fighting and safety equipment are maintained and undergo regular testing as per manufacturers recommendations
- ▶ Evacuation procedures are displayed throughout the premises and are prominent
- ▶ Relevant training and instruction is given to employees who assume any form of responsibility in case of fire

3.1.9 Action in Event of Fire:

1. The person discovering the fire must operate the fire alarm at the nearest point or if an alarm is not available, warn others in the building by shouting: **FIRE, FIRE, FIRE**
2. The person responsible for calling the fire brigade must do so immediately. Using the nearest telephone, **dial 999**, give the operator the telephone number and ask for the Fire Brigade. When the fire brigade answer clearly give the address: -

Land off Plane Street
Plane street
Huddersfield
HD4 6DF

(Current nearest address)

Do not replace the receiver until the fire brigade has repeated the address

3. All employees not having specific duties should leave the site by the nearest exit and muster at the designated assembly point: -

BY THE SITE OFFICE

Where the designated person shall conduct a roll call

4. Provided there is no danger and the exits can be seen to be clear, employees may tackle the fire using the fire extinguishers provided. Note: employees must not attempt to use a fire extinguisher in a room alone.

5. Designated fire marshals are to ensure that all visitors are ushered to the muster area

The manager or designated person should check that the building is evacuated and inform the fire brigade when they arrive of any missing persons.

3.2 WORK EQUIPMENT

3.2.1 General

- All plant and equipment shall be suitable for the task in hand.
- Plant and equipment is only to be used by competent persons who have undergone adequate training and supervision. Adequate information will be made available for the operator.
- Maintenance should be carried out in accordance with the manufacturer's recommendations, but also as and when required to ensure that it remains fit and safe for use.
- Inspections will be carried out at suitable intervals and recorded where required.
- Protection shall be given against dangerous parts of machinery i.e. guards and switches etc.
- Adequate lighting should be made available when plant and equipment is in use.

3.2.2 Lifting equipment and accessories for lifting

The term lifting equipment refers to articles or equipment used by this company, typical examples of such equipment include cranes, fork lifts, lorry loaders, block & tackle and excavators adapted for lifting.

An accessory for lifting would typically be a chain, rope sling, shackle, eye bolts and any other loose equipment used with lifting equipment.

- All lifting equipment and accessories shall be selected on the basis of its capability and suitability to perform the intended lifting operation.
- Prior to the lift being carried out a risk assessment will be undertaken by a competent and appointed person - this will be used as the basis for planning a safe system of work. Where cranes are used, competence is defined as suitable training and qualifications as an 'appointed person - lifting operations' with relevant experience.

The safe system of work should cover:

- I. Thorough planning of the operation, along with selection, provision and use of suitable equipment and accessories.
- II. The maintenance, testing and inspection of all equipment and accessories.
- III. Supervision by trained and competent persons, with all necessary authority to progress or stop works as necessary.
- IV. The provision of all test certificates and other documentation relevant to the equipment being used.
- V. The prevention of unauthorised use or movement of the equipment, by both workers and members of the general public who may trespass.
- VI. The safety of all persons, both those involved with the lift, but also those who maybe affected by the operation.

- All lifting equipment and accessories shall be clearly marked with the safe working load. (SWL)
- Lifting accessories are to be examined every 6 months when being used on site.
- When any lifting accessory has been used for towing or dragging articles, it is to be withdrawn from service and retested prior to being used in future lifting operations.
- Lifting equipment should be sited on firm stable ground with outriggers fully extended and

with grillage (i.e. road plate/sleepers) used to spread the load more evenly. Special considerations should be given to ground conditions after any adverse weather changes.

- Wind speeds for safe operations should be observed at all times, refer to manufacturer's handbook for details on specific equipment.
- All loads must be correctly slung and made secure by a trained and qualified slinger. Lifting loads over areas of work or persons should be avoided where possible, however where this is not possible then suitable and sufficient controls will be put in place.
- All lifting equipment shall be left secure when not in use.
- Where it is felt that the operation is too complicated for the company's abilities, then the work shall be contracted out.

3.2.3 Mobile plant and machinery

- Mobile plant shall only be operated by trained and qualified persons. Young persons under 18 shall not operate or give signals to plant operators.
- Passengers are not to be carried at any time unless the equipment has been designed to do so.
- All keys are to remain with the operator at all times to prevent unauthorised use or theft.
- Mobile plant is only to be driven on allocated routes, observing all speed restrictions and keeping routes clear whilst not in use.
- Operators shall be made aware of any restrictions when working adjacent to structures, overhead services or dangerous conditions specific to the site.
- If there is a risk of mobile plant rolling over, then a roll over protection system (ROPS) shall be fitted.
- If a ROPS is fitted then a restraining system should be fitted and used also.
- Where operators are exposed to the environment then suitable PPE and clothing will be provided.
- Operators are to carry out daily checks on mobile plant and machinery prior to use as specified in the manufacturer's handbook

3.2.4 Electrical power tools

- No electrical power tool supply shall be more than 110v.
- All portable electrical equipment used on site shall be suitable and checked prior to use.
- Plugs are to be free from damage.
- Leads are to be free from damage and not located where they can be run over, penetrated by sharp objects or the casing worn by abrasion.
- Equipment shall not be carried by its lead.
- Where cables enter the equipment there should be a flexible reinforcing tube and a securing clamp.
- The casing of the tool shall be intact and no parts damaged or missing.
- All mechanical parts should be in good working order.
- If the tool is damaged or faulty, it shall not be used and reported to the supervisor immediately.
- The tool should be kept clean and away from damp conditions.
- Equipment should not be started under load.

3.2.5 Air power tools

- Only persons who have received adequate instruction and training are to use air power tools.
- All hoses and fittings are to be checked for leaks prior to use.
- Whip check cords are to be used at all connections.
- Connections should only be made when the air source has been turned off and any remaining pressure released.
- Inspection records and certificates should be held for all tools.

3.2.6 Welding and cutting operations

- Oxy/Acetylene cutting equipment should be inspected for leaks before use.
- Cylinders should be stored securely in an upright position.
- Hoses are to be secured using crimp fittings and not jubilee clips.
- Flashback arrestors should always be fitted between cylinder gauges and hoses.
- Prior to any operation taking place, consideration of materials that are being burnt should be given as these may produce toxic fumes.

- Operatives are to wear appropriate PPE including eye protection, gloves and overalls.
- Screens should be used to protect others affected by the work.
- When carrying out gas or welding operations in confined spaces, the equipment must be removed when not in use i.e. end of shift or rest breaks to avoid oxygen enrichment or producing a flammable atmosphere.
- Appropriate fire fighting equipment shall be available.
- Where possible a person shall be close by to keep a watch for fire break out during the operation.
- When work is complete, a check shall be made to ensure nothing is left smouldering.
- Hot works maybe subject to a permit to work system depending upon risk assessment or policy in place.
- Equipment shall not be stored or located near other hot equipment such as stoves etc.
- All equipment shall be turned when not in use or during transportation.

3.2.7 Abrasive wheels

- Only trained and appointed persons shall change abrasive discs or wheels, their names shall be recorded on any appropriate forms and filed where required.
- Disc cutting speeds should never be exceeded by the equipment in use.
- Equipment selected shall be suitable for the task being carried out.
- All guards shall be fitted, in good condition and correctly adjusted.
- PPE must be worn as detailed in risk assessments.
- Consideration shall be given to people and articles that may be affected by the operation.

3.3 SUBSTANCES

3.3.1 COSHH

- Assessments have been made of harmful substances used by the company and controls recommended. Where it is not possible to follow these controls or the substances are being used in a different manner, then the use of the substance shall be reassessed.
- Information will be provided for all employees using hazardous substances.
- Where possible, substitution of a less dangerous substance shall be preferred.
- Employees are responsible for using the controls within the risk assessment.
- Monitoring of the work environment will be carried out for any unsafe conditions arising.
- Health surveillance will be carried out where a risk assessment specifies and situations dictate.

3.3.2 Highly flammable liquids (HFLs)

These include petrol, solvents, and various other mixtures such as oil based paints, white spirits, thinners and petroleum based adhesives.

- All HFLs are to be kept in a flameproof store and firefighting equipment readily available.
- Any deliveries of HFLs are to be made directly into the storage area.
- Only enough HFLs shall be taken out the storage area to complete the task, any decanting is to be done outside the store with spillages cleared up immediately and absorbent materials stored in a suitable metal container with a lid.
- Hot works on tanks or containers, which have contained HFLs, should only be carried out with a permit in place and safe system of work.
- For the duration of this project all Gas oil shall be kept in bunded tanks.

3.3.3 Liquefied petroleum gasses

- Cylinders shall be handled carefully and must not be dropped or struck which could cause damage and failure.
- Cylinders must be stored, transported and used vertically and should be disconnected before being stored or transported.
- Cylinders shall only be connected with the correct regulator and method of connection for the equipment design and particular gas and pressure.
- In the event of fire, if you cannot immediately and safely turn the cylinder/s off, evacuate the area and raise the alarm.
- Return cylinders to the appropriate compound or supplier after use or when empty.

3.4 PERSONAL SAFETY

3.4.1 Personal protective equipment (PPE)

PPE is only to be used as a last resort

- The minimum standard of PPE to be worn on site is hard hat, high visibility vest and safety boots, however additional PPE may be required depending upon the operation being carried out and relevant risk assessment in place.
- Various regulations outline requirements relating to PPE, these are to be adhered to when considering selection, issuing and using PPE.
- A signed record will be kept of all issues.
- The company will ensure that the correct PPE is issued to all employees who require it and that it is maintained and in good order.
- Suitable storage and cleaning shall be provided and is to be used.
- Training and information shall be provided on the use, storage and cleaning of PPE.
- It will be the responsibility of the employee to wear PPE where required, to ensure that PPE is clean, not to misuse or modify PPE and to report worn, lost or defective PPE to the supervisor immediately.

3.4.2 Manual Handling

- All employees shall receive adequate training and instruction on manual handling tasks they will carry out.
- Ellison Construction Ltd will conduct a manual handling risk assessment for lifting operations that have a significant potential for injury.
- Employees shall carry out a dynamic risk assessment considering the weight, size, shape and nature of the load prior to lifting, where necessary they will arrange for assistance from mechanical means or other employees.
- Where possible repetitive work shall be automated.

3.4.3 Asbestos

- If asbestos or other similar dangerous material or substances are suspected or found then work MUST cease immediately and the Site Manager informed.
- The Site Manager will ensure that the work area surrounding the suspect material or substance is secure and that a competent contractor is brought in to sample and assess the suspect material or substance.
- Site work must not continue in this work area until the suspect material or substance has been identified and dealt with in an appropriate manner in line with current legislation.
- *An Asbestos Demolition Survey Report was undertaken by Leeds City Council in October 2015 prior to the demolition of the existing vacant buildings which were on the site. Asbestos containing materials were found which we understand were removed prior to demolition works.*

3.4.4 Hand-arm Vibration Syndrome (HAVS)

- Hand-arm vibration comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).
- Where possible alternative processes to avoid the use of vibrating equipment will be

identified.

- When usage of vibrating equipment is unavoidable, Site Managers will monitor all usage of hand-held power-tools, completing a HAVS assessment form
- These forms will then be passed back to the main office to enable usage to be monitored, and excessive usage to be prevented.
- Where required, operatives will be required to attend Health Surveillance appointments with a competent Occupational Health expert.

3.4.5 Personal hygiene

- An important control in relation to an individual's health and well-being is personal hygiene. Washing the skin after works can prevent conditions such as dermatitis or diseases such as Leptospirosis (Weil's disease).
- The company will be responsible for ensuring adequate welfare; washing and cleaning facilities are available and accessible.
- Employees are responsible for washing before eating or drinking, and before leaving work at the end of shift. Contaminated clothing should be removed as soon as possible.
- Employees should dress any cuts or grazes before starting or continuing work.

3.4.6 Drugs and alcohol

No employee or subcontractor of the company shall:

- Be allowed on site having just consumed or while actually being under the influence of alcohol or drugs.
- Have in their possession drugs (unless authorised for medical purposes) or alcohol.
- Consume drugs or alcohol, or use medication in a detrimental way whilst working or operating machinery.
- Employees should inform the Site Manager when taking over the counter medication and review the side effects with the Site Manager to ensure there is no impact on the employee whilst working or operating machinery.

Failure to meet these requirements will result in disciplinary action being taken.

Section 3.5 - Information and Training

3.5.1 Near Miss/Unsafe Act Reporting

All unsafe acts and near misses shall be reported immediately to the site office. If it is found that there is a breach of the site safety rules, then Ellison Construction Ltd shall take the appropriate action required, either disciplinary action or in the case of a serious breach removal from site.

3.5.2 Site Rules

Site rules shall be conveyed to all personnel on induction to the site and a copy shall be displayed within the site office. Further to that the site rules are outlined in Appendix I of this document. All personnel should abide by the Ellison Construction Ltd site rules.

3.5.3 Information and Training on Site

Information relating to the health, safety and welfare of all personnel on site shall be conveyed during toolbox talks and site meetings as required. All information shall also be made available within the site office and can be accessed at any time.

The following items will also be available in the site office and will be available to operatives at all times:

- Health and safety policy
- RIDDOR reporting arrangements
- Risk assessments
- Training records
- Plant maintenance and inspection records
- COSHH safety data information sheets
- Service mark up drawings

Signage shall also be erected to provide information to visitors at the site entrance, and all visitors shall receive a site induction prior to movement around the site.

3.5.4 Toolbox Talks

Toolbox talks shall be carried out on site opening to all personnel carrying out works, and shall be continued on a monthly basis or as the need arises whichever is the earliest.

The toolbox talk shall cover all aspects of site safety that is particular to the works being carried out. All personnel attending a toolbox talk shall be required to record their details of attendance on the record sheet

3.5.5 Induction

All personnel shall attend an induction course prior to carrying out works. This shall be carried out by the site foreman and all records of attended personnel shall be kept

No person shall be allowed on site unless attended a site induction course.

3.5.6 Specific Training

Ellison Construction Ltd shall identify any deficiencies in specific training such as:

Plant Operators Forklift Drivers Banksman/Slingers Fire Wardens First Aid Training

Where deficiencies have been highlighted then Ellison Construction Ltd shall ensure personnel are trained as required.

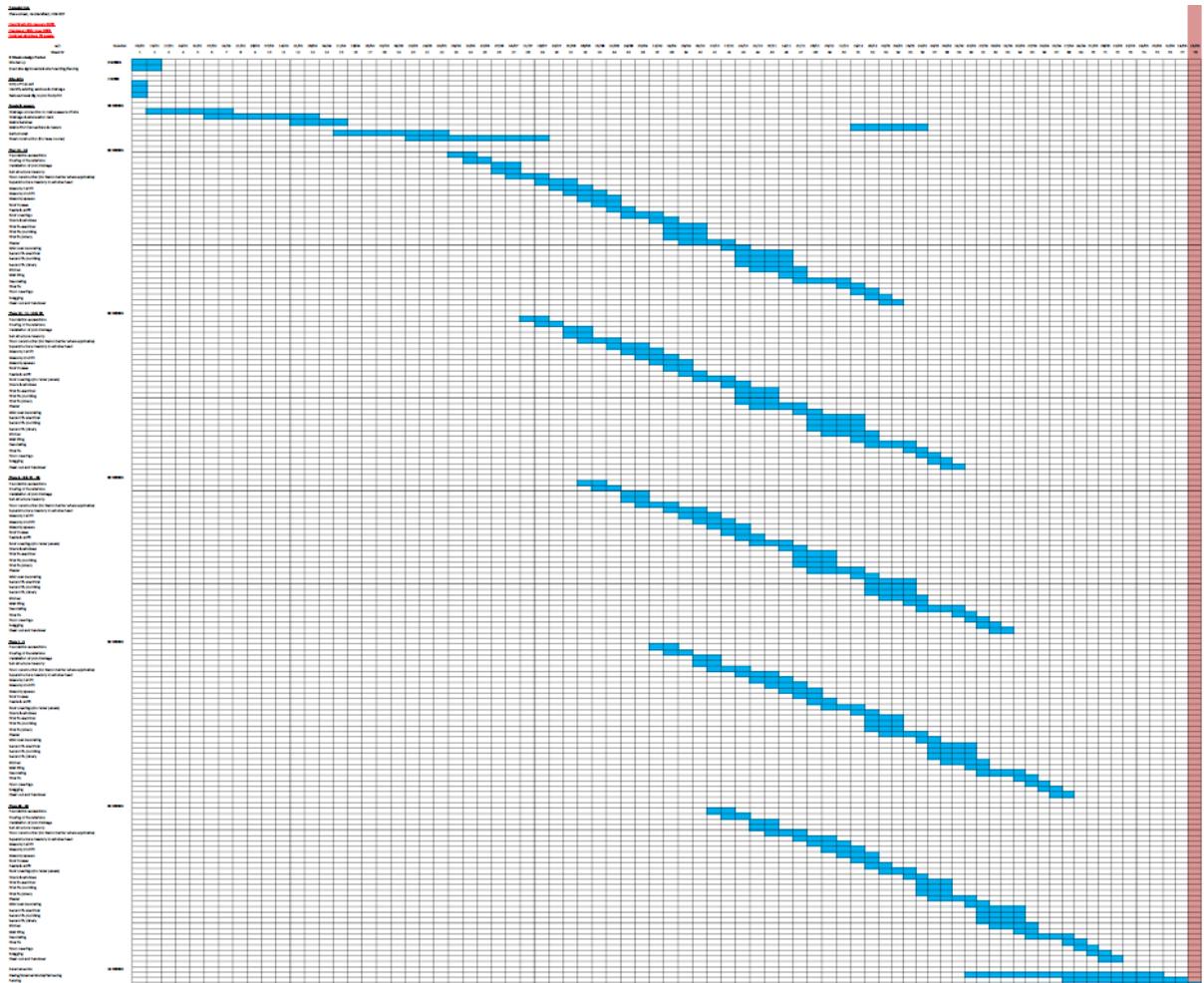
Sub-contractors are required to train their own personnel and should be able to demonstrate that this training has been undertaken and are in date.

APPENDIX A – SITE LAYOUT PLAN



Access will be off Plane street to the north of site. We will use Site Office and Canteen Cabins as well as Welfare Unit (Marked in PINK) and after we have removed some of the existing cabins we will establish a Contractor Car Park with 13 spaces (Marked in BLUE). Typical demand during the installation of the adopted road is no greater than 20 operatives at any one time. Averaging 2 per vehicle, we anticipate needing to provide 10 spaces during this time which is shown on the site plan in the appendices. Later in the job parking demand will be greater, however after the installation of the road the as designed parking bays can be utilised offering 46 parking spaces for operatives and visitors. We will also introduce a designated Waste Collection Area and Material Store (Marked in GREEN). There will also be a Wheel Washing Station situated to the left of the exit from site (Marked in RED).

APPENDIX B – PROGRAMME OF WORK



APPENDIX C – FIRE PLAN



The muster point will be located at the site entrance with everyone evacuating site on the sounding of the fire alarm and the site manager conducting a role call with the site signing in book.

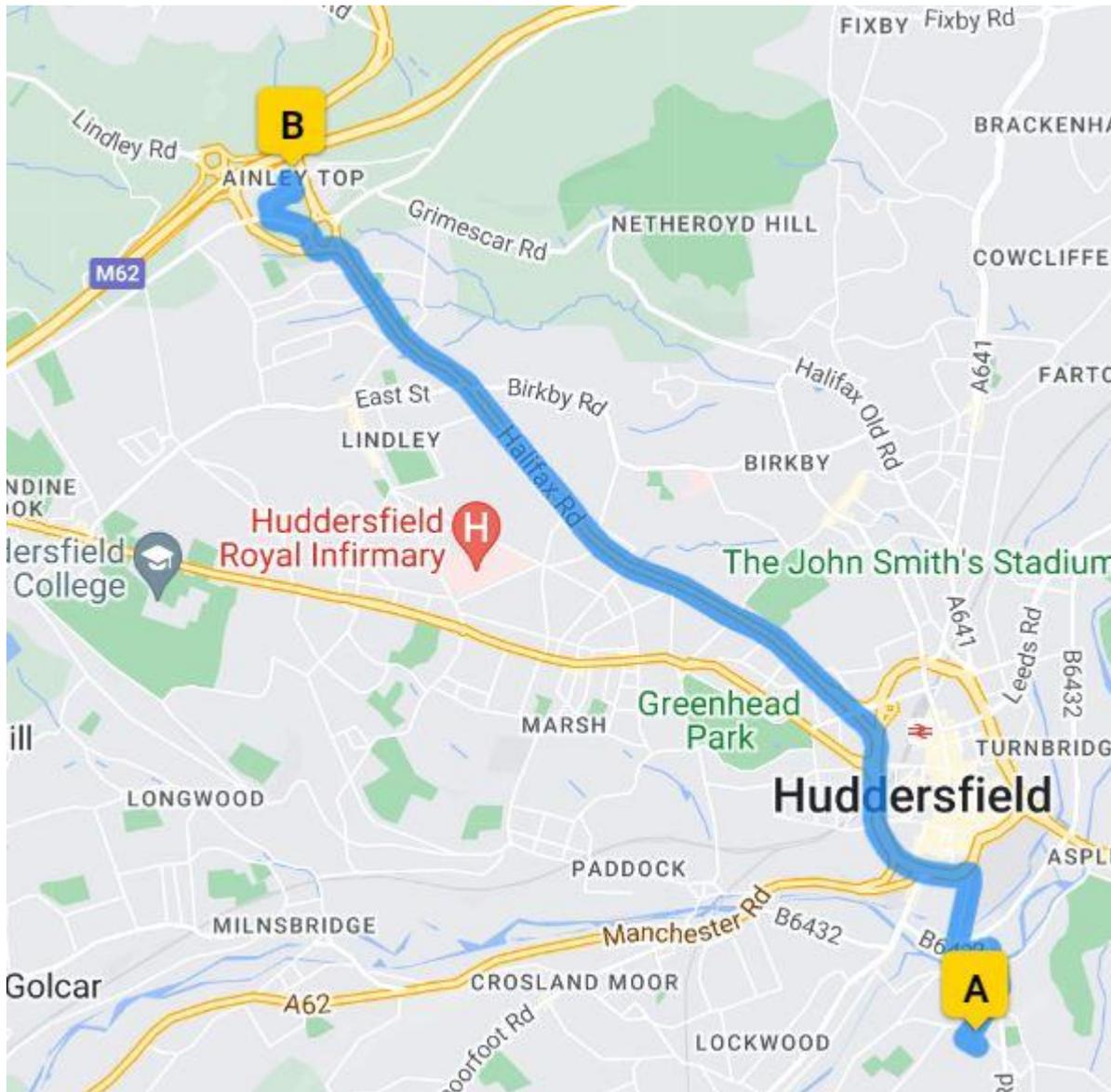
This is subject to change once we start on.

APPENDIX D – TRAFFIC MANAGEMENT PLAN



The site will have a two-way system implemented where traffic will enter site from Plane Street and use the turning head to turn around and then exit site using the Wheel Washing Station prior to exit from the site.

Construction vehicles to remain on “A” roads for as long as practical and connect to Junction 24 of the M62 Motorway as per the attached map



APPENDIX H – O & M MANUALS

On completion of the works we will compile and issue to the client an operation and maintenance manuals which will include all details of the works and the following elements.

- a) a brief description of the work;
- b) residual hazards;
- c) key structural principals of the design;
- d) any hazards associated with materials used;
- e) removal or dismantling of plant and equipment;
- f) health and safety of equipment provided for cleaning and maintaining the structure;
- g) nature, location and markings of significant services; and
- h) as-built information to be produced by each works trade contractor

EMERGENCY CONTACT NUMBERS

Ellison Construction LTD: Alex Binns

07530893477

Instil consulting: Mark Holmes

07494918053

UTILITY SERVICES EMERGENCY CONTACT NUMBERS

UTILITY	NAME	TELEPHONE NUMBER
Water Mains	Yorkshire Water	0845 120 8482
Existing Sewers	Yorkshire Water	0845 124 2424
Gas	National Grid	0800 688 588
Gas	Pipe line Damage / Gas Leaks	0800 111 999
Electricity	Northern Power Grid	0113 227 4931
Telecom	British Telecom	0113 807 4478

EMERGENCY SERVICES CONTACT NUMBERS

POLICE: West Yorkshire Police 999

FIRE AUTHORITY: 999

HOSPITAL:

Huddersfield royal infirmary
Acre St
Lindley
Huddersfield
HD3 3EA

Site

address: Land off Plane Street
Plane street
Huddersfield
HD4 6DF

SAFE WORKING PROCEDURE

1) GENERAL SITE PROCEDURE

- Prior to any works being carried out all company employees will attend a Site Specific Safety Induction/Briefing. This site induction will highlight all site rules, restrictions and any environmental concerns regarding this project.
- All works will be carried out using competent, experienced, trained and qualified employees, all of whom have carried out similar work operations in the past on several occasions.
- All Company employees will wear the appropriate Personnel Protective Equipment and clothing this will include:-
 - Hard Hats
 - Safety Footwear
 - Gloves (Non Absorbent)
 - High Visibility Jacket or Vest
 - FFP3 Dust Masks, Impact resistant goggles / Safety Glasses and ear protection (when required, i.e. whilst operating the disc/cut off saw during the cutting of the pre cast concrete pipes)
- All heras fence panels will be supported in purpose designed foot blocks and each of the panels will be interlocked by double clipping top and bottom of each panel so as to form a secure working area from which to carry out our work operations and also to protect the general public from our site operations and the movement and interaction with our mobile plant.
- Safety Notices will be positioned in prominent places at the entrance to our site area and will be secured on the heras fence line stating 'Keep Out - No Unauthorised Access', 'Danger Deep Excavations' we will also place a contact board to the entrance gates which will contain the site supervisors mobile phone number.
- We will form a gateway access within the heras fence to allow for deliveries/removals and during these times we will appoint a Vehicle Marshall to guide the deliveries onto/off our site ensuring that the access gate is closed when the delivery vehicles are on site so as to prevent unauthorised access onto our site area. Once the delivery has been made the vehicle will be escorted off of our site and the access gate will be locked so has to avoid unauthorised access.
- We will use the following plant, tools and equipment during the site clearance works: - Tracked Excavator, Site dumper.
- Excess material removed from each specific area will be stockpiled in the area assigned and fenced and signed as appropriate. This excess material will be dealt with in accordance with the Site Manager's instructions.
- Earthworks will be undertaken to prepare the site for groundworks.

Amendments to Method Statement

This Method Statement has been prepared by the Company's Health and Safety Advisor. Any amendments to this Method Statement will be only undertaken by the Advisor and this Statement Superseded.

Where it becomes necessary to amend/alter this Method Statement due to unforeseen circumstances, or changes in site conditions etc., the nominated person in charge of the works will notify any changes to the Company Health and Safety Adviser who will have the authority to rectify the Method Statement.

When the Method Statement is altered/amended all persons employed on the project will sign/initial and date the alteration/amendment.

We have altered/amended this Method Statement to include the following:

Signed:----- Date:-----

APPENDIX I - Site Specific Safety Rules

These site rules will be reviewed and amended throughout the project to account for any changes or particular site conditions.

- All personnel visiting or working on the site will receive this formal induction on the first visit to site premises. (Induction forms to be completed and retained on site).
- ALL visitors and operatives are to sign in and out within site compound. Failure to do so could result in your removal from site.
- All visitors and contractors must wear the minimum PPE required at all times - steel toecap footwear, high visibility vest/coat and hard helmets. 'Bump' type caps are not allowed. PPE must be in good condition and not be time expired. Any other PPE must be worn where required by appropriate method statements (e.g. Gloves, Masks, Goggles). PPE will be worn in all areas, at all times until the project is handed over. No PPE – No Work.
- Site access is to be gained via the designated construction site entrance as shown on the site plan
- Contractors and visitors should be aware of Health and Safety Procedures
- All contractors and visitors are to note that the entire site and the external site compound are **NO SMOKING** areas
- The First aid point is within in the Site Manager's office
- All accidents, however minor, must be reported to a member of the site management team and the details entered into the Site Accident Book, which is also situated in the Site Manager's office.
 - First Aiders on site are: Chris Rowlands
- Fire extinguisher points and alarm systems are located throughout the site. Please do not Misuse! Any one found using the equipment other than for its intended use will be removed from site.
- Anyone found to be under the influence of alcohol or non-prescribed drugs will be immediately escorted off site. (See separate Policy)
- We operate an open-door policy and as such the site management is available to deal with problems of a confidential or sensitive nature. All information will be kept in the strictest confidence.
- Any known medical conditions that may affect any first aid treatment required must be made known to the Site Manager prior to commencement on site.
- Site Plans will be displayed in canteen
 - Fire escape plan
 - Vehicle/Pedestrian routes
 - First Aiders Name(s)
 - Route to nearest Hospital (with an A & E department)

The company recognises the potential dangers of the misuse of alcohol and/or drugs and the potential detrimental effects on an employee's attendance and work performance, the safety of the individual and other persons whilst at work.

The Company regards an individual's dependency on either alcohol or drugs as an illness. The same provisions and allowance for treatment will be made as for other illnesses.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others". and drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

This policy is intended to apply to all employees, including temporary staff.

The Company will assist any member of staff who is dependent on alcohol or drugs to find out about and assess his/her problem and to obtain confidential counselling. Staff who suspect or know that a colleague has an alcohol or drug dependency problem may wish to encourage him/her to seek professional help.

Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from his/her General Practitioner.

Someone whose dependency on drink or drugs has come to the attention of a Manager or Supervisor - possibly through difficulties at work - will, in the first place, be encouraged to discuss his/her dependency problems and also, if appropriate, be advised to seek medical assistance.

If, because of an alcohol or drug dependency, a person's performance at work/behaviour is suffering and this would normally result in disciplinary action being taken, such action will be suspended for an appropriate period during treatment. Should help be refused or treatment unreasonably discontinued or, after a reasonable interval there is no improvement in behaviour and/or work performance remains poor, disciplinary procedures will be resumed or initiated. Such procedures may result in the termination of an individual's appointment.

If, because of alcohol or drug dependency - or for any other reason - a member of staff behaves or carries out his/her work in such a way as to endanger the safety of himself/herself or others, prompt corrective action will be taken as necessary to prevent damage being done. In this sort of situation the employee's alcohol or drug dependency will be taken into account, but it will not necessarily free the person concerned from the consequences of his/her conduct.

Agreement to accept treatment for alcohol or drug dependency will not, in itself, be detrimental to a member of staff's general conditions of service.

In addition:

Employees must not use, possess, conceal, transport promote or sell prohibited substances whilst on company premises, in company vehicles, or on client premises.

Employees must not report for work under the influence of drugs or alcohol. If a Manager or Supervisor has reason to suspect that an employee is under the influence of drugs or alcohol at work, that individual will be asked to leave work and return on the next working day.

It is prohibited to consume alcohol for any purpose on site.

Name:

Position:

Signed:

Date: