

Extra Spaces Health & Safety Policy

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Health and Safety Policy

INTRODUCTION

This policy has been prepared to manage the health and safety of the employees, sub Contractor's and public, to meet the Health and safety at work act 1974.

This Policy covers the day to day operation of: The Extra Space Solutions & Re-purpose Company (ESSR) Ltd, Otherwise known as the Brand Extra Spaces.

This document formally communicates the instructions and procedures, assessments and guidance. It is the duty of person's involved to apply these documents to their work.

Statement of Intent

ESSR has a legal and moral duty to safeguard the welfare of the employees and those affected by the company as far as reasonably possible by:

- Meeting the responsibilities as an operator to prevent accidents, injuries and damage to health.
- Providing a safe working environment.
- Ensuring all employees are actively working within the health and safety of the company.
- Setting standards relating to the health and safety requirements for Employees, other contractors and visitors.
- Risk Assessing the site for Hazards connected to work activities, processes and systems.
- Ensuring all equipments in condition and subject to maintenance.
- Hazardous Materials are stored and labelled in the appropriate Areas.
- Training is provided where necessary for the safety of employee, fellow contractors and public.

HSP V4 June 17th 2020

Adopted By
Signatory

A signed copy of this document is available upon request

For and on behalf of the company
ESSR LTD

Proposed review date: June 2021

Environmental Policy Statement

ESSR recognises the need to be operating in a manner that does not impact negatively on the environment both locally and globally.

The company shall earn the confidence of its employees, customers and general public by our commitment to environment legislation, by minimising pollution, resource use and waste, wherever possible through continual improvement strategies. In order to achieve commitment we will:

Identify all environmental impacts which contribute to business decisions.

Regularly measure and evaluate the company environmental performance and improve where necessary.

Consistently increase awareness, provide relevant training to ensure all Employees and customers are aware of environmental concept and it's integral in their working practices.

All our practices within our operations should demonstrate consideration of the environment.

Identify and mitigate against potential accidents which would impact on the environment, therefore if an accident took place its consequences would be minimal.

Products used will have negligible impact wherever possible.

Appropriate storage of hazardous substances will be utilised.

Where feasible the consumption of resources will be minimised (energy, packaging ,materials ,chemicals)

Waste will be minimised and there will be a commitment to reuse, recover and recycle when possible.

It is our duty to ensure good practices are undertaken in all our projects and contracts and we will endeavour to influence our customers for a positive environmental commitment.

EPS V4 June 17th 2020

Adopted By
Signatory

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For and on behalf of the company
ESSR Limited

Proposed review date: June 2021

Responsibilities for Health and Safety

The following is the responsibilities are the main duty of the Management.

- The overall responsibility for health and safety within the company
- That there are sufficient resources available to meet the health and safety requirements
- To appoint a competent person to manage the health and safety issues.

Responsibilities of the Health and Safety Advisor

- To be the focal point regarding health and safety issues.
- To ensure legislation is followed and policy is up to date.
- To ensure the policy is followed
- Ensure all employees have access to the policy
- To ensure the company performs within the Health and safety matters, the policy is monitored and reviewed and changes made in accordance with the Health and Safety at work regulations 1999.
- To ensure the following risk assessments are made to include:
 1. Health , Safety and Welfare
 2. fire
 3. Asbestos
 4. Disabled access
 5. Noise
 6. Dust
 7. Display Screen
 8. Environmental plan/permits
 9. Statutory testing and inspection.
- To arrange training coursed
- To ensure contractors comply and are vetted for Health and Safety in accordance with the Construction Regulations 2015.
- To ensure that serious accidents are properly reported, investigated and suitable controls are implemented for further reoccurrences.

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- To arrange training courses
- To ensure contractors comply and are vetted for Health and Safety in accordance with the Construction Regulations 2015.
- To ensure that serious accidents are properly reported, investigated and suitable controls are implemented for further reoccurrences.
- Ensure a copy of the Health and Safety policy is available to all.
- Ensure reports of hazards are recorded accurately and action taken to the management and the employees.
- Arrange regular meetings to discuss accident prevention, training requirements, future work etc...
- Keep records of all meetings and follow up actions as agreed.
- Ensure that Statutory documents and first aid equipment is available on site,
- To ensure health and safety at work of employees by providing:-

Relevant risk assessments (COSHH, fire, manual handling, environment)

1. Safe equipment,
2. safe environment, safe place of work and safe access
3. Safe methods of handling, transport and substances.
4. Supervision, training and information
5. Health and safety documents
6. Adequate protection (PPE)
7. Facilities for comfort.

- All employees are to have knowledge and understanding of their health and safety responsibilities and should not take unnecessary risks.
- It is also necessary to ensure sub contractors and members of the public are not put at risk as a result of the companies activities.
- Wherever possible there should be a safe entrance to the place of work.

Responsibilities of Employees

- To read and understand the companies health and safety policy and comply with its arrangements.
- Not to intentionally cause damage or misuse anything provided in the interest of health and safety.
- To use PPE provided or required by the company.
- To only use equipment for which you are trained.
- Damage to any equipment must be highlighted to the Management.
- Be aware and follow procedures for Emergency procedures eg. Fire, accident.
- All accidents or near misses to be reported to the management.

Responsibilities of Sub-contractors

- To ensure that your duties comply with the above to prevent adverse incidents
- Be aware and expected to cooperate fully to avoid accidents or incidents occurring, and avoid ill health on the premises.
- To provide evidence of risk assessments for activities to be carried out and evidence of training where necessary.

Responsibilities of Operatives

- Use correct tools and equipment for the job
- Wear safety footwear at all times and wherever necessary other PPE(hard hats, high visibility trousers and jackets, eye protection and dust masks)
- All tools to be kept in good working order
- Report to the supervisors any defective equipment or materials.

Arrangements for Health and Safety

Introduction

The general details for ESSR management is detailed in this section. It also details specific workplaces, activities and supporting arrangements.

Management

- Effective communication is maintained throughout the company and its workforce.
- Hazards are identified and risk assessments are undertaken to eliminate or reduce hazards
- The company will monitor control of risks
- Reactive monitoring will be undertaken in accidents or incident investigation.
- Information and results of the latter will be used to revise safety policies.

Internal Communications

All safety information will be provided to employees in all workspaces, this will include

1. **H&S** policy and statement of intent
2. **H&S** Legal poster
3. Employer liability insurance
4. Fire safety instruction
5. Nominated fire warden and first aid trained operatives.
6. Any other safety instructions in the workplace.

Health and Safety Policy

- The H&S policy will be reviewed annually to ensure it is effective and up to date with current legislation.
- The policy will be amended and employees informed when required.
- A copy of the H&S policy will be available to all employees
- The H&S policy will be displayed for all employees

Training

- Health and Safety training records will be maintained up to date and accurate.
- Management will identify and arrange training and instruction to employees
- Management will ensure all employees under their control will undertake the appropriate training for their tasks.
- Personnel not reaching competencies and /or poorly trained will undertake work activities necessary to reduce the risks or likelihood of accident or injury.

Risk Assessment

Management are required to carry out risk assessments on activities which pose a significant risk to the health safety and well being of the employees, to reduce /eliminate hazards by implementing control measures and safe systems at work.

- Risk assessments undertaken will determine hazards and remedies and develop safer working practices.
- Copies of any risk assessments will be displayed for the employees and any findings disseminated to the employees
- All risk assessments will be monitored and reviewed, this will ensure they are adequately controlled and in line with current legislations.

Environmental Control

Appropriate arrangements will be made to protect the Environment in the workplace by:

- Approved storage facilities for materials and substances
- Identified waste disposal routes
- Waste minimisation by promoting reduce, reuse, recycling.
- Monitor and reviewing waste management.

Safe work place

- A safe access/egress from all workplaces, with pedestrian areas and vehicle access will be provided where possible and maintained as necessary.
- All sites will be kept in a clean and orderly and safe condition.
- All workplaces must have the appropriate storage for hazardous substances.
- Risk assessment guidelines will be followed to provide safe working environment.
- When a task requires access to hazard areas (roof, basement excavations), permits to work will be established for appropriately trained personnel.
- If a hazard cannot be eliminated Hazard warning signs must be displayed.

Machinery and Equipment

All reasonable steps will be taken to ensure all plant, machinery and equipment are maintained and safe to use.

All risks as far as possible will be assessed and risks reduced in hazardous tasks.

All machinery and equipment will be tested and maintained in compliance with manufacturers' instruction.

Records of maintenance, repairs, services and inspection will be kept.

Noise

- Where possible noise will be maintained below 80dB(A)
- All employees and contractors will obey instruction and warning signs by wearing ear protectors in designated areas.
- Ensure adequate means of communication in noisy areas, especially in the case of alarms.
- The site will comply with noise levels set by the councils in accordance with noise pollution.

Hazardous Substances and Asbestos

- Prior to commencement a review should be undertaken of the proposed site to assess what materials, substances will be encountered.
- Risk assessments will be undertaken regarding the latter.
- If appropriate materials chosen should be that which poses little or no hazard to health.
- Compliance with COSHH (2002) and control of asbestos (2012), control of lead (2002) and ionising regulations (1999) as appropriate.

Asbestos

- Ensure appropriate surveys are carried out, documentation received from a suitable competent contractor.
- If asbestos is found or suspected work will cease until a competent contractor is employed to remove.
- All employees/contractors must stop work in the likelihood of finding asbestos and report it to the manager.

Electricity

- Only Authorised personnel are able to install or repair electrical equipment
- Records of installation and inspection will be maintained.
- Only 110v or less will be used on site.
- All electrical installations and equipment are in accordance with the institute of electrical engineers (IEE) wiring regulations, for safe use and without defect.
- Routine safety testing will be carried out.

Fire prevention and evacuation procedures

- Risk assessments for fire will be undertaken in accordance with the fire safety regulation reforms order (2005).
- Appropriate measures will be implemented in all areas of the workplace including
 1. fire detection devices
 2. raising the alarm in event of fire
 3. fire fighting devices
 4. emergency lighting
- Implementation of regular measures for maintenance, servicing and testing of fire prevention equipment.

- All personnel will be instructed and where necessary trained in the fire prevention and evacuation procedures. This will be practiced on a regular basis and recorded.
- Fire wardens will be trained in fire prevention and evacuation procedures.
- Procedures will be produced detailing action required in the event of fire, alarms and evacuation routes.
- Evacuation routes will be kept free from obstacles.
- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

Emergency Procedures

- Emergency procedures will be developed; this will include bomb threats, explosions, chemical and fuel/oil spillages.
- All personnel will be instructed and trained where necessary in the emergency procedures.
- There will be an appointed lead in case of emergency.

First Aid

- All Employees, Contractors, Visitors must report all accidents resulting in injury to any person, or to property, dangerous incidents or near misses. Trained first aider will be provided in the workplace to administer primary treatment.
- Equipment must be available to include
 1. first aid kits
 2. eyewash stations
 3. room to administer simple first aid procedures.
- The Accident book must be completed this will be stored in a safe place in accordance with Data protection act.
- Serious accidents must be reported to RIDDOR(2013)

Welfare Facilities

- Suitable and sufficient facilities will be available to all personnel including

Toilet facilities
 Washing facilities
 Facilities for rest and eat meals
 Fresh drinking water

These facilities should be maintained with adequate lighting, ventilation, accessibility and cleanliness.

Manual Handling

- Risk assessments should be undertaken and wherever possible manual handling should be minimal.

Provision of mechanical aids (sack trolleys)

Sufficient persons to undertake the lift
Provision of handles
Secure items to prevent shifting
Reduction in size of the load
PPE provision
Training

Lone Working

- Risk assessment must be carried out for persons working alone and control measures put in place to their ensure safety.

Alcohol and Substance Abuse

- Alcohol and drugs can seriously affect the health and safety of others in the work place; it can give rise to serious accidents to themselves and others.
- Alcohol and drugs are not permitted in the workplace, those which appear to be affected by alcohol or substances/drugs will be referred to the manager who may require them to under go a suitable test and/or will arrange for them to leave the workplace.

Stress

- Stressed employees can endanger themselves or fellow workers.
- Any persons who are suspected of being affected by stress should be referred to the Manager who will arrange monitoring or a visit to their GP.
- Each employee has a duty to notify the Management if they are suffering from undue Stress.
- Regular reviews of workplace performance and workload will be undertaken, giving opportunities for communication to peers and superiors and the opportunity to air their views and grievances at their review.

Records

- Health and Safety policy
- Risk assessments
- COSHH
- Inspection Reports
- Inspection Records
- Accident book
- Staff welfare reviews and PDR

Workplace Monitoring

- Managers and supervisors must ensure that the workplace and its activities meet the health and safety policy requirements.
- All major incidents and accidents must be investigated and findings relayed to staff. Any remedial action should be undertaken to prevent a repeat occurring.
- Audits must be completed honestly and without bias, false audits hold no value, and reoccurring issues will not be resolved.

- All actions on the audit need to be acted upon and closed.
- Any person who does not comply with the health and safety policy will be disciplined in line with company policy.
- Contractors and Sub contractors may have their own advisors visiting the site and may ask to see reports and copies of the site records.

Monitoring Evaluating and Policy Review

- The policy will be monitored and reviewed.
- The policy will be periodically improved to enhance performance, and the company will ensure its implementation. If failures or gaps appear remedial actions will be taken by responsible persons.

Sub Contractors

- Sub contractors will be subject to a selection process; they must be competent and hold the appropriate training requirements.
- The management will continually monitor sub contractors health and safety performances, compliance and safe working practices in accordance with CDM 2015.

Work at Height

- Risk assessments will be carried out to identify the risks involved, the processes to reduce /eliminate the risks.
- Information instruction and training will be given to employees who may be required to carry out their tasks at height.
- A competent person trained to NASC T620:13 will be responsible for the erection and dismantling of scaffolding and the inspection of equipment used at height.
- All safety equipment, staging, safety belts, harnesses, anchorages etc must be inspected periodically with records maintained and immediately before use. Defective the items should be destroyed or securely marked (do not use defective) and replaced. Defective equipment must be exchanged or repaired before use. Sub contractors who do not have the relevant form will be issued one by management.
- There must be provision for the safe access to and egress from the place of work.
- All designated work surfaces and platforms, gangways and runs must be free from obstacles and protrusions, they must be strong and long enough for workers and their tools.
- All working areas at height must be guarded to prevent falls of persons and materials.
- Ensure adequate edge protection is provided.
- Ensure the use of safety harnesses, belts and hard hats are used.
- Ensure the provision of suitable plant equipment is available to lift and /or store materials at height.
- Ensure signage and precautions are in place to prevent persons walking beneath persons working at height.
- In an open environment work may be stopped temporarily due to the weather until it is safe to recommence.
- When working seasonally or dusk, dawn or night sufficient lighting for work to be carried out with good visibility.
- All work at height must conform to Working at height regulations 2005 and NASC TG20-13.

Noise and Vibration

- Information regarding noise and frequency levels must be obtained at point of hire or purchase.
- Noise assessments must be carried out and appropriate measures taken for personnel and protection given to avoid harmful levels.
- Actions must be taken where noise cannot be reduced.
- Personal exposure must be lower than 80 db.
- Suitable ear defenders must be available and worn.
- Ear protection zones must be marked with signs in accordance with Health and Safety – signs regulations 1998
- In noisy environments adequate communication systems must be in place, alternative signals may be needed in noisy areas.
- Noise exposure assessments will be carried out and noise level surveys of noisy equipment, processes and equipment.
- All noises control measures and assessments are implemented.
- Alternative methods of work are considered to eliminate or reduce noise levels.
- Where there are designated noise zones ear protectors must be worn irrespective of the noise levels.
- The management will maintain equipment and monitor procedures used to try to minimise or reduce noise levels eg: silencers, machine covers or enclosures. All equipment and machinery will be serviced & maintained.
- Ear protectors will be available on site, and their use monitored.
- Training will be given where necessary for the correct use and need for ear protection.
- Rest breaks from noise will be planned in noisy work places.
- Careful selection of ear plugs and defenders.
- Ear defenders should be kept in good condition and workers trained in their use, all equipment should be able to be worn together, eg ear defenders and hard hat.

CHECKLIST FOR NOISE CONTROL

Assessment

1. Check how the equipment is used, Can a conversation take place without shouting. If not action should be taken.
2. A skilled assessor will need to measure the noise level, until completed ear defenders or ear plugs must be worn.
3. All workers need to be notified the position regarding the noise levels and what is being done to minimise the risk.

Prevention

1. Can the task be done differently?
2. Can different machinery/equipment be used?
3. Can it be done elsewhere with less people at risk?
4. Erect signage to keep people away from the noisy area.

Control

1. Try to quieten the machinery /equipment with mufflers, keep covers on the compressors
2. Maintain and service equipment and machinery regularly to prevent noise from loose bearings, leaky air hoses and joints
3. Ensure exhaust systems, generators etc are directed away from work areas.
4. Material stacks or spoil heaps can be used as a noise buffer, screens and enclosures should be used where possible to reduce noise.

Vibration

- Vibrating equipment will be used at little as possible and alternative ways of working adopted.
- When vibrating equipment is necessary a risk assessment will be undertaken and control measures such as :
 1. Correct selection of equipment
 2. Lowest vibration machine used
 3. Tools are serviced and maintained
 4. The tools are designed to avoid gripping the high vibrating parts.
 5. Gloves are worn in cold conditions.
 6. Tools are used for the recommended time (max exposure over 8hr period)
 7. Ensure change of use by personnel to reduce exposure time.
 8. Manage exercise fingers and hands during breaks
 9. Reporting mechanism in place, training to ensure knowledge of early signs of vibration white finger.

DUST

Dust can be produced through various processes and activities

ACTIVITY	PRODUCT
Cutting	Hardwood
Sawing	Softwood/ MDF
Planing	Stone
Grinding	Tiles/ slate
Sanding	Aggregates
Mixing	Cement
Grit blasting	Minerals
Demolition	Dry sand
Dismantling	Dry sand
Sweeping	Dry aggregates
Insulations	Mineral wool

Health risks of working with dusts can cause

- Nasal and lung cancer
- Respiratory disorders e.g. asthma
- Skin ulceration
- Dermatitis
- Rashes
- Nasal irritation
- Eye irritation and ulcers.

These problems may not become apparent until years to come.

Dust can enter the body through:

- Skin contact
- Breathing
- Swallowing

Ideally it would be best to avoid these dusts but in construction this is not possible, therefore measures such as:

1. Reducing exposure
2. wearing masks
3. Minimal personnel and no visitors to the dusty areas

Reducing Exposure

- Use vacuums or extractors
- Dampen down with water
- Well ventilated areas (open windows and doors)
- Outdoor working
- Avoid sweeping
- Regular cleaning
- Use Hand tools as oppose to power
- Use ready mix rather than dry goods (cement mix)
- Use machinery to lift goods rather than manual handling to avoid skin contact.

Protect others is also important:

Public places

Offices

Private homes

Shops

Large sites

There is a duty of care to all those who could be affected by dust, therefore measures are taken to avoid putting others at risk.

- Screen working areas off

- Avoid creating dust directly below through windows
- Inform others work will be undertaken.
- Reducing the number within the work facility
- Wearing of PPE
- Avoid dust during busy periods, work nights if needed.

Types of dust

DUST	SOURCE
Silica	stone, brick, flags
Quartz	sand, sandstone, aggregate
Gypsum	plaster
Hydrated lime	bagged lime
Mineral dust	mineral wool
Wood dust	hardwood soft wood, mdf
Unknown dust	old premises lofts, roofs, cellars, carpets Furniture

Everyone needs to know about dust and how to control and manage dust.

Excavations

Every year there are deaths or serious injuries while working in excavations. Some are killed or injured from collapses or falling debris, some due to contact with buried underground services.

Before commencement of the digging it is necessary to make decisions regarding temporary support and a plan taken against about:

1. Supports to the sides which may be necessary to prevent collapse
2. Access/egress ladders
3. Presence of gas and fumes
4. Presence of flooding /water
5. Vehicle and plant driven over the edges
6. Materials being dropt into the excavation
7. Spillage of soil
8. Dark/wet conditions, limited space
9. Fumes (from nearby machinery)
10. Contact with cables, electricity, water, gases,
11. Persons falling in
12. Persons and children trapped/drown if access out of hours
13. Un trained banks man
14. Lack of shoring, potential collapses
15. Vibration causing instability of sides
16. Lack of emergency procedures/ rescues systems.

Equipment and precautions needed such as trench sheets, props, baulks must be available before work commences.

Collapses of the sides

A competent supervisor / manager with clear health and safety knowledge should give the instruction. The excavation should be have its sides battered to a safe angle and supported with sheets. Works should not be commenced without support. A competent person should inspect the excavation each morning .Records of the inspection will be logged in a register, any faults noted and remedial works completed immediately.

Materials falling into excavations

Soil and other materials excavated should not be stored close to the sides. Vehicles and other machinery should also be kept away from the edges as both these may cause the sides to collapse. Toe boards should be fixed with trench sheets to support the edges and protect against falling materials. Hard hats must be worn to protect against small pieces of material falling.

People and Vehicles falling into the excavations

Edges of excavations should be protected by substantial barriers where people are liable to fall. All areas in public places should be fenced off to prevent members of the public can approach them. To prevent vehicles falling by keeping them away from the area, painted baulks or barriers should be used to keep them away from the edges. If material is needed to be tipped into the excavation stop blocks should be used.

Ensure that the excavations do not undermine footings such as scaffolding, building footings or walls. Boundary walls may be undermined and this will cause it to fall by those working on a trench.

Ensure there is a good ladder support to get in and out safely.

Do not use generators or machinery close to the excavations due to petrol or diesel fumes as exhaust gases can collect and accumulate.

Undermining nearby structures

It must be ensured that excavations do not undermine scaffold footings, buried services or the foundations of buildings and walls. Boundary and garden walls have shallow footings and can be easily undermined by shallow trenches causing the walls to collapse into the working trench. Before the dig commences a decision must be made as to the type of supports required. Surveys of the foundation may be required by a structural engineer.

Other aspects of excavation safety

Ensure there is a good ladder access or a safe way of getting in and out of the excavation safely.

Consider hazardous fumes. Do not use petrol or diesel engines in excavations without arrangements to duct the fumes safely away or providing forced ventilation. Petrol or diesel engine equipment such as generators or compressors should not be in or near the edge of the excavation as exhaust gases can collect.

If there is a possibility of fumes or gas within the trench it should be considered to be a confined space.

Confined Space Working

A confined space could be either below or above ground where special considerations should be risk assessed on an individual basis.

Confined spaces examples include:

Service ducts, risers, ventilation shafts lofts and excavations

Things to consider

Safe access and escape, safe rescue in the event of an accident or emergency.

Communications, fire risk, ventilation, and collapse.

Consultation with Employees

The company recognises its obligations to consult employees on matters which may affect their health and safety.

The company will consult by either:

- Directly eg face to face
- Indirectly through representative or virtual training
- During inductions

Matters to consult on:

- Measures proposed in the work place
- Arrangements through a competent person ie an outside agency or consultant
- Health and safety training
- Possible consequences of introducing new technology into the workplace
- New legislation on health and safety

Time of consultation:

- Employees should be consulted when it is proposed to arrange or amend the health and safety policy.
- Employees should be given the opportunity to give their views in the light of receiving the new proposals in relation to health and safety.

Training:

- The company will honour its obligation to provide facilities for training along with time off and equitable pay for mandatory training.