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## COMPANY METHOD STATEMENT

### HEALTH, SAFETY & ENVIRONMENTAL & TRAINING

#### 1. INTRODUCTION

1.1 Section 2 of the Health and Safety at Work Act 1974 imposes a general duty on every employer to provide as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonable practicable, the health and safety at work of employees.

1.2 Employers also have a duty to ensure that other persons whose health and safety might be affected, ie. Subcontractor employees, client personnel visitors etc, receive adequate information to ensure their health and safety.

1.3 Training of employees is explicitly referred to within the following regulations:

- Management of Health and Safety at Work Regulations
- Health and Safety (Display Screen Equipment) Regulations
- Provision and Use of Work Equipment at Work Regulations

#### 2. SCOPE

2.1 The purpose of this procedure is to provide guidance as to the minimum requirement for the provision of health, safety and environmental (H,S&E) training to employees and others as applicable to meet the requirements of H,S&E legislation and the company's commitment to HS&E. Method statement series 210 deals with general training: this method statement relates specifically to health, safety and environmental training.

#### 3. RESPONSIBILITIES


3.1 The responsibility for ensuring that sufficient levels of information, instruction and training are provided to employees and persons at work rests with the General Manager at each business location.

The responsibility for identifying training needs extends to all Senior Managers, project Managers, Department Heads, Supervisors and Foremen with respect to all persons under their control. Selection of appropriate training courses is made in conjunction with Human Resources who are also responsible for maintenance of records of training undertaken.

#### 4. PROCEDURE

4.1 This procedure describes the requirements of the system to be established at each location to ensure that appropriate levels of training are provided to personnel as required by this method statement and the health and safety regulations quoted in section 1.3.

4.2 The system shall include the method for ensuring that all persons who enter company premises either as employees or otherwise receive sufficient HS&E briefing and/or H,S&E induction.



4.3 Particular care must be taken to ensure that all “less obvious” personnel for example, cleaning, staff, caterers, security guards, maintenance personnel, subcontractors etc receive adequate information to ensure their health, safety and welfare.

4.4 It is important that training is provided before persons may be exposed to risk ie. HS&E induction training or HS&E briefings must be provided as soon as possible following commencement of employment, in line with section 5.2.3.

4.5 Department Heads, Supervisors and Foreman must ensure, that no person is permitted to use any item or work equipment, or to carry out any type of risk activity, unless appropriate training has been provided beforehand to enable that person to perform the task with due regard to the environment and the safety of himself and of himself and of others who might be affected.

4.6 Training may be provided in-house or by external agencies however, it is essential that the individual providing the training has adequate knowledge and experience of the subject or instructions being issued to the personnel undertaking the training.

4.7 Effectiveness of training is verified by the Manager or Supervisor who has initiated the training. This is generally verified by discussion with the individual, review of course documentation and certificates and of subsequent performance both from a HS&E and competence point of view.

4.8 A record system should also be maintained by Human Resources preferably containing details such as name and trade, company, course type, date and attendee signature.

4.9 If possible, and where practicable, a computer database should be maintained giving concise details of all training provided to LBS employees.

## 5. **TRAINING COURSES**

The following section details training courses, which shall be presented to personnel as indicated.

### 5.1 **Visitors Briefing**


5.1.1 To be presented to all visitors visiting company controlled premises for short duration (1 day or less). To be presented by nominated responsible person, ie. Security Guard, Receptionists as appropriate having knowledge of the premises, emergency procedures etc. Instruction to include:

- Fire and emergency procedure, fire assembly point
- First aid procedure
- Personal protective equipment requirements (if entering work site or hazardous areas).

### 5.2 **H,S&E Inductions**

5.2.1 To be presented to all personnel who enter company controlled premises other than for short-term visits. There are 3 types of HS&E induction:

5.2.2 HS&E inductions are usually presented in-house by a nominated responsible person who has in-depth knowledge of the nature of operations, potential hazards and risks, safe systems of work and procedures, emergency and first aid procedures etc. Subcontractor management involvement may be necessary to ensure the availability of expertise relating to the particular subcontractor activity.



5.2.3 HS&E inductions should be presented to personnel as soon as possible following recruitment or mobilisation to location. In the case of site employees and subcontractors, this will take place before they are permitted entry to the site construction areas. In the case of office personnel, the induction will be presented within four weeks of their commencement of employment.

5.2.4 A questionnaire will be utilised, as appropriate, at subcontractor HS&E inductions when a subcontractor company or others performing activities that involve significant H,S&E risk on CDB premises first mobilise to site. The questionnaire will assist in the identification of risk assessments, COSHH assessments and confirmation of understanding of site OH&S requirements pertaining to such activities.

5.2.5 It is recommended that personnel attend the appropriate HS&E induction refresher course following any 2-year period of continuous employment. A system will be established at each location to ensure that all personnel receive such refresher training.

5.2.6 The contents and method of presentation of HS&E inductions will be appropriate to the business location. However, the following agenda is given as guidance.

#### 5.2.7 HS&E Induction Agenda

##### - Introduction

HS&E philosophy, HS&E definitions, accidents and costs to organisation.

##### - H,S&E Legislation

The Health and Safety at Work Act 1974 – Duties of the Employer and Employee. Brief description of applicable regulations.

The Management of Health and Safety at Work Regulations and the requirements for risk assessments. Relevant environmental legislation is summarised in LBS-221/00.

##### - Company HS&E Management System

Company HS&E policy

HS&E method statements

Accident investigation, alerts and alarms, site and office inspection

Auditing and monitoring.

##### - Environmental Matters

Company's commitment towards conservation of the environment

Responsibility of the individual

Waste and energy management

Waste disposal.

##### - Reporting HS&E Matters

Role of the Supervisor, Foreman or Department Head with respect to HS&E

How to report HS&E matters

The role of the HS&E Committee

##### - Hazards, Risks and Safe Systems of Work

The content of this section depends on course type being presented ie. General site safety and environmental hazards, subcontractor activity, office hazards. The objective however is to identify potential hazards and precautions to raise the safety and environmental awareness of the individual to the required level. Subjects to be considered include:

- Correct manual handling
- Advice as to electrical voltages and socket colour significance
- Scaffold tag system
- The use of mobile alloy scaffolds
- Pressure testing
- Hazardous substances
- Housekeeping and waste streams



- Personal Protective Equipment

Potential health hazards, what personal protective equipment is available, how it is used correctly, where it is obtained and how to report damage or defects.

Information to be given on specific local requirements that may be in force, eg. The “hard hat” policy.

- First Aid Procedure

Location of first aid facilities and the procedure for obtaining treatment.

- Fire and Emergency Procedures

Full instruction as regards action to be taken in the event of an emergency:

- Action to be taken in presence of fire
- Action to be taken upon hearing the alarm
- Location of fire assembly points, alarm call points, extinguishers etc
- How to recognise and operate the various types of fire extinguishers
- Action to be taken in the event of a spillage or release

- H,S&E Incentives

Describe any HS&E incentive schemes current at time of induction.

- Question and Answers

Encourage participation of attendees and ensure that all have understood the content of the course.


### 5.3 Management and Supervisors H,S&E Training

5.3.1 It is essential that Managers, Department Heads, Supervisors and Foremen are fully aware of their responsibilities with respect to the management of HS&E at work.

5.3.2 Management and supervisory HS&E training courses may be presented internally by the respective safety and/or environmental advisor or externally by an established training agency.

5.3.3 Key elements that should be included within the content of the management and supervisory HS&E training courses are listed as follows:

- HS&E legislation, the legal framework, duties of the company, its management and workforce.
- The company HS&E management system, including:
  - Company HS&E policy
  - HS&E procedures
  - Significant environmental aspects
  - Audits and inspections
- Supervisory HS&E:
  - H,S&E planning
  - Risk assessments
  - Enforcing HS&E procedures and controls at the workplace including machinery safety, fire, materials handling, use of personal protective equipment
  - Maintaining good housekeeping standards
  - Manual Handling Regulations and principles of safe handling
- Accident Prevention
  - Accident causation and consequences
  - Principles of prevention
  - Investigation procedure and report format
- HS&E Communications

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- HS&E alerts and bulletins
  - Toolbox talks
  - Employee safety representatives

#### **5.4 First Aid Training**

5.4.1 In accordance with the requirements of the health and safety first aid regulations, and method statement, the company shall ensure that adequate and appropriate facilities and trained personnel are provided for the rendering of first aid of all company locations.

5.4.2 First aid training must be carried out by a Health and Safety Executive approved trainer or training organisation such as the British Red Cross or St John Ambulance.

#### **5.5 Display Screen Equipment –“User” training.**

5.5.1 In accordance with the requirements of the Health and Safety (Display Screen Equipment) Regulations, the company shall provide adequate health and safety training in the use of workstation equipment before a person becomes a user of display screen equipment (Note: see method statement where a user is defined as an operative who works at a display screen for 15 hours or more per week).

5.5.2 Display screen ‘user’ training shall be provided in accordance with the requirements of regulations 6 and 7 of the Display Screen Equipment Regulations and may be presented internally by the respective Safety or IT Department or externally by appropriate safety training organisation.

#### **5.6 Manual Handling Training**

5.6.1 Measures must be taken in accordance with the Manual Handling Operations Regulations to eliminate the risk of injury as the result of manual handling operations.

5.6.2 Although training is not specifically referred to within the regulations (although there is a general duty under the Health and Safety at Work Act), it is company policy that training will be provided to appropriate personnel to enable them to understand the risks associated with manual handling, the requirements of the Manual Handling Regulations and control measures in force, and more importantly to provide an understanding of the kinetic principles of safe handling.

5.6.3 In addition to provision of general manual handling training, Supervisors and Foremen should receive training in the requirements of the Manual Handling Regulations and the carrying out of manual handling assessments.

5.6.4 Manual handling training may be provided “in-house” if internal expertise is available. Appropriate safety videos may be used to assist.

#### **5.7 Offshore Training**

5.7.1 It is the responsibility of the respective Project Manager to identify the requirement for training of employees destined to work on offshore locations. Such training may include, offshore survival, client offshore induction course etc. Client will normally specify minimum training standards at contract stage.



5.8 **Other H,S&E Training Courses**

5.8.1 Section 2 of the Health and Safety a Work Act requires employers to provide information instruction and training to ensure so far as is reasonably practicable the health and safety at work of employees.

5.8.2 The Provision and Use of Work Equipment Regulations requires employers to ensure that all persons who use work equipment have received adequate training to enable safe use of such equipment. The Regulations also require specific training of Supervisors with respect to work equipment.

5.8.3 It is not possible, to list within this method statement, all training courses which may be required to ensure compliance with HS&E legislation, or approved codes of practice. However, the matrix provided as Appendix A provides a summary of the general health, safety and environmental information, instruction and training. For further information relating to these courses, or for further information relating to HS&E training, contact should be made to the company Safety Department.



6. **APPENDICES**

Appendix A – HS&E Information, Instruction and Training Summary Matrix.

**APPENDIX - A**

**HS&E INFORMATION, INSTRUCTION AND TRAINING SUMMARY MATRIX**

Key:

B = Basic Information provided as part of induction briefing, toolbox talk etc

P = Selected personnel to receive formal training provided by CDB or specialist trainer

S = Formal training, as required, to be provided by the service provider

X = Formal training provided by CDB or specialist trainer





