

GENERAL POLICY AND STATEMENT

- It is the policy of Eastern Waste Disposal Ltd to ensure that all reasonable and practicable measures are taken to ensure the Health and Safety of all its Employees, the General Public and any other Person who may be adversely affected by the Company's operations.
- It is the duty of all Employees to abide by the Company's policy and organisation, to accept and carry out their individual responsibilities to ensure that all work is carried out in a safe manner. An organisation chart indicating lines of responsibility and communication at Management, Supervisory and Operative level is set out in the organisation chart.
- All Employees with specific responsibilities for Health and Safety must ensure that all legal and statutory requirements are adhered to at all times.
- The Company carries out many operations where Safety must be a prime consideration and where the full satisfaction of legal requirements may not necessarily be sufficient. Therefore all Employees who authorise work to be carried out at any time must ensure that all aspects of Health and Safety are taken into consideration fully when formulating their instructions.
- The Company has in force a number of standing instructions regarding site operations, which shall be amended, added to as may be necessary from time to time. These standing instructions on correct and Safe Systems of working must be known and adhered to by all Employees concerned. Training will be carried out on all sites, head offices and training centres. All site personnel will be inducted onto site by the Company via various methods *i.e. Site Safety Induction, Company Rules, appropriate Method Statements Reading and Tool Box Talks*. Various on / off site specialist training will be required *i.e. CPCS or CTA Plant Certification, CSCS Skill Cards, First Aid, Fire Marshall Etc....*
- The Company will ensure that adequate facilities exist for effective consultation on matters of Health and Safety between Management and Employees Representatives in its effort to reduce and prevent accidents, unsafe or unhealthy situations. As an aid to joint consultation, Safety Committees may be established and maintained where it is felt there is a need and a Health and Safety Open Door Policy is encouraged by all EWD management.
- The Company will communicate the Health and Safety Policy to all Employees Clients and visitors via Safety Induction, with a personal copy being issued to all Employees. Ongoing training throughout Employment, Meetings, Day to Day interaction with Directors and Managers, direct consultation with Employees and Contractors. Advice and assistance from external Health and Safety Advisor and Health and Safety Documentation *i.e. Method Statements, Safe System of Works Risk Assessments, CoSHH Assessments and HSE Guidance and CPCS Standards*.
- The Company undertakes to provide such Information, Instruction and Training as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of its Employees, Clients and Visitors and any person with Special Needs requirement.
- The Company will induct all New Members of Staff within one week of them commencing work. The Induction will consist of the following: The Safety Induction form filled in, the Company Health and Safety Policy Statement read which each New Member will receive a copy, the Company Rules read which each New Member will receive a copy, the Medical Questionnaire form filled in, Accident Prevention and Reporting Procedures, the First Aid and Emergency Procedures within the Company Explained, their Role within the Company, who they will be Reporting to, Issue of Personal Protective Equipment and how to use it properly, establish if the New Member requires any additional training or instructions, given the appropriate Method Statements to read and Record the Induction.

- The Management of Health and Safety at Work Regulations require that every Employer makes a suitable and sufficient assessment of the risks to the Health and Safety of their Employees to which they are exposed whilst they are at work or on site; and the risks to the Health and Safety of Persons not in their employment arising out of, or in connection with, the conduct of their undertaking. Therefore where significant hazards associated with the activities of this Company are identified, an appropriate Risk Assessment will be undertaken and communicated to all those involved. Method Statements that detail Safe Systems of work will be produced where required based on the findings of the Risk Assessment. All in-house Risk Assessments and Method Statements will be produced on the Company's standard pro-forma. Risk Assessments and Method Statements will be written by Competent Employees. NTSS Ltd will provide advice and assistance with the production of Risk Assessments and Method Statements when requested. All Risk Assessments and Method Statements will be reviewed, with changes being made if necessary as and when the task, scope of works or the environment changes.
- This Company understands the importance of Risk Assessments to identify hazards within the workplace. All Persons undertaking the Risk Assessment are trained in the Risk Assessment Procedures and are conversant with the operation. The hierarchy of control will be applied to all Risk Assessments and where a significant risk remains and a Method Statement / Lift Plan is required, it will be written using the company pro-forma's.
- It is the policy of this Company to ensure that all Employees are adequately trained in the Health and Safety systems and procedures, and other work activities. Training will include the identification of hazards associated with any work activity that may be undertaken or in the identification of hazardous substances that Employees may be required to use. Training identification and training needs are the responsibility of the Company and all Personnel Employed will receive Health and Safety training relevant to their work activities. The Company will review the training needs of their Employees on a yearly basis.
- Meetings will be conducted as required, with the topic being relevant to the activities due to or taking place at the time. Additional meetings shall be conducted if a change to the safe system of work is required or a result of poor practice on site being identified. A record of all those that attended the meeting will be made.
- The Company shall keep copies of all training record certificates at their Head Office and the Employees will be given copies of certificates and associated training documents.
- Whilst the Company accepts its prime responsibility for ensuring the Health and Safety of its Employees and Sub-Contractors, it is expected that all Employees and Sub-Contractors accept and fulfil their legal duties under Section 7 and 8 of the Health and Safety at Work 1974, wherein they are required to: take reasonable care for their own Health and Safety and that of others who may be affected by their acts or omissions. They must co-operate with management and any other persons to enable them to comply with statutory requirements imposed on them and NOT to interfere with or misuse anything provided in the interest of Health and Safety.
- The Health and Safety at Work Act 1974; Environmental Protection Act 1990, The Environmental Permitting Regulations 2010, Workplace Health, Safety and Welfare Regulations 1992; Management Health and Safety at Work Regulations 1999; PPE Regulations 1992; Working at Height Regulations 2005; Control of Vibration of Work Regulations 2005; Lifting Operations and Lifting Equipment Regulations 1998; Display Screen Equipment Regulations 1992; Provision and Use of Work Place Equipment Regulations 1998; Control of Substances Hazardous to Health Regulations 2004; Noise at Work Regulations 2005; Regulatory reform (Fire Safety) Regulations 2005; Corporate Manslaughter and corporate Homicide Act 2007; the CPCS Code of Practice and any other works / site safety rules must be complied with at all times and all Employees should contribute to making the Company work areas as safe as possible, including to provide and maintain safe plant and equipment.

- The Control of Substances Hazardous to Health (CoSHH) Regulations 2004 place a duty on Employers to assess the potential hazard to their Employees and Clients, created by substances used and to minimise the risk to those who may be affected. Before any substance is ordered by the Company, a Health and Safety Data Sheet will be requested and on receipt a CoSHH Assessment will be produced, showing if the substance is acceptable for ordering. The findings of the CoSHH Assessment will be passed to all persons that are likely to use the substance. Any special Personal Protective Equipment required as a result of the CoSHH Assessment will be issued to the Employee(s) using the substance, as well as any appropriate information, instruction and training.
- The Company will provide suitable and sufficient sanitary conveniences as required by the Workplace (Health, Safety and Welfare) Regulations. The following will be included: Washing facilities, Accommodation for clothing and the change of clothing, Rest facilities and an Adequate supply of drinking water for all staff.
- Where it is required by current legislation and is identified by Risk Assessment, the Company will provide Personal Protective Equipment (PPE) to Employees. PPE will be provided in circumstances where exposure to hazards cannot be avoided by other means or supplement existing control measures identified by a Risk Assessment. An assessment will be made to ensure that the PPE is suitable for purpose and is appropriate to the risk involved. Information, Instruction and Training will be given to all Employees on the safe use of PPE. Employees will, in accordance with instruction given, make full use of all PPE provided and maintain it in a serviceable condition, reporting its loss or defect immediately. Records will be kept of the PPE supplied, training and information given, complaints or alleged reports of discomfort or non-suitability and replacement of PPE with dates.
- All Accidents will be recorded in the Accident Book, held in the office. If an Accident / Incident is a Dangerous Occurrence or Reportable Accident occurring to an Employee, the Company will contact NTSS Ltd, who will ensure that the incident is reported to the HSE Incident Contact Centre. NTSS Ltd will investigate all RIDDOR Reportable Accidents and a written report will be issued as soon as practicably possible to the Company Director(s). The report will identify whether there are any measures that can be taken to prevent re-occurrence.
- To reduce the risk of fire and to abide by current law, the Company has a No Smoking Policy within any buildings or vehicles owned or being used by the Company. A Fire Risk Assessment will be completed and reviewed on an annual basis, or as and when required. The Company will conduct annual tests on all portable electrical appliances. It is the duty of all Employees to know the location of Emergency Exits and Fire Fighting Equipment in the offices or on site. All Employees are to report the use of any Company Fire Fighting Equipment and Keep any Fire Escape Routes, Fire Equipment or Fire Doors clear of obstructions.
- Whenever possible, Sub-Contractors will be assessed prior to starting work with the Company. All Sub-Contractors will be vetted using the Competence Questionnaire and references will be taken up from previous clients. When Sub-Contractors have been vetted and deemed acceptable, they will be added to the "Approved List" and all Sub-Contractors on the list will be reviewed at least every two years. All Sub-Contractors will be required to comply with the Company's Health and Safety Policy and Safe Systems of Work.
- Information in respect of all Legal Requirements, Approved Codes of Practice, and Company Safety Policy can be obtained from the Head Office or from the Safety Advisor or Safety Supervisor.
- The Policy may be adapted as necessary to ensure compliance with the Laws, Regulations etc..., of the country or area in which the operations are carried out, but any such adaptation must not detract from the stated objectives and principles of this policy.

- Employees found to be in breach of this Policy will be subject to the Disciplinary Procedures operated by the Company. Each case will be judged on the individual circumstances and may lead to the following action(s):
 - Verbal Warning; or
 - Written Warning; or
 - Immediate Dismissal, without warning, for acts of Gross Misconduct.
- The Company will give full support to all those who endeavour to implement and carryout the Company's Policy. Including the Financial costs and resources so far as is reasonably practicable for Health and Safety required.
- Our Company is committed to providing Equal Opportunities to individuals within its business in all aspects of employment regardless of race, colour, ethnic or national origin, sex, religion, marital status or disability.
- Our Company will select the best people available on the basis of merit and ability to do the job and act in a fair and equitable manner with Employees and potential Employees and Candidates.
- Our Company is committed to Policies, Procedures and Practices which focus on ability and do not discriminate on any other basis.
- NTSS Ltd will provide Advice and Assist with the following:
 - Promoting Health and Safety within the Company as requested;
 - Provision of Health and Safety Guidance, Documentation and Information when requested;
 - Conduct Health and Safety Inspections / Audits as requested; and
 - Investigate Accidents, Incidents and Dangerous Occurrences, as well as provide guidance on how to prevent re-occurrences as requested.
- This Policy Statement is subject for review as necessary at required intervals but not exceeding twelve months and any changes in Policy and Legislation will be discussed and new copies distributed.

For and on behalf of the Company.

Person Responsible for company EWD SHE.

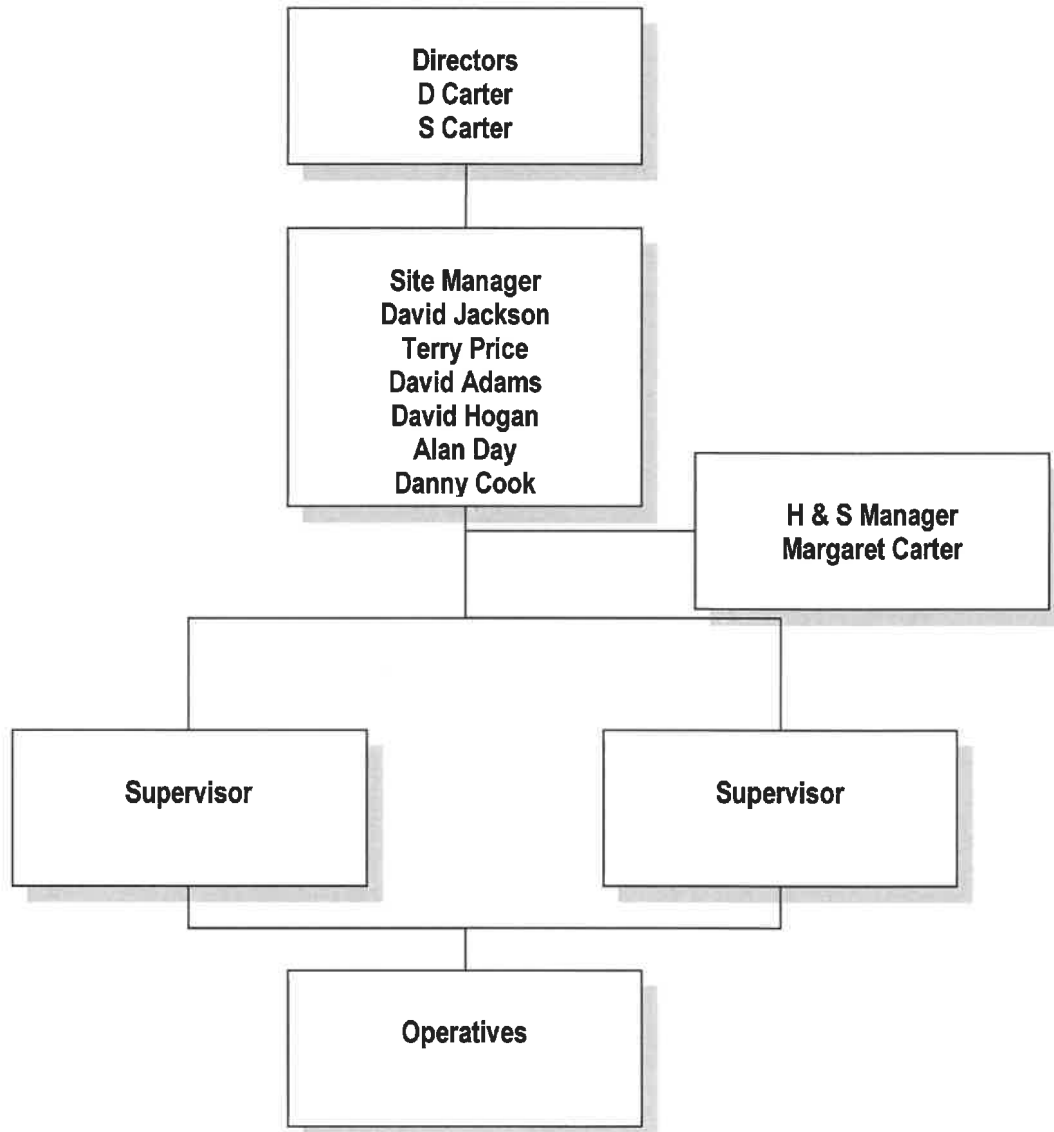
Signature: 
SIMON CARTER

Date: 19/12/18

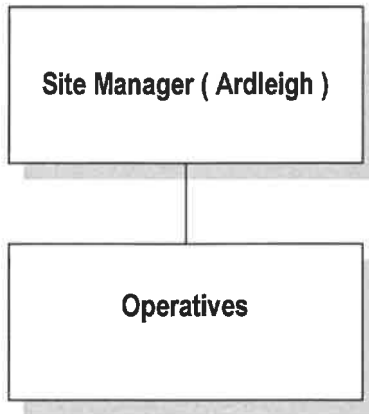
DANNY CARTER


19/12/18

COMPANY ORGANISATION CHART (Head Office)



PROJECT ORGANISATION CHART (Ardleigh Site)



PROJECT ORGANISATION CHART (Clacton)

