

HEALTH & SAFETY POLICY OF



*16 Witney Way,
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Boldon,
Tyne & Wear
NE35 9PE*

6th January 2024

REVISION 13



HEALTH & SAFETY POLICY

Introduction

This document sets out the Health & Safety arrangements we have established in conjunction with **SAFEcontractor**. We have adopted this standard policy and tailored it to represent our organisation.

The following is a description of the type of work that our Company undertakes:

Description of Work:

Electrical repairs, installations and conversions including drawing updates, supply of control equipment, switchboards, etc.

Industry Sectors: Marine and Offshore

This document sets a base level of health & safety awareness, and through membership of SAFEcontractor our organisation will develop and improve health and safety knowledge, standards, and performance.

PART 1 - General Statement of Policy

- 1.1 The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.
- 1.2 The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation
- 1.3 The Company will do all that is reasonably practicable to provide and maintain:
 - Safe places of work
 - Safe methods and systems of work
 - Safe plant and equipment
 - Personal protective equipment relevant to working tasks
 - A safe and healthy working environment
- 1.4 The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

On Behalf of Kvasir Group Ltd



Mr John Clark
Managing Director
Date: 6th January 2024

PART 2 – Organisation and Responsibilities

2.1 Head of Company

The head of the Company has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

2.2 Health and Safety Co-ordinator / Representative

Named person responsible for H&S: **Tom Wade**

Experience /qualifications of above person: **51 years in the marine industry, 41 of which have been in a production management capacity, holds a BSc. Elect. Eng., Professional Diploma in Management, NEBOSH General Certificate with Credit and is a BSI approved QMS auditor.**

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

2.3. Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

PART 3 – Arrangements

3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via safety meetings, toolbox talks, e-mails and memos posted on the staff notice board.

3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

3.3 Risk Assessments

The Health and Safety Co-Ordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-Ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 Method Statements

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.5 Co-operation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

3.6 Welfare Facilities

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management or for their permission to bring our own cabins on site. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.7 Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: **Jeff Clark (Operations Director)** in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

3.8 Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: **Jeff Clark (Operations Director)**

3.9 Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-Ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at head office.

3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is located at reception

Appointed Person: **Gillian Clark**

On Project Sites – wherever possible arrangements are made with clients / principal contractors to use their first aid facilities. A member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Qualified First Aiders: **Paul Tailford, Graham Short**

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office and each site location). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work-related injury that leads to an employee being absent from work for more than 7 working days
- fracture other than to fingers, thumbs or toes.
- amputations.
- loss or reduction of sight (temporary or permanent).
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body.
 - causes considerable damage to the eyes, respiratory system, or other vital organs.
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

All accidents will be recorded, but not reported, where an employee is incapacitated for more than three consecutive days but less than seven.

3.11 Asbestos

Before any work commences on a client's site, all employees are to make a request to view any relevant site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of our works on older vessels, there could be a risk of exposure to asbestos

If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the vessel and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

3.12 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

3.13 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. In the event of a requirement of a hot work activity a relevant site Hot Work Permit To Work must be raised and all associated conditions / procedures adhered to.

Employees must comply with site / Company's no smoking policy, keep combustible materials separate from sources of ignition and avoid unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms, firefighting equipment and emergency lighting on Kvasir Group premises is: **Tom Wade**

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building / their workplace by the nearest available exit and assemble at the designated assembly point. Customer's site emergency / evacuation procedures must be adhered to at all times

3.14 Working at Height and/or Near Open Water

We have made arrangements to protect the health, safety and welfare of our employees and others against the risks involved in working at height and /or near open water. Wherever possible we avoid work at height/near open water. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan, organise and carry out the work in a safe manner.

3.15 Portable Electrical Equipment

All portable equipment must be PAT tested and have an in date label attached verifying the test. Equipment should be visually inspected prior to use and if any signs of damage is found in way of the casing, cable, plug, etc., or if the test label is out of date the unit should be withdrawn from use and reported to a supervisor.

3.16 Health Surveillance

Employees are protected from exposure to substances and/or environments that may cause them harm via risk assessments, method statements and the safety procedures. If, however, any such exposure should arise, as per the HSE guidelines, the Company will instigate a health surveillance programme to comply with legislation.

3.17 Sub-Contractors

Sub-contractors are considered primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability to cater for specific risks will be taken into account during the selection process.

- Activities that we sub-contract include:

Motor rewinds and repairs
Specialist repairs of manufacturers equipment, i.e., electronic/software requirements

- Sub-contractors' health & safety arrangements are assessed by requesting the following documents as applicable:

Health and Safety policy
Method statements / Safe Working Practices
Risk assessments
Equipment inspection forms
Any necessary personnel certificates of competence or safety training

- We manage / supervise / monitor sub-contractors' activities by the following means:

Ensuring they attend an onsite safety induction
Monitoring the work programme (updated on a daily / weekly basis as applicable)
Holding daily meetings to discuss any safety concerns, update the programme, obtain a statement of activities and their locations for that day and ensuring that any necessary permits etc., are in place before commencement of work.
Carrying out site visits and inspections of work locations where applicable
Carrying out audits where applicable

3.18 Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.19 Monitoring, Auditing & Reviewing

The Company will agree appropriate performance standards against which the effectiveness of its health and safety management system. The Health and Safety Policy will be reviewed annually by the Managing Director in conjunction with the Safety Manager. It will be amended as appropriate and will be supplemented by further statements, policies or procedures as deemed necessary.

3.20 Other Important Health & Safety information

<p>Toolbox talks will be given to all employees by their immediate supervisor when changes have been made to legislation, a safety awareness notice has been received, as requested by the customer on specific issues or as periodic general reminders on specific issues to maintain a vigilant approach to health and safety.</p>
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3.21 Covid-19

The Company recognises its responsibilities during the ongoing pandemic, and as such requires all employees to adhere to and obey our Covid-19 procedures and precautions in way of distancing, wearing of protective equipment and cleanliness when applicable. All employees will also adhere to all government guidance and/or our customers site procedures, the most stringent of requirements will take precedence in all cases.