

WELFARE POLICY

Section 1: Purpose

The purpose of this policy is to define the welfare arrangements that must be made available in the interest of health, safety and welfare for personnel that is reasonable and practicable.

Section 2: Scope

This policy applies to site based activities within USSL covering both Transient (short duration) and fixed (longer term) work sites.

Section 3: Procedure

In order to fulfil our legislative obligations in relation to the provision of welfare facilities within USSL the company will implement the following:

Transient Work Site Requirements

Works of this nature within the company will generally be a longer duration carried out while moving over a continuous geographical area or will require teams to execute work on sites which might last less than a week, such as backfill and reinstatement of street works.

The following provision represents the minimum mandatory arrangements that must be made available to personnel at transient work sites;

Arrangements for the use of toilet facilities that are available within the proximity of their working area including:

- Public conveniences
- Garages – fuel outlets
- Operations depots / offices
- Client Facilities

A means of washing hands, arms and face to include:

- A washing bowl
- A supply of clean water for washing (minimum 25 litres)
- Soap/hand cleanser
- Sufficient quantities of disposable paper towels
- A suitable nail brush
- A suitable means of heating water

These facilities can be supplemented with the provision of Non-alcoholic wipes but cannot be substituted by them.

Wet weather clothing available (including footwear such as Wellingtons) and sized for each individual team member.

A supply of clean drinking water with a suitable clean container that is suitably labelled and provision of drinking receptacles or cups. This can be pre-purchased bottled water/mineral water. A minimum of 2 litres drinking water must be available for each team member working at the transient site on a daily basis. This quantity should be increased during periods of hot weather.

An area for taking rests and meal breaks in the site vehicle, usually the vehicle cab which must be maintained in a reasonably clean condition with waste/rubbish disposed of appropriately on a daily basis. This must be a separate area from the storage of dirty or contaminated equipment in the vehicle.

In order to protect site-based persons from passive smoking all areas including vehicles used for such are designated as no smoking areas.

First aid materials and equipment to ensure that all site based personnel are reasonably covered are to include the following;

- First Aid Kit (Standard 1-5 persons or 1-10 persons as applicable)
- Sterile saline eye wash solution (a minimum of 1 litre per team)
- At least 2 members of the transient work site team trained to provide emergency/life saver first aid
- A stock of replacement first aid materials readily available at the teams' base depot to replenish used items.
- All facilities and material provided in accordance with these requirements must be maintained in a clean and tidy condition, and fit for the purpose which they were provided.

Where transient work site welfare arrangements are substituted with additional facilities in the locality, owned or controlled by a third party (for example local suppliers, garage/service stations etc) the following shall apply:

The facilities must be checked for suitability and cleanliness

- Agreement must be reached and documented extending permission for transient based personnel to use such facilities
- The facilities and agreement should be periodically revised for continuing suitability.
- These arrangements must be, as in The Workplace (Health, Safety and Welfare) Regulations 1992, supplemented by additional facilities at the transient teams' base depot to include the following:

- Toilets and washing facilities
- An area suitable for drying out wet weather clothing
- An area suitable for changing out of/into work clothing (this may be combined with the drying room only if, floor space and privacy has been considered)
- Suitable storage space for individuals to store own and working clothing
- A rest area/canteen area suitable for teams to take their breaks and eat meals as required
- A stock of replacement welfare materials such as soap, hand wipes and paper towels etc readily available for the teams to replenish used items.

Fixed Work Site Requirements

Work of this nature undertaken within the company will generally be of longer duration at one location (longer than 5 days) but not of a permanent installation. In such cases, welfare arrangements that comply with the Construction (Health, Safety and Welfare) Regulations 1996 must be established and made available for the use of site based personnel and visitors.

Shared Welfare Arrangements

Where site-based personnel are required to undertake activities at shared work sites or sites controlled by others the arrangements must meet with the requirements outlined in this policy. Terms of provision for the facilities and their subsequent usage must be clearly defined, agreed and the facilities put in place before work commences.

Cost of Provision

The provision of the welfare arrangements described in this policy is a mandatory requirement and must be costed into the work at tender stage.

Compliance to the Policy

Compliance will be monitored and reviewed via random audits and safety tours conducted by the operational management team and periodic focused audits conducted as an integral part of our accreditation regimes

Responsibilities

The Managing Director is responsible for ensuring that sufficient resources are made available to enable the division to comply with the requirements of the welfare policy.

The Operational Manager and Management Team are responsible for compliance with this policy and the implementation of the necessary arrangements. They are also responsible for the implementation of corrective actions as a result of deficiencies raised during the course of any audit. Site-based supervision and management are responsible for the day to day monitoring of this policy and for taking corrective action where deficiencies are noted.

Site Based Personnel are responsible for using the arrangements provided as instructed;

- Report any deficiencies to supervision such that items can be replenished
- Looking after the facilities with which they have been provided and maintaining them in a fit for purpose state.
- Sub-contractors are responsible for compliance with this policy whilst working on behalf of USSL and ensuring that their own personnel have access to the same standard of welfare arrangements.
- The HS&E Team are responsible for monitoring compliance across the division and identifying deficiencies; periodically reviewing the requirements in relation to current legislation and working practices; providing advice and support in relation to the suitability of the arrangements provided under this policy.

Section 5: Version History

October 2016 New Document

February 2019 Updated branding