

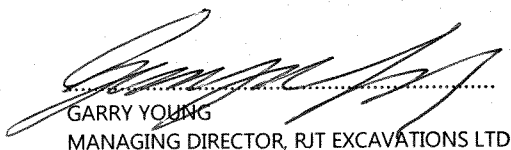
WORK SAFE POLICY

RJT Excavations Ltd aim to provide a safe working environment and safe systems of work so far as is reasonably practicable. We are committed to continuous improvement through enforcing an effective Work Safe Policy. In order to achieve this, we have four fundamental requirements.

1. Activities will be risk assessed and suitable and sufficient control measures will be implemented and communicated to all employees and sub-contractors before the activities are undertaken. Risk assessments will be carried out using procedures in line with the Management of Health & Safety at Work Regulations 1999 and the HSE five steps to risk assessment INDG 163. Control measures are designed in accordance with a strict hierarchy that will reduce risks as low as is reasonably practicable.
2. Sufficient training and mentoring is provided to ensure the competence of all staff. We do not expect any employees or sub-contractors to undertake any duties unless they are competent, briefed on any relevant information specific to the task and provided with suitable PPE.
3. We require all employees and sub-contractors to work safely at all times and to ensure that others around them work safely. This includes: -
 - Being fit for work and highlight any health issues and prescribed medication to the site supervisor or manager either at site induction, daily briefing or as soon as possible following any changes.
 - Complying with site rules.
 - Complying with site specific procedures and instructions.
 - Wearing the correct and appropriate PPE.
 - Using of the correct tools and equipment.
 - Reporting any unsafe conditions, hazards, defective equipment, near misses or accidents.
 - Complying with industry best practice & guidance.
4. Managers and Supervisors are responsible for ensuring that all staff and contractors under their control comply with this policy, and shall ensure that: -
 - Hazards are identified, assessment of risk carried out with suitable & sufficient control measures.
 - A safe system of work is in place.
 - Employees and sub-contractors are competent.
 - Arrangements are in place to report unsafe incidents, dangerous occurrences and accidents.
 - Employees and sub-contractors refusing to work on the grounds of health & safety are supported.
 - Any reports of unsafe working are investigated and appropriate remedial action taken.
 - Arrangements and controls are in place to reflect industry best practice & latest guidance.

This policy is communicated to all interested parties as well as signed copy being made available to the wider community through publication on our Website and Company Noticeboard at Jedburgh office.

Authorised by:



GARRY YOUNG
MANAGING DIRECTOR, RJT EXCAVATIONS LTD

DATE APPROVED: 21st APRIL 2023

REVIEW DATE: APRIL 2024

