

Barhale Construction Plc

Health & Safety Policy

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1 Introduction

Purpose

Our primary aim is maintaining and further developing a first class safety culture within Barhale. The Company is fully committed to the prevention of accidents, injuries and ill health. One of the key objectives within Barhale Construction plc is to ensure continual improvement to reduce accidents, ill health and incidents.

Barhale Construction Plc remains focussed on developing a positive and proactive health and safety culture, not only for our own people, but also for our suppliers and sub-contractors.

Health and Safety is at the heart of all we do, it is the first of our eight values and is at the top of our board and management meetings. We are not satisfied with mediocrity and we want to achieve our goal of zero accidents. We are fully committed to ensuring that the Company complies with its health and safety legal obligations.

The purpose of this document is intended to provide information to all Barhale Construction Plc employees on the company's Organisation and Arrangements for Health and Safety to ensure a safe working environment and to set out management and employee responsibilities to enable them to maintain the same.

General

This document has therefore been prepared to define the way Barhale Construction Plc intends to manage Health and Safety and meet its obligations under section 2 (3) of the Health & Safety at Work Act 1974 and OHSAS 18001:2007, which requires an Employer to prepare a statement of general policy with respect to the Health and Safety of employees and the organisation and arrangements set-up to carry out the policy. This policy supports the Corporate Integrated Management System Policy statement PL1.

It is drawn up taking into account the general duties of the Health and Safety at Work Act 1974, which simply summarised as follows: (Note that this is not a legal interpretation of the Act)

The Employer must ensure, so far as reasonably practicable, the Health and Safety or work of his employees by providing:

- A safe system of work
- Safe plant and equipment
- Safe means of handling, transporting, etc. articles and substances
- Adequate training, instruction, information and supervision
- A safe place of work with safe access to and egress from the place of work
- A safe and healthy environment
- Adequate welfare facilities
- Arrangements for joint consultation where Safety Representatives have been appointed

The employer must also ensure that the way his work is carried out does not, so far as reasonably practicable, affect the Health and Safety of persons other than his employees, e.g. other contractors, visitors, public.

2 Health and Safety Policy

The Board of Barhale Construction Plc is fully committed to the prevention of accidents, incidents and ill health. The Company is committed to continual improvement in Health & Safety performance through the setting of objectives and targets, with the monitoring of these through our Three Pillars performance indicators to ensure they are achieved.

The Directors of Barhale recognise their responsibility for managing Health and Safety within the Company's activities, and believe that all work-related illnesses and all injuries and accidents at work are preventable. Working safely is a condition of employment for all employees and contractors in order to create a working environment that is free from injuries, ill health and accidents.

The Board will ensure that all employees adopt a zero accident culture across the whole business and the organisation continually improves occupational Health and Safety management and performance.

Health and Safety is a line management responsibility. Every employee is responsible for his or her own safety, the safety of their colleagues, Line managers are responsible for the safety of all employees reporting to them, the safety of all other persons on our premises and sites, and of anyone who may be affected by our activities.

This policy supports the Corporate Integrated Management System Policy Statement PL1. The Directors of Barhale are committed to the consistent implementation and achievement of the following Health and Safety policy across all of its operations:

They shall

- Resource and plan policy implementation
- In support of this policy, ensure the consistent implementation and adherence to our safety management system and conformance to BS OHSAS 18001:2007
- Ensure that our safety management system remains a live, dynamic and interactive system, it is reviewed regularly, and is easily available to all persons who may need access to it
- Monitor, measure and review performance targets and achievements so as to learn from past experience, correct deficiencies, and ensure continuous improvement in occupational health and safety management and performance
- Be prepared to take disciplinary action against any employee who contravenes the Company's safety requirements
- Ensure, through appropriate training, coaching and advice, that all employees are competent to undertake their duties without risk of injury and ill health to themselves or others and avoiding damage to property, plant and equipment

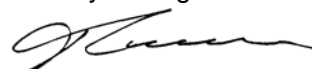
They require that all Managers

- Comply, as a minimum level of performance, with all Health and Safety legislation, regulations, industry standards, codes of practice that are relevant to the business activity and the Barhale 'Cardinal Rules'
- Assess in advance and continually review, the Health and Safety risk implications of any new or existing activity, plant, processes, procedures, substances and equipment in order to implement safe systems of work
- Do not allow any employee or contractor to undertake a task unless it can be completed safely

The Directors will report on performance and review this Policy at regular review meetings.



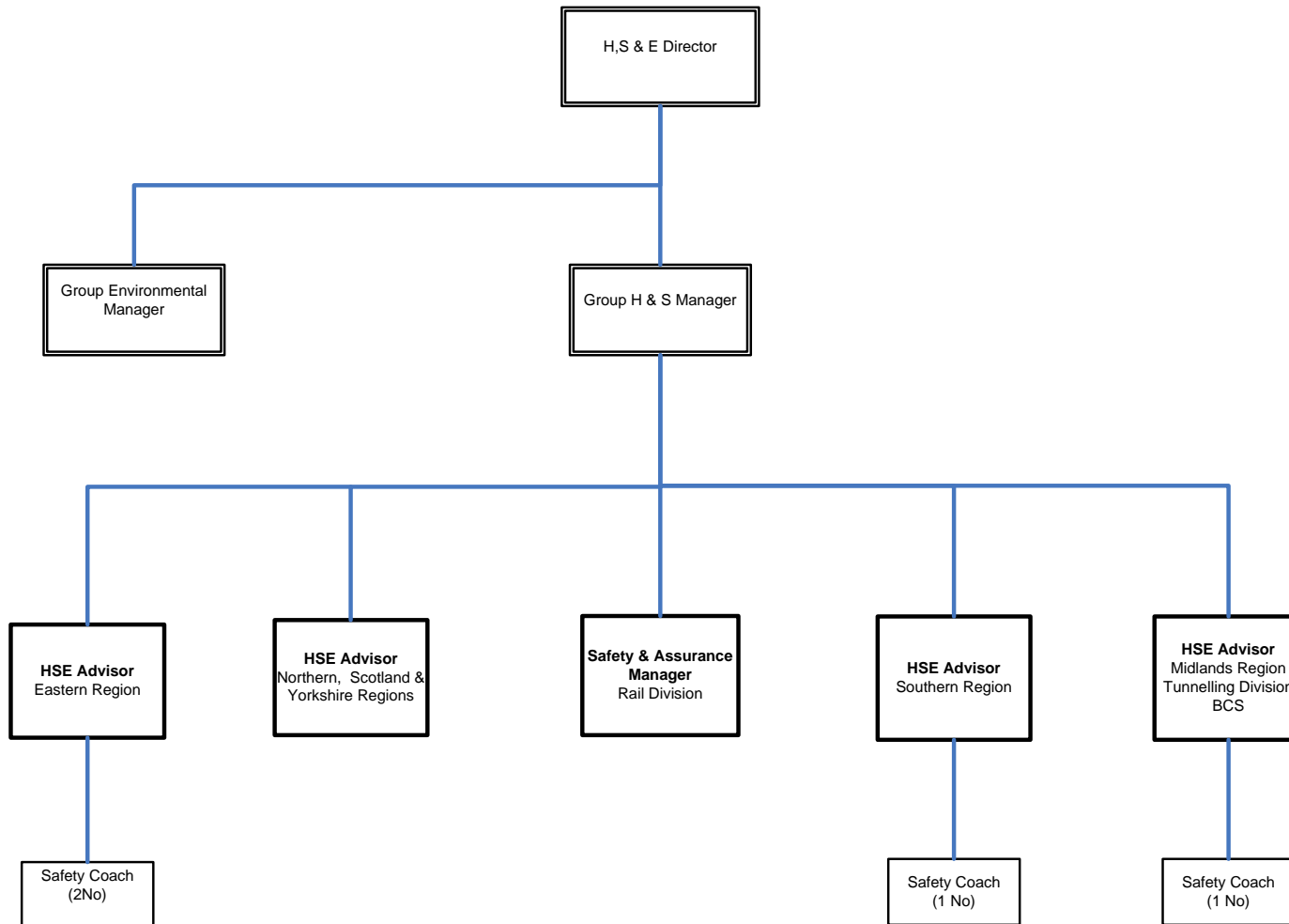
Director of Health, Safety and Environment
February 2010



Managing Director / Chairman

3 Organisation

Health, Safety and Environmental Departments' structure



3 Responsibility

Director of Health, Safety & Environment

Reporting to the Board of Directors the Director of Health, Safety & Environment has been appointed and is responsible for health and safety for all Company Operations. This appointment does not absolve any of the Company Directors from their collective or individual responsibilities.

Responsibilities include:

- Ensure that there is an up to date statement of the Companies Policy for Health and Safety and that it is brought to the attention of all Employees.
- Ensure there are instructions for the organisation and methods for carrying out the Company Policy and make sure that each person is aware of their responsibilities and the means by which they can carry them out.
- Institute reporting, investigation and costing of injury, damage and loss. Promote analysis of investigations to discover root causes and trends to eliminate hazards and to ensure the prevention of recurrence.
- Ensure adequate personal knowledge and understanding of Health and Safety matters and arrange training where required.
- Ensure suitable disciplinary measures are conducted on individuals that fail to discharge satisfactorily their responsibilities for Health and Safety.
- Set a personal example when visiting sites by complying with site induction requirements and by wearing appropriate personal protective clothing.
- Ensure that senior management Health and Safety inspections are undertaken each calendar month.
- Arrange for regular meetings with the Group Health and Safety Manager to discuss company accident prevention, performance, possible improvement areas.
- Ensure Health and Safety arrangements and responsibilities have been identified, formulated and implemented by direct reports.
- Regularly review the performance of direct reports and ensuring they discharge their responsibilities.
- Ensure direct reports are aware of their responsibilities and have received appropriate training to fulfil their roles.
- Ensure sufficient resources are available to allow the business to fulfil its statutory health and safety obligations.

Business Unit Managers & Departmental Heads

As direct reports, Business Unit Managers and Departmental Heads are responsible and accountable to their Director for the standard of Health and Safety for their regions and departments and staff under their control.

Responsibilities include:

- Ensure Contracts Managers and Line Managers have received adequate Health and Safety training to enable them to fulfil their responsibilities in line with the requirements of this Policy and the Safety element of the Integrated Management System.
- Regularly review the performance of direct reports and ensuring they discharge their responsibilities.

- Ensure sufficient resources are available to allow the business unit and department to fulfil its statutory Health and Safety obligations.
- Ensure adequate personal knowledge and understanding of Health and Safety matters and arrange training where required.
- Ensure suitable disciplinary measures are conducted on individuals that fail to discharge satisfactorily their responsibilities for Health and Safety.
- Set a personal example when visiting sites by complying with site induction requirements and by wearing appropriate personal protective clothing.
- Business Unit Managers to ensure that senior management Health and Safety inspection are undertaken each calendar month.
- Ensure individual responsibilities stated within the Health and Safety Management system are implemented.
- Ensure suitable processes are in place to induct new employees into the business unit and department.
- Business Unit Managers to ensure regular meetings with Health, Safety and Environmental Advisor to discuss business unit accident prevention, performance, possible improvement areas.
- Business Unit Managers to formally report on a monthly basis to Directors on Health and Safety performance appertaining to the business unit under their control.
- Report to their Director on any Health and Safety matters that need the input or support out side their capability.

Contracts Managers and Line Managers

Reporting to the Business Unit Managers and Departmental Heads, Contracts Managers and Line Managers respectively are responsible and accountable for the standard of Health and Safety for the staff under their control and the implementation of policies and procedures to assist them to discharge their responsibilities.

Responsibilities include:

- Ensure staff under their control have received adequate Health and Safety training to enable them to fulfil their responsibilities in line with the requirements of this Policy and the Safety element of the Integrated Management System.
- Ensure sufficient resources are available to allow the business to fulfil its statutory Health and Safety obligations.
- Report to Business Unit Managers and Departmental Heads any Health and Safety matters that cannot be resolved.
- Responsible for monitoring the implementation of agreed control measures within areas of supervision and control, to ensure the Health and Safety of all staff, contractors, visitors and members of the public and others.

Group Health & Safety Manager

Reporting to the Director of Health, Safety & Environment, the Group Health and Safety Manager is responsible for ensuring the provision of necessary Health and Safety advice, assistance and support to all areas of the Business and managing the Health and Safety element of the Integrated Management system to ensure it fulfils statutory Health and Safety obligations and is continually reviewed and updated accordingly.

Health, Safety & Environmental Advisors

Responsibilities of the Health, Safety and Environmental Advisors include –

- Ensure adequate personal knowledge and understanding of Health and Safety matters and arranging formal training as required.
- Assist the business units to identify Health and Safety risks and provide support and advice.
- Assist the Group Health and Safety Manager in designing and developing initiatives, policies and procedures and other Health & Safety related matters
- Promote and communicate Health and Safety policy and practices to all employees.
- Report to the Group Health and Safety Manager on Health and Safety matters that cannot be resolved in the first instance.
- Conduct accident and incident investigations to determine roots causes and learning opportunities
- Monitor and report on Health and Safety performance and compliance.

All Staff and Site Operatives

All employees will be required to:-

- Co-operate with managers on Health and Safety matters.
- Not interfere with anything provided to safeguard their Health and Safety and that of others.
- Take reasonable care of their own Health and Safety and that of others.
- Correctly use work items provided by Barhale, including personal protective equipment, in accordance with training and instructions. Report all Health and Safety concerns to an appropriate person.
- Seek further advice where uncertain from line managers from a member of the Health & Safety Department.
- Ensure that Health and Safety issues are properly considered for persons under their direct control.
- Make their contribution to help reduce accidents and ill health as an integral part of the wider business processes.

4 Arrangements

Planning

Barhale acknowledges that effective management of Health and Safety requires continuous planning as part of ongoing business activities.

Any new activities will require specific planning for Health and Safety.

Such planning includes identifying potential risks and developing controls that eliminate, reduce isolate control those risks and preferably in that order.

The Health & Safety department provide advice at the planning stages to assist Contract & Operational Management.

Implementation

All staff have responsibilities for the implementation of the Health and Safety arrangements and the specific procedures relating to the people and processes under their control.

Health and Safety procedures must be clear, well designed, take into account existing business practices and make allowance for human capabilities and fallibilities. They must be documented, communicated and understood by all concerned. Above all, no employee should be left in any doubt as to the importance of following agreed systems and procedures.

The Barhale Health and Safety Policy, states its commitment to Health and Safety. Therefore, Health and Safety issues will be treated as a matter of priority throughout Barhale Construction plc. This applies particularly to unsafe conditions or behaviour, where the first response will be to take immediate and direct action to remove or control the risks.

Control

Barhale will ensure that an appropriate degree of control is exerted over all workplaces through the provision of competent line management who understand their responsibilities and the use of Health and Safety procedures, risk assessments and method statements as applicable.

Supervision levels will be determined according to the level of risk involved in their activities, and the competence of those undertaking the task and be agreed prior to the commencement of operations and be subject to continuous review.

Co-operation

Barhale considers co-operation between individuals, safety representatives, managers, employees and all interested parties essential to combating risks to Health and Safety. Barhale will therefore promote co-operation in order to generate the added benefits that arise from the involvement of all and the pooling of knowledge and experience.

There are Company procedures setting out how consultation processes are implemented across Barhale.

Barhale consultation methods include:

- Quarterly Corporate Operative Health and Safety Committee meetings
- Weekly **3 pillar** forums held on site and conducted by Site Management involving site staff and site operatives
- Weekly toolbox talks with all site staff and site operatives
- Promotion of an “open door” policy for all employees
- Daily breakfast briefings undertaken by Site Gangers with Site Operatives before commencement of work activities.
- Formal regional **Operative IMS &** Health & Safety committees will be established with management, staff and operative representation in accordance with procedures.
- Operative involvement during preparation of risk assessments and method statements for operational work activities
- Operative involvement with health and safety management system updates and reviews
- Health and Safety Coach involvement with front-line workforce

Communication

Barhale will create and sustain an awareness of the importance of Health and Safety issues by the use of written, verbal and visual communication. This will include the visible behaviour of all staff in support of health and safety.

Various mechanisms exist within Barhale for the communication of all forms of Health and Safety information.

These include: -

- Quarterly Leadership Team Meetings
- Regional Business Unit Team Meetings
- Corporate Health & Safety Committee Meetings
- Quarterly Health, Safety & Environmental Matters publication to all Employees
- Formal Health and Safety training
- Bi-monthly corporate Health, Safety and environmental toolbox talks linked to the top six near miss reporting trends
- Consultation with Health and Safety specialists
- Communication of Health and Safety Alerts to all Barhale People
- Quarterly Barhale News letter to all Employees
- Health, Safety and Environmental booklet provided to all Employees
- Annual company led Health, Safety and Environmental conference
- Quarterly Health, Safety and Environmental Bulletins to Management
- Quarterly Health, Safety and Environmental Briefing Notes for cascade by Management
- Quarterly targeted Health & Safety Alerts on past quarterly incidents across the business
- Bi-monthly themed Health, Safety and Environmental posters

Discussion of Health and Safety issues is encouraged at all levels of the Company. Health and Safety is placed at the top of all Site, Operational Management and Corporate Meeting agenda's.

Managers will ensure that their staff and the workforce are informed, instructed and consulted on the health and safety aspects of their day-to-day work. Mechanisms for achieving this will be detailed in specific Health and Safety procedures and may include a combination of the following:-

- **Cardinal Rules**
- Site Specific Module 2 Health and Safety inductions
- Breakfast briefings and/or workplace talks
- **3 Pillar** weekly forums
- Specific safety training
- Site rules
- Risk assessment and method statement briefings
- Safe working procedures
- Weekly toolbox talks
- **3 Pillar** Senior Management inspections

Barhale requires all staff to “lead by example” and to emphasise the importance of Health and Safety through their visible behaviour. Health and safety must be seen as a business priority alongside others, including commercial issues.

Risk Control

The Management of Health and Safety at Work Regulations require employers to assess the risks to Health and Safety of employees and others who might be affected by their undertaking.

The assessment of risk is a process that identifies hazards and details the control measures to be adopted. The risk assessment process will start at the earliest possible stage of the project or task and continue during the works, focusing on successively smaller elements of work and work interfaces.

Corporate Health and Safety Risks are developed on Envoy electronic management system and are reviewed on an annual basis or when new risks are identified by the business. Site Management using corporate risk assessment information, produce site specific risk assessments which identify and control Health and Safety risks arising from business activities.

The management structure and responsibilities detailed within the specific construction phase health and safety plans will ensure the effective management of the risk control process at all Barhale workplaces ensuring the Health, Safety and welfare of all persons (including Barhale direct employees, sub-contractors, occupiers and members of the public)

Safe Systems of Work

Method statements will be produced in conjunction with workforce involvement for all activities considered to be medium or high risk and for any other operations where the control measures are not immediately obvious from standard procedures.

Method statements will: -

- address specific tasks or jobs, which may mean breaking down a works package into its constituent elements.
- be written for the benefit of those doing the work and those supervising.
- address all aspects of the job - programme, method, sequence, engineering, interfaces etc.
- include the identified hazards and respective control measures.
- be clear and concise using simple sketches where appropriate.
- make reference to the competence of individuals carrying out and supervising the work.

The precise content of a method statement will vary according to the scale and complexity of the job and the level of risk involved. However, a standard company method statement format is used to ensure all relevant information which should be included is covered by the author.

Information, Instruction and Supervision

Guidance on which information will be made available to staff, site personnel, sub contractors and visitors at the workplace will include:-

- Health and Safety Law poster
- Emergency procedures including fire
- First aid arrangements **and notices**
- Certificate of insurance
- Accident reporting contact details and arrangements
- Site Health and Safety rules
- Site Organogram showing key personnel and responsibilities for Health and Safety
- **Roles and Responsibility Charts linked to H & S Management System checks and inspections**
- Weekly **3 Pillar** forum meeting minutes
- Copy of recent health and safety **& 3 pillar inspections by HSE Advisors and Senior Managers respectively**
- Recent **health and safety alerts**
- **External health and Safety alerts applicable to Barhale activities**
- **Recent Best Practice Alerts**
- Traffic management plans detailing plant and pedestrian segregation
- Near miss trend analysis for region of business on a monthly basis **in poster form**
- Near miss trend analysis for Business on a quarterly basis
- **Monthly 3 Pillar (Safety) Charts and Scores indicating Regional and Corporate performance.**

In addition to the above, all Barhale employees, sub contractors and visitors will receive a site specific safety induction as a minimum requirement in accordance with CPR90 Induction procedure held on Envoy. The Barhale induction process is modular dependent on the person being inducted as detailed below:

Module A - Employment Induction

Module 1 – General HS&E Induction

Module 2 – Site Induction Module 3 –

Module 3 - Visitors Site Induction

More task specific information / briefings will be provided in the form of risk assessments, standard procedures, method statements and safe working procedures. These will enable a safe system of work to be carried out by all.

Specific risk assessments will be completed and briefed in order to manage all young persons under the age of 18 years including the appropriate information, instruction and supervision.

Expectant, new and nursing mothers are safeguarded by additional assessments and controls via Line Management.

If there are doubts about the statutory obligations regarding the Health and Safety of young persons or expectant, new or nursing mothers, then Barhale Health and Safety Department must be contacted.

Competence and Training

Barhale will ensure that employees possess the appropriate level of competence dependent on role throughout its organisation. This will be achieved through a combination of appropriate recruitment, training, selection and development of individuals, backed by advisory support.

The specific training needs of individuals will be identified in the following ways:

- Pre-appointment assessments as appropriate
- Performance Development Appraisals for all staff
- Health and safety monitoring
- Recommendations arising from audits and inspections.

Managers at all levels are responsible for assessing and meeting the training needs of their staff. The Barhale in-house Training Department, Human Resource and Health and Safety Department will advise and assist managers in carrying out these tasks and in compiling formal Health and Safety training programs.

The Training Department will ensure Health and Safety training records for all employees are maintained and made available to Site Management for individual's competency confirmation before allocating work activities.

Staff responsible for employing subcontractors to carry out work, will ensure that only those companies who have been assessed as having the appropriate competencies, including Health and Safety, are engaged to carry out work on behalf of Barhale as part of the vendor assessment process. This applies to subcontractors, designers, consultants and any other specialists. Details of the assessment and approval procedures will be included on the electronic management system Envoy.

Managers, will seek to ensure that all persons working are sufficiently competent to carry out their particular duties and tasks safely. Appropriate training standards and registration schemes will be specified by the in-house training department.

Health & Safety Objectives, Targets and KPIs

Objectives and targets

Barhale Health & Safety Corporate Objectives and targets set for 2010 are as follows:

Health & Safety 3 Pillar Measures 2010					
	Health & Safety KPI	Proposed Action / Change to KPI	Corporate target (2009)	Year End Performance Range 2009	Corporate target (2010)
1	Rolling AFR	Rolling AFR reducing by 0.05 / month	0.20	0.14	0.14 reducing to 0.08 year end
2	Rolling All accident AFR	Rolling All Accident AFR reducing by 0.05 / month	3.5	3.00	3.00 reducing to 2.40 year end
3	YTD m of Trench per utility strike	Increase KPI target but convert to YTD performance.	1500	1 in 1993	2000
4	% of project, contract and designated Site Managers with CITB 5 Day training	No change to KPI	90%	79%	90%
5	% Site based employees with appropriate CSCS / CPCS card	No change to KPI	95%	91%	95%
6	YTD % of employees time spent on H&S training	Increase KPI based on 18% stretch on 2009 average but convert to YTD performance.	1%	2.45%	1.5%
7	YTD Senior Management Inspections per 100,000 man hours but convert to YTD performance.	Increase KPI target but convert to YTD performance. Target equates to 2 inspections every 5000 people hours.	35	39.3	40
8	YTD % of Near Misses captured by operatives	Convert to YTD performance.	65%	58%	65%
9	YTD Near Miss received per 100,000 man hours	Increase KPI target but convert to YTD performance.	175	266	250
10	Rolling Accident Incident Rate	Increase KPI target reducing by 0.1 / month.	6.7	4.60	4.6 reducing to 3.4 year end

All the Barhale Regional Business Units are monitored on a monthly basis on their performance against the corporate Health & Safety objectives and targets. These are reported and reviewed by the Board of Directors, on a monthly basis, to ensure that Health & Safety performance is regularly reviewed with the primary emphasis on continuous improvement.

Monitoring

A variety of monitoring techniques are used within Barhale to measure Health and Safety performance.

3 Pillar Senior Management Inspections

All Senior Managers are tasked with completing **3 Pillar Senior Managers Inspections** on a monthly basis in areas of the business under their control. The term Senior Manager includes the role of Contracts Managers, Business Unit Managers, and Directors. Inspections will be carried out on site and numbers of inspections completed are corporately monitored on a monthly basis as part of the corporate Health and Safety measures set by the Business.

The **Health & Safety element** of the inspections are linked to the corporate Health and Safety cardinal rules which are as follows:

Barhale Cardinal Rules

*The rules outlined below are considered to be **mandatory** on all Barhale sites unless, due to specific circumstances, a documented risk assessment has shown it to be inappropriate and alternative, effective control measures are in place. Documented evidence must be available to demonstrate control conformance to the identified rules*

*No work activity with significant risks to health, safety or the environment should commence until a **risk assessment** has been undertaken and the appropriate control measures are in place.*

1. All personnel carrying out tasks on behalf of the Company will receive a work location **induction** and the necessary information, instruction or training to complete their task. Supervision shall be as required by the risk assessment.
2. Safety boots, hard hats and hi-viz tops will be worn at all times on all Barhale sites. Appropriate additional **PPE** will be worn as necessary whilst undertaking any operational task.
3. **Excavations** shall be appropriately supported (or battered) where required, inspected as necessary and will include suitable and sufficient edge protection. A '**Permit to Dig**' will be issued for all excavations with particular concern given to the safe location of existing buried services.
4. **Work at height** will only be carried out with appropriate control measures in place such as suitable and sufficient edge protection and / or fall arrest equipment.
5. All **lifting operations** shall be planned, supervised and conducted by competent persons. Evidence of compliance will be available for all plant and equipment requiring statutory inspection / testing.

6. All **confined spaces** shall be identified, classified and assessed for risk before work commences
7. All Barhale sites shall assess the risk and introduce measures to ensure the segregation of **vehicles from pedestrians**
8. **Waste** will be managed in accordance with the Duty of Care Regulations and other relevant legislation. Waste carriers will be engaged in accordance with Barhale Vendor controls and will be appropriately licensed and registered to handle our waste.
9. All **fuel and chemicals** shall be stored in accordance with current legislation. Appropriate spill control equipment must be available at all times.
10. Water and effluent shall be managed to avoid unauthorised or uncontrolled **Abstraction and Discharge**.
11. All excavator **quick hitches** used on Barhale sites will require Site Managers to ensure that they follow the **quick hitch** attachment requirements and the Barhale Quick Hitch Statement of intent.
12. Site Managers are responsible for ensuring all **segment storage areas** on site fully comply with the requirements set out in the Instructions for Safe Storage of Shaft Segments.

Health, Safety & Environment Department Detailed Inspections

All operational sites will be **inspected** frequently by a Health, Safety and Environmental Advisor to determine site compliance with Health, Safety and Environmental Management systems requirements and the general level of performance on site. All **inspections** are scored and logged and reported to the Board on a monthly basis. Any **inspection** scores falling below a threshold of 65% will require attendance by the relevant Contractors Manager and Site Agent to an Executive Meeting held on a weekly basis, in order to explain the findings of the **Inspection** and determine action taken to rectify the situation.

Weekly Site Managers Inspections

It is a Health and Safety Management System requirement that all Site Managers conduct a weekly Health and Safety inspection on their own site and record their findings accordingly. Close-out of findings will be checked during the Health, Safety and Environmental Advisor **inspection** as above.

Accident Reporting

The reporting of accidents resulting in injury or ill health, dangerous occurrences and near misses will be carried out in accordance with Company procedures.

Accident statistics will be collated and recorded on a monthly basis by the Health & Safety Department both regionally and corporately and reported to the Director of Health, Safety & Environmental on a monthly basis.

Driving at Work Policy

Company guidance is **incorporated in employee HSE handbooks and** Driver Safety Programme and guidance on the use of mobile phones and other devices in vehicles (CG4071)

Phones (and other communication devices) must only be operated by the driver of a moving vehicle where hands free equipment is provided.

Barhale expect each individual to comply with the legal requirements, but also to act in a responsible manner and ensure that when making and answering calls they only do so if it is safe and legal. Accordingly in the interests of safety the use of hand held devices when driving should be avoided and no driver is under any obligation to receive or make a call whilst driving.

Barhale People are encouraged when connecting to mobile phones to enquire whether the individual is able to receive the call safely and if this is not the case, arrange to speak to the person when they are in a safe position to take the call.

All mobile phones provided for company use have an answer phone facility so that a message can be taken without the need to answer the call.

Drugs and Alcohol Policy

Company guidance is available on Envoy and provides more comprehensive information related to this matter. PL15 a separate drugs and alcohol policy is available on the IMS (Envoy) system.

In summary, Barhale does not permit any employee or contractor to:

- Report or endeavour to report for duty having just consumed alcohol or be under the influence of drugs.
- Report for duty in an unfit state, due to the use of alcohol or drugs.
- Be in possession of illegal drugs or substances.
- Be in possession of prescription drugs without reporting and checking their use with the Line Manager before starting any turn of duty.
- Consume alcohol or illegal drugs whilst on duty.
- Encouraging others to misuse alcohol or drugs
- Consume alcohol or drugs on company premises (with the exception of authorised prescription drugs).

All employees or contractor personnel will be checked for the influence of alcohol or drugs:

- Whenever reasonable suspicion is suspected
- Following any significant safety related incident or accident
- On **an unannounced** testing basis

Drug and alcohol misuse or refusing to take a test will become a matter for disciplinary action in accordance with the disciplinary or capability procedure. Subject to the letter and spirit of this policy:

- Dismissal may result from disciplinary action
- Possession of dealing in illegal substances will immediately be reported to the police in all cases; there is no alternative to this procedure.

Any employee or contractor found to have tested positive after any drug or alcohol test will be immediately suspended from work activities, pending a full investigation and disciplinary hearing.

Barhale Construction plc has a policy of assistance with the rehabilitation of employees who voluntarily seek help and assistance for alcohol, prescription and illegal drug related problems. Such employees must seek help and assistance at the earliest possible opportunity from their Line Manager.

Barhale Construction plc will take all reasonable steps to ensure that all employees and contractors are regularly briefed and made aware as to the contents of the drugs and alcohol policy statement PL15, together with supporting guidance on drugs and alcohol screening regime and line management responsibilities.