



SAPPHIRE SERVICES LTD

HEALTH, SAFETY & ENVIRONMENT POLICY (SCHEDULE 1)

All workers are entitled to work in an environment where risks to their health and safety are properly controlled, our health and safety are protected by law.

- All employees and sub-contractors must complete our starter pack containing questionnaire on current Health/Medical conditions. This must be completed prior to your start date on site. We will advise the client of any medical condition that is a 'need to know' basis for your safety on site in case of an emergency. **It is your responsibility to update us of any changes to this during your employment.**
- Upon arriving at site on your first day please report to the Site Manager or representative from the client's company or Sapphire Service representative.
- You have a duty to take reasonable care of your own health and safety and that of other people who may be affected by your actions at work.
- You must co-operate with end user i.e., client on the site where you are working. This includes participating in any of their necessary health and safety training and instruction and attendance to site induction before work commences on your first day. Workers must be aware of our clients Work Health & Safety Policy individual to the sites they are working on and must follow any outlined instructions to adhere to such policy under the instruction and guidance of the client.
- You will be informed of any risks connected to your work, the control measures and the qualifications and skills needed to carry out the work safely.
- You will be instructed how to raise any concerns you have about your health and safety.
- You must follow all rules pertaining to no smoking areas, and only smoke in designated areas set out by the end user (client) of the site you are working on.

Personal Protective Equipment

- Personal protective equipment (PPE) Employed staff will be provided with PPE deemed necessary for the work being carried out. Self-employed operatives will provide their own PPE.
- The end user will provide additional PPE identified as necessary for the work being carried out, as set out in our terms and conditions agreed with the end user.

Accident reporting

- Employed and self-employed operatives will be informed by the end client on how to raise concerns you have about your health and safety. Sapphire Services will inform you on how and when to contact us (See also New Starter Information in your starter pack).
- Where a worker is an employee, Sapphire Services (Kent) Ltd are responsible to report an incident under RIDDOR If working on site for a client this is superseded by the end user.
- Where a worker is not an employee (Self-employed), the duty to report an incident under RIDDOR is on the end user (client), as the person in control of the premises where an incident occurs.
- If you are not satisfied or do not understand information/instructions received before commencing work, please speak with your supervisor on site and your Sapphire Services contact immediately.



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Working Practices

- You must work in accordance with SG4:22, TG30:24 and TG20:21 (See Below)
- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of equipment.
- You must report immediately any equipment defect and never attempt to repair yourself.
- Before any work commences, the supervisor or nominated person must ensure that a SAP Approved 'Work Order Card' is present and any associated permits have been implemented.
- All Scaffolds to be Erected & Dismantled in a safe and correct manner and in accordance with the following:
 - TG 20:21
 - Construction of (Health, Safety & Welfare) Regulations 1996
 - Standard Design Solutions for Birdcage Access. (Conventional Tube & Fittings)
 - Safety gates are to be fitted to give access to working platforms where ever practicable.
 - N.A.S.C. Guidance, SG4:22:
 - Working at Heights Regulations 2005
 - TG 30:24 System Scaffolding Guidance
- Before commencing any work activity, all Signage and Barriers (where appropriate) to be in place.
- On completion of first stage of the structure (i.e., first lift approx. 2 metres high) a Scaff-Tag will be fixed displaying "Do Not Use". Where the scaffold is to be left unattended for any length of time access must be restricted e.g. removal of the ladder or by simply tying a scaffold board up the ladder to prevent access.
- You must not operate any item of equipment unless trained and authorised to do so by the end client.

Hazard/Warning Signs & Notices

- You must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions/Environment

- You must make proper use of all equipment and facilities provided to control working Conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- On completion of the required Access, all loose and spare materials to be removed and stored in the allocated racks provided. In the event of materials to be returned to the site storage area, this will be carried out under the principles of Transport procedures.
- You must dispose of waste/scrap in the appropriate receptacles.
- Should any employee discover a hazard in which they feel is unsafe or has possibility to cause harm to other people or plant they must report immediately to their supervisor.
- Workers must be aware of our clients Environment Policy individual to the sites they are working on and must follow any outlined instructions to adhere to such policy.



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WORKING AT HEIGHT

All of Sapphire Services Rams and procedures are superseded by the client's RAMS and procedures you sign on your first day at work.

Our clients will provide a safe working environment for all employees who may be required to work at height.

We will achieve this by:-

- Identifying work activities that may involve working at height.
- Eliminating the need to work at height whenever it is reasonably practicable to do so.
- Implementing a safe system of work that will prevent falls of persons, materials & equipment.
- Providing suitable plant and equipment to allow safe access for persons and materials.
- Ensuring working platforms and any supporting structures are appropriate and designed in accordance with current standards.
- Ensuring that regular inspections and maintenance of all equipment required for working at height is undertaken and recorded.
- Providing adequate information and training to ensure that only competent persons are engaged when working at height.

All users are responsible for ensuring that the intentions of the policy are effectively implemented on site.

If you have any issues in relation to health Safety and Environmental conditions on the site you are working, please speak with your supervisor or health & safety officer on site and follow this with a report to Sapphire Services so we can ensure your queries/questions have been addressed.

Whilst this policy is outlined for our work force they are under the clients guidance and supervision and must follow the clients direction and policies on the site they are working.

Please confirm you understand the above and will ensure you follow procedures with regards to Health and Safety by signing the attached acknowledgment form.

Signed: 03/01/2025

John Fletcher
Managing Director

Review date for this document 3rd January 2026 or when circumstance / legislation indicates.