

MTA DrillTec Ltd

Directional Drilling



MTA Drill Tec Limited Company Health and Safety Policy

Revision No.	Date	Details
1	04/04/2018	First written Health and Policy document for MTA Drill Tec Limited – Although not legally required to be written down due to number of Company employees, The Managing Director has asked for one to be produced as a matter of Company Due Diligence.
2	30/07/2018	Policy Statements added, including Health & Safety & Corporate Responsibility at the request of the Managing Director
3	13/09/2019	Complete overhaul of existing Document at the request of the Managing Director in Accordance with the requirements of the Achilles Building Confidence scheme. General editing of complete document. Policy details for Fraud / Malpractice and Modern Slavery added. Legislation Register added.
4	19/09/2019	Lone Workers Policy added at the request of the Managing Director in accordance with the Achilles Building Confidence Scheme.

This Document was written by:
Position:
Date of latest edit:

Luke Ambler
Senior Engineer
September 2019

This Document was approved by:
Position:
Signed:

Mark Ambler
MTA Drill Tec Ltd Company Director



MTA Drill Tec Limited Company Health and Safety Policy

Document Contents:

- Section 1 : Health and Safety Policy Statement
- Section 2 : Corporate & Social Responsibility Statement
- Section 3 : Fraud, Malpractice Bribery & Corruption Statement
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Document produced in its original format on the 4th April 2018



Health and , Safety Policy Statement

Reviewed in 2021

MTA Drill Tec Limited ('the Company') are fully committed to delivering the highest standards of Health, Safety and Environmental standards in all aspects of our business alongside quality, productivity and customer satisfaction. As Managing Director I am ultimately responsible for Health and Safety within the Group. For this reason I ensure that Health and Safety issues are given the highest priority and that all the resources necessary for their effective management are made available. Responsibility for the implementation of this policy lies with line management, while all employees are responsible for ensuring they co-operate and comply with this policy and all related Company Health and Safety procedures, standards and practices.

The Company Health and Safety Policy will be reviewed annually in consultation with our employees, considering changes to work operations or relevant statutory requirements. A copy will be available at each work site for reference by any employee or interested party, as required.

I do not expect anyone who is engaged in work operations to carry out any activity in a manner that places the health and safety of themselves or others in jeopardy.

As with every aspect of our business we want to know when things do not happen in the manner intended. Should any instance arise where health and safety issues are not being addressed in line with this Policy Statement I ask that you make me aware and I will deal with the matter personally.

A copy of this Policy Statement will be displayed at each of our work sites and offices.



Mark Ambler
MTA Drill Tec Limited - Managing Director
Date: 13/09/2019

Corporate & Social Responsibility Policy Statement

Reviewed in 2021

I recognise that I must integrate my business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment. I recognise that our social, economic and environmental responsibilities to these stakeholders are integral to my business. I aim to demonstrate these responsibilities through our actions and within our corporate policies. I take seriously all feedback that I receive from our stakeholders and, where possible, maintain open dialogue to ensure that I fulfil the requirements outlined within this policy.

I shall be open and honest in communicating my strategies, targets, performance and governance to our stakeholders in my continual commitment to sustainable development. The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise the corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the Company.

I shall ensure a high level of business performance while minimising and effectively managing risk ensuring that I uphold the values of honesty, partnership and fairness in my relationships with all our stakeholders. I shall support the development of our external stakeholders through led training courses and using our facilities where they are suitable for all of our business partners to hold seminars and industry meetings. Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices. I shall encourage suppliers and contractors to adopt responsible business policies and practices.

I shall encourage dialogue with local communities for mutual benefit. I will register and resolve customer complaints in accordance with our standards of service, and shall support and encourage our employees to help local community organisations and activities in our region, particularly our employee chosen charities. I shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement. I shall provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.

I shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work. I shall develop Environmental policies and objectives as part of the business planning cycle.



Mark Ambler
MTA Drill Tec Limited - Managing Director
Date: 13/09/2019

Anti-Fraud, Malpractice, Bribery and Corruption Policy Statement

Reviewed in 2021

MTA Drill Tec Limited ('the Company') values its reputation for ethical behaviour and for financial probity and reliability. The Group is committed to the prevention, deterrence and detection of fraud, malpractice, bribery and all other corrupt business practices. The Group have a zero tolerance toward such behaviour. Losses due to fraud, malpractice, bribery and all other corrupt business practices can be more than just financial in nature, they can damage the Company's reputation as well.

It is required that all employees of the Company act honestly and with integrity at all times and to safeguard the Company resources for which they are responsible. To comply with all legal and regulatory requirements governing the lawful and ethical conduct of business. To respect customers, suppliers and other parties with whom they interact to achieve objectives by conducting business in an ethical, lawful and professional manner.

The prevention, detection and reporting of fraud, malpractice and bribery is the responsibility of all employees throughout the Company. If any employee has a suspicion of any act of fraud, malpractice or bribery they should confidentially report this to the Director of the Company. The Director will ensure that no employee will suffer in any way as a result of reporting reasonably held suspicions of fraud, malpractice, bribery and corruption.

The Director will ensure all breaches or suspected breaches of this policy are fully investigated, and if appropriate, initiate disciplinary measures and take prompt action to remedy the breach and prevent any repetition.

A copy of this Policy Statement will be prominently displayed within the Head Office, and the policy documentation will be made available to any interested parties.



Mark Ambler
MTA Drill Tec Limited - Managing Director
Date: 13/09/2019

Modern Slavery and Human Trafficking Policy Statement

Reviewed in 2021

MTA Drill Tec Limited ('the Company') is committed to driving out acts of modern day slavery and human trafficking within its business and that from within its supply chains, including our working organisations, suppliers and subcontractors. The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within our Company and with the organisations, suppliers of goods or services and any subcontractors to the Company.

As part of the Company's due diligence processes into slavery and human trafficking, the supplier approval process will incorporate a review of the controls undertaken by the relevant supplier. Imported goods from sources from outside of the UK and EU are potentially more at risk for slavery/human trafficking issues. The level of management control required for these sources will be continually monitored.

The Company will not support, or deal with, any business that is knowingly involved in slavery or human trafficking.

The Company Director and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chains.

A copy of this policy statement and a copy of the Modern Slavery Act 2015 will be accessible to all employees electronically and can be obtained from Luke Ambler upon request – if required, please email info@mtadrilltec.co.uk.

Formal procedures concerning slavery and human trafficking will be established, including disciplinary procedures where they are breached. Additional procedures ensure that this policy is understood and communicated to all levels of the Company, and that it is regularly reviewed by the Director to ensure its continuing suitability and relevance to the company activities.



Mark Ambler
MTA Drill Tec Limited - Managing Director
Date: 13/09/2019

Lone Working Policy Statement

Reviewed in 2021

MTA Drill Tec Limited ('the Company, we, us, our') acknowledges that there are risks associated with lone working and is committed to ensuring the personal safety of its employees in their working environment. This policy explains how the Company will manage lone working situations.

While The Health and Safety Executive define lone working as;

"Those who work by themselves without close or direct supervision"

In an attempt to better safeguard our operators, we have a far more specific definition, MTA Drill Tec Ltd defines lone working as;

"Any situation or location in which someone works without an operator nearby; or when someone is working out of sight or earshot of another operator".

MTA Drill Tec HDD Operators have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with us in meeting their legal obligations. The Company will raise awareness amongst all staff of all systems, procedures and equipment that must be utilised and strictly adhered to, to control the levels of risk associated with working alone. This policy and an example permit to work will be issued as a toolbox talk to any new starting operator during their induction. Using the risk assessment process, and the permit to lone working, we will assess risks to lone workers and take steps to avoid or control risks where necessary.

Within the risk assessment for lone working, we will identify situations where MTA Drill Tec operators work alone and consider the following:

- Does the workplace present a specific risk to the lone worker, for example due to temporary access equipment or the inclusion of an unsighted excavation?
- If there machinery involved in the work that one person cannot operate safely?
- Is there a risk of violence and /or aggression?
- Are there any reasons why the individual might be more vulnerable than others and be particularly at risk if they work alone?
- If the lone workers first language is not English, are suitable arrangements in place to ensure clear communications, especially in an emergency
- Methods of communication; considering location, signal etc.
- Methods of review and monitoring the lone worker
- What are the foreseeable emergencies?
- Where is the local hospital?
- Is the lone worker suitably trained to be undertaking the task alone?
- Is the lone worker working alone, or working alongside a Client, or other contractor (this affects the level of monitoring that may be required, as the worker may not be working in isolation)?

MTA Drill Tec's fundamental principle is that lone working is prohibited without the specific permission of a Senior Engineer or the Company Director and this permission will only be granted once stringent checks have been made to ensure that all necessary precautions have been taken and that it is safe for work to go ahead. The people doing the work take on the responsibility for following and maintaining the safeguards set out in the permit, which will define the work to be done and the timescale in which it must be carried out.

If it is found that the planned work has to be changed, the work must stop, you must contact Luke Ambler, the existing permit should be cancelled and a new one issued with amendments/ or work stopped until suitable measures (and a new permit) are in place.

The lone working permit will detail the checking-in procedure to be followed for a particular site. This must be strictly adhered to. Any changes must be notified to Luke Ambler at the earliest opportunity. Equipment will be made available to enable staff to work safely alone and check in at scheduled intervals. Equipment will also enable the lone worker to raise the alarm if necessary. Specific equipment provided will depend on location and task, however a mobile phone and two way radios with dedicated frequency are the minimum that our operators will have on site.

The image shows a handwritten signature in black ink over a faded version of the MTA Drill Tec logo. The signature appears to read 'Mark Ambler'. The logo behind it includes the text 'MTA Drill Tec Ltd' and 'Directional Drilling'.

Mark Ambler
MTA Drill Tec Limited - Managing Director
Date: 19/09/2019

A large, faded version of the MTA Drill Tec logo is centered on the page. It consists of the letters 'MTA' in a bold, sans-serif font, followed by 'Drill Tec' in a larger, outlined font. Below 'Drill Tec' is a graphic element of four slanted parallel bars, and to the right is a small circle containing the letters 'Ltd'. Below this entire graphic is the text 'Directional Drilling' in a large, outlined font.

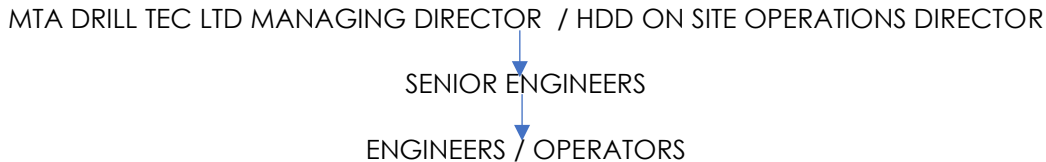
MTA Drill Tec Limited Company Health and Safety Policy

Section 5 : Organisation and the Responsibilities of Personnel

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5.0 MTA Drill Tec Limited Organisation Chart



5.1 Introduction

Managing Health and Safety is an integral function of management within The Company. It is therefore essential that this be reflected in the individual duties and responsibilities of every level of management within the organisation. Likewise, it is important to ensure that the avoidance of accidents and the provision and maintenance of safe and healthy workplaces is a common objective throughout the organisation, from directors to operatives. This will be achieved through the proactive management of Health, Safety and Environmental issues in conjunction with forward planning of all operations.

To this end, Health, Safety & Environmental responsibilities have been clearly defined as follow and are no less important than the responsibilities they may have in performing any other function.

5.2 All Personnel

- Understand the Company Policy for Health, Safety and Environmental matters.
- Actively promote at all levels the Company's commitment to effective Health, Safety & Environmental management.
- Make suggestions to improve the company's health, safety and environmental management.
- Ensure that each place of work is actively maintained in a safe manner and accept ownership of the safety procedures laid down for their benefit.
- Work in a safe manner at all times and set a personal example by wearing appropriate Personal Protective Equipment within working areas.
- Assist the Company in achieving high standards of Health, Safety & Environmental performance.

5.3 HDD Operations Director

- Provide the organisation, finances and resources necessary for the implementation of the Company Health, Safety & Environmental Policy.
- Ensure that staff at all levels receive appropriate training in relation to their employment.
- Monitor the Health, Safety & Environmental performance of the Company and take appropriate action whenever safety performance is below the highest industry Standards.
- Ensure that Safety is planned at the pre-contract stage of all new contracts.
- Identify the role and responsibility of the Company in respect of the CDM Regulations for each contract.
- Ensure contract health, safety and environmental plan is prepared at the start of the contract, develop the plan throughout the contract, and operate in accordance with it.
- Prepare method statements for work activities and ensure that activities are carried out in accordance with it.
- Make certain that, at all stages of a contract adequate provision is made for welfare facilities including first aid, safe systems of work, suitable clothing and equipment, in order to avoid injury, ill health, property and environmental damage and wastage.
- Plan safety into all work activities and ensure all teams have adequate time, resources, information, skills and training to carry out the operations to the highest industry Standards.
- Discuss health, safety and environmental performance with all personnel at each location on a regular basis.
- Monitor the overall health, safety and environmental performance of each location and ensure that action is taken whenever the highest industry safety standards are not being met.

5.5 Senior Engineers

- Ensure that personnel with adequate skills and training are in each position to conduct all work in an organised, planned, safe and environmentally sound manner.
- Ensure that all site supervisors are aware of their health, safety and environmental responsibilities and allow sufficient time and resources for them to fulfil these responsibilities.
- Understand the roles and responsibilities of the Company in respect of the CDM Regulations for each contract.
- Maintain the contract health safety & environmental plan and develop the Plan throughout the contract and ensure that the contract team operates in accordance with it.

- Organise and plan sites so that work is carried out to Company Standards with minimum risk to employees, other contractors, and members of the public, equipment, materials and the environment. Seek the advice of the Company Safety Advisor and assist and co-operate with regard to the implementation of any improvements, which may help to enhance these standards.
- Plan safety into all site operations; by effective use of the weekly health, safety and environmental inspection reports and forward planning meetings with the Company safety advisors.
- Ensure that adequate supplies of suitable personal protective equipment are available on site.
- Make full use of the services of the Company Health and Safety Advisors and ensure that all recommendations are actioned. Report immediately any dangerous occurrences, reportable accidents or HSE visits to the Contracts Manager.
- Co-ordinate the activities of the Company sub-contractors and ensure that they are made aware of their Health, Safety and Environmental responsibilities.
- Ensure that COSHH, Noise and Risk Assessments in respect of Company and subcontract activities are carried out, effectively monitored, reviewed and displayed on site.
- Identify the requirements for Method Statements, and ensure they are produced and issued to all relevant individuals prior to commencement of works. Ensure the distribution of this information to Foremen, Supervisors, Operatives, and the Client. Ensure that the method is strictly followed and controlled.
- In conjunction with the HDD Operations Director, ensure that all new employees, including sub-contractors, are instructed on the Company Health, Safety & Environmental systems and site rules, and written records of this activity are kept.
- Once Method Statements and Risk Assessments have been produced and approved, ensure that all affected persons, including sub-contractors, are fully briefed as to the contents, and monitor compliance.
- In conjunction with the Site Manager plan safety into all work activities. Ensure that work areas are maintained in a safe condition with the highest level of housekeeping.
- Ensure all statutory and Company specific inspections are carried out as prescribed by current legislation and Company requirements.
- Make full use of the services of the Company Safety Advisors and co-operate with them to achieve the highest industry standards on site. Advise them of all non-compliances, issues, accidents or incidents including disciplinary measures taken on site.
- Ensure that the requirements of COSHH, Noise, Risk Assessments and Method Statements are brought to the attention of all operatives involved.
- When permits to work are issued, ensure that all operatives involved in the work operations understand and follow them.
- Actively encourage employees to report Health, Safety & Environmental problems.

5.7 Engineers / Operators

- Ensure that you have received induction instructions at every site from the site supervision.
- Ensure that you have been given adequate task specific details (i.e., Method Statements, Risk and COSHH Assessments), and that you understand what is required, and you have the correct PPE, tools, and equipment to carry out the task safely.
- Ensure that you follow the instructions given to you at the induction, and that you always act in a responsible, safe, and environmentally proper manner.
- Actively participate in the effective management of Health, Safety & Environmental issues by reporting all incidents, accidents and near misses.
- Keep your own work area tidy and safe, and actively encourage safe working by others.
- Bring to the attention of Supervision, any faults, defects or potential unsafe areas, systems of work, or equipment.

5.8 Subcontractors

ALL SUBCONTRACTORS SHOULD HAVE COMPLETED AN MTA DRILL TEC LIMITED PRE-QUALIFICATION AND COMPETENCY QUESTIONNAIRE – THIS WILL BE CHECKED SO ENSURE THAT IT IS ON SITE – EITHER IN HARD COPY OR ELECTORNIC FORM

- Ensure persons under your control work in a safe manner and in accordance with the health, safety and environmental policy.
- Work within the requirements of method statements and risk assessments produced for your operations.
- Assist the Site Management in achieving Company Safety Standards by reporting unsafe operations and conditions.
- Suggest ways of improving overall health, safety and environmental performance.
- Ensure the provision of Support Services in no way compromises Health, Safety & Environmental performance.

5.9 Visitors to Site

- Visitors to site, including Company personnel, must ensure that they receive a visitor's induction on their first visit to a site. All visitors will be accompanied on site by a member of the permanent site team.
- Visitors shall ensure that they follow the instructions given in the induction, and act in a responsible manner.



Section 6 : General Arrangements

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- 6.3 Communication, Responsibility and Discipline
- 6.4 'RedFlag' (Whistleblowing) Procedure
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- 6.8 Management of Sub-Contractors and visitors
- 6.9 Construction (Design & Management) Regulations
- 6.10 Design
- 6.11 Accident and Incident Reporting
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- 6.17 Site Transport
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- 6.23 Noise
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- 6.37 Young Persons
- 6.38 Company Vehicle Driving
- 6.39 Working Time
- 6.40 Manual Handling
- 6.41 Work at Height (General)
- 6.42 Mobile Telephones
- 6.43 Health Surveillance & Wellbeing



6.1 Introduction

The Company maintains a safety culture of proactive Health, Safety & Environmental management, based on principles that have consistently proved successful in the past, namely:

- Forward planning
- Communication
- Empowerment of staff at all levels
- Information, instruction and adequate training
- Discipline
- Measurement and review of performance

The following section details the Company's Health, Safety Environmental Management Systems and its implementation throughout the business.

6.2 Proactive Planning Management

Proactive planning in respect of health, safety and environmental matters is intended to ensure that appropriate procedures are put into place before the event and that safe systems of work are adopted at all times. Contract health, safety and environmental planning has three distinct phases.

- a) Tender: Where known hazards are assessed from the information obtained from the Client and/or CDM Coordinator, and resources are allocated accordingly.
- b) Contract Award: Where key members of the contract team meet to discuss the forthcoming contract and agree actions on all the potential Health, Safety & Environmental hazards which are likely to be experienced throughout the contract. This meeting will result in the formulation of the contract Health, Safety & Environmental Plan, and the blueprint for a safe and environmentally sound site.
- c) Contract duration: Regular safety meetings are held on each site, at least monthly, to review recent site performance and discuss, in detail, the future Health, Safety & Environmental requirements. These will include relevant method statements, risk assessments, training requirements, use of sub-contractors and the utilisation of plant and materials. Actions will be agreed and communicated to all relevant parties to aid co-operation and coordination on site. The site team will also measure performance against the Company Standards.

6.3 Communication, Responsibility and Discipline

The Company ensures that all personnel are given a clear understanding of what is expected of them and the consequences when individuals do not co-operate. Communication, motivation and discipline are essential parts of the system. Operational personnel will be informed in the following ways.

- a) Inductions and Briefings

All site personnel must undertake a site-specific Health, Safety & Environmental induction detailing the known site hazards that they may encounter. This induction will be carried out by a senior member of staff and recorded.

Additional briefings will be required, including risk assessments, method statements, COSHH, noise assessments and environmental requirements, depending upon the nature of the work to be undertaken, and the materials to be used. The appropriate briefing record must be completed and retained.

- b) Supervisors

All supervisors are made aware of their roles and responsibilities on each project before starting on site, with reference to Health, Safety & Environmental management. Each supervisor is accountable for the provision of clear instructions to the personnel under his control.

Such instructions will include: -

- Identification of job-specific risks
- Methods of working
- Handling of materials
- Use of work equipment
- Use of personal protective equipment
- Environmental and waste management procedures

- c) Notice boards

A Health, Safety & Environmental notice board will be established on each site, which will display relevant information for the project, and will include: -

- Company Health, Safety & Environmental Policy Statement
- F10 Notification to Health & Safety Executive (where required)
- Minutes of regular Safety planning meetings.
- Safety News Flashes
- Emergency procedures
- Relevant Insurance Certificates and Statutory Notices
- List of trained First Aiders

- Health and Safety at Work Poster
- Contact details of Company Safety Advisors
- Company success criteria, values and vision

d) Consultation

To ensure an effective two-way communication process is in place within the company between employees at all levels the following provisions are in place:

- Sites are visited by the Managing Director including question and answer forums directly with employees.
- Safety Advisors visit every sites monthly and liaise directly with the workforce on Health, Safety and Environmental issues.
- Contact details of the Health and Safety Advisors are displayed at all workplaces to encourage active communication.

e) Discipline

There is a formal disciplinary procedure within the Company.

The formal disciplinary actions for less serious offences are: -

- Recorded verbal warning.
 - Written warning.
 - Final written warning.
 - If an employee fails to correct his behaviour, offences may ultimately lead to dismissal with due notice.
 - An employee may be suspended whilst alleged misconduct is investigated. Less serious offences would include, but not be limited to: -
 - Minor breaches of rules and regulations
 - Offences involving the misuse or unauthorised use of Company or client property, services or facilities
 - Actions harmful to good order, cleanliness and the welfare of others.
- For gross industrial misconduct the penalty is normally summary dismissal without notice. Offences that constitute gross industrial misconduct include, but are not limited to: -
- Wilful or reckless damage to, or misuse of property of either the Company or client.
 - Introduction, possession or use of alcohol or illegal drugs at work
 - Working whilst under the influence of alcohol or illegal drugs endangering safety and/or impairing effective working
 - Wilful or reckless non-compliance with safety legislation and regulations, including rules issued by clients
 - Wilful falsification of records
 - Refusal to carry out a reasonable working instruction
 - Wilful disregard of the Company policies, procedures, rules, quality requirements, or conditions of employment
 - Wilful disregard of other statutory requirements

6.4 'RedFlag' (Whistleblowing) Procedure

MTA Drill Tec Limited ('the Company') acknowledge their responsibilities and duty of care under the Health & Safety at Work, etc Act 1974, and will undertake to maintain safe working systems which affect the health, safety and welfare of our employees and subcontractors.

This 'RedFlag' Policy will ensure that the Group provide and maintain a blame free procedure for questioning, and ultimately refusing to undertake work where it is considered unsafe, and/or a risk to employee or other peoples' health and safety. Where there is potential or imminent risk of accident or incident, that is not already sufficiently controlled, the work is to be stopped and the system of work changed to remove or minimise the risk.

The following list is not exhaustive but detail s some of the reasons why the Company would expect this 'RedFlag' Procedure to be implemented: You are not competent to undertake the work if:

- You do not have the correct work equipment
- There is not a documented safe system or risk assessment for the activity
- You do not have the correct Personal Protective Equipment

The Company has in place a confidential reporting system that will provide employees with the means of reporting anonymously, any incident, unsafe act, concern and safety or environmental related issue.

The 'RedFlag' confidential reporting system is designed to provide the Group employees the confidence that should they question the safety of working systems or procedures, their views will be given serious consideration by the Company Management.

When a Work Safe report is received from an employee the Directors will ensure that a Manager or supervisor is allocated to investigate the concern and ensure that a response to the concern is published, is written in plain English and respects the reporter's motives.

No attempt will be made by the Company management to breach the anonymity of individuals as it is recognised that confidence in the integrity of the confidential reporting system for employees depends on an individual's privacy being respected.

The Director will ensure the Company will not discipline, discriminate or impose any form of penalty on an employee who uses this 'RedFlag' and refusal to work procedure. The employee or employees who initiated the 'RedFlag' Procedure will be kept informed of any decisions made throughout the process.

6.5 Training

Staff training is an integral part of the Company Culture. Training requirements are regularly reviewed using a Skills Database covering every employee of the Company. It is the Company's aim to ensure that all personnel receive the training they require to fulfil their appointment successfully.

A wide range of Health, Safety training is available to operatives. This includes task specific training for plant also, first aid, manual handling, confined space, safety awareness.

The Company training needs are regularly reviewed to ensure that our standards are not compromised.

Site training requirements are reviewed at the start of each contract and throughout the contract, at the regular health, safety and environmental planning meetings, this ensures that all personnel are adequately trained at all times.

Some topics are covered by regular toolbox talks and during site visits by the Main Contractors Safety Advisors.

The Company Training Record is used to record training details for each individual within the Company. This database allows training to be structured with re-training requirements for the forthcoming years easily identified.

In addition all training days are recorded and monitored as an Indicator of the Company to ensure that adequate investment in our people takes place.

6.6 Risk Assessment and Method Statements

Risk assessments are in place for all operations which utilise a standard Company format and are always site-specific. The site supervision is then accountable for ensuring that the risk assessment information is relayed to the relevant parties in a manner that is clear, understood and enforced.

Risk assessments will identify all hazards and evaluate risks to the Company, other contractors, and Client's personnel. The risk assessment will determine control procedures taking into account those, which may be laid down by the client

MTA Drill Tec Limited method statements will document an agreed safe system of work, for work with foreseeable high hazard content.

Method statements will specify stage-by-stage operations indicating the precautions necessary to protect operations personnel, staff occupying the premises and anyone else whom may be affected by the work. Typically method statements would be produced for work, which involves: -

- The use of substances hazardous to health
- Lifting operations
- Potential fire risk situations
- Electrical hazards
- Confined spaces
- Excavations

The following features will be incorporated into Company method statements as a minimum: -

- Access provisions
- Safeguarding of existing work locations
- Safety of others
- PPE requirements
- Technique to be used
- Plant and equipment to be used
- Procedures for the prevention of area pollution
- Procedures to ensure compliance with specific legislation

The risk assessments used in writing the method statements would be included for the completion of site-specific method statements.

6.7 Substances Hazardous to Health

Substances hazardous to health may be encountered in various forms, chemicals, radiations, dusts, gases, fumes and solids.

Where a hazard is known adequate measures to protect the individual shall be implemented, this may be by eliminating that substance, substituting it for a safer alternative, supplying the appropriate personal protective equipment, ventilating or cleaning a particular area, or removing the hazard by following specific safe procedures and practices.

The primary task, however, will be to identify the substance then seek technical advice on all necessary precautions. Where an unknown substance is evident or thought likely to be, advice will initially be sought from Client or Company Safety Advisor. It may prove necessary to obtain advice from the Health and Safety Executive or other outside bodies. Every effort will be undertaken to protect employees of the Company and others from harmful effects.

6.8 Management of Sub-Contractors and visitors.

All specialist sub-contractors employed by the Company are carefully selected to ensure a high level of competence in the duties for which they are employed. Sub-contractors must satisfy the Company as to their competence before commencement of work.

Where sub-contractors are not on the Company 'approved list', then pre-qualification plays a major role in influencing the selection of such sub-contractors. Pre-qualification requires that they submit their own Health, Safety & Environmental policy statement and complete a prequalification questionnaire before being allowed to tender.

The pre-qualification questionnaire is used to identify past performance, experience and any enforcement action taken against them. It also is used to demonstrate that a sub-contractor has sufficient resources to complete the proposed work in a safe manner. Sub-contractors, or anyone else under the control of the Company, will receive site specific induction training detailing site rules and procedures.

These parties will also be monitored against their own method statements and risk assessments, which will require approval by the Company before any work commences on site. Liaison will be maintained with all parties by the introduction of regular safety meetings on site to ensure ongoing communication and co-operation of all parties, and to give feedback on subcontractors' performance.

The site induction and sub-contractor's risk assessment and method statements are used by site management and the safety advisors to assess performance on site in relation to safe working practices. Failure to work in accordance with approved safe working practices can result in termination of contract and immediate dismissal from site. Visitors to site, including management and client representatives, will also undergo a site-specific induction and will be always escorted and will not be allowed to encroach on site activities without further information, instruction and training.

6.9 Construction (Design & Management) Regulations

The Company is fully aware of its responsibilities under all current health and safety legislation, including the Construction (Design and Management) Regulations 2015 and has the necessary capability, experience and resources to carry out the duties of Designer, Principal Contractor and Contractor as identified by Regulations 9, 13 and 15 respectively. Our safety procedures cover planning, utilisation of competent personnel in a co-ordinated approach, training and, where necessary, discipline. The Company believes that following its procedures will enable it to fulfil all duties and requirements under the Regulations.

As a Designer, the Company will, as a minimum:

- Check that the Client is aware of their duties under the Construction (Design & Management) Regulations 2015.
- Where we are required to prepare or modify a design, we will take into account the general principles of prevention, and any pre-construction information, to eliminate foreseeable risks to health and safety.
- Where we cannot eliminate risks, we will take steps to reduce or control risks through the design process.
- Provide information about those remaining risks to the Principal Designer and Principal Contractor.
- Provide information as required for inclusion within the Health & Safety File.
- We will take all reasonable steps to provide sufficient information about the design, construction or maintenance of the design to adequately assist the Client, other designers and contractors to comply with their duties as required under the CDM Regulations.

As a Principal Contractor, the Company will, as a minimum:

- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
- Ensure that design, technical and organizational aspects are decided in order to plan the various items or any stages of work which are to take place simultaneously or in succession.
- Plan and estimate the period required to complete the work or work stages.
- We will take into account the general principles of prevention.
- We will as a minimum ensure cooperation between contractors (including successive contractors on the same construction site):
- Coordinate implementation by the contractors of applicable legal requirements for health and safety; and ensure that employers and, if necessary, for the protection of workers, self-employed persons apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4 of the Regulations and where required, follow the construction phase plan.
- We will ensure that a suitable site induction is provided.
- We will take the necessary steps to prevent access by unauthorized persons to the construction site; and ensure that facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- We will liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

As a Contractor, the Company will, as a minimum:

- Check that the Client is aware of their duties under the Construction (Design & Management) Regulations 2015.
- Plan, manage and monitor our construction work to make sure that our employees, or contractors under our control, can carry out their work without risks to their health, safety or welfare.
- Where there is more than one contractor working on the project, we will comply with any directions given by the Principal Designer or the Principal Contractor, and the parts of the construction phase plan that are relevant to our works for the project.
- Where we are the only contractor working on the project we will take into consideration the general principles of prevention when deciding on design, technical and organisational aspects of the project, and to allow for the planning of the items or stages of work which are to take place, and to estimate the period of time required to complete the work.
- Where we are the only contractor working on a project, we will draw up a construction phase plan, or make arrangements to have a construction phase plan drawn up as soon as practicable to commencing the works.
- We will ensure that any construction phase plan drawn up by us meets with the specific requirements of Regulation 12(2).
- We will ensure that our employees (and contractors that we engage) have, or are in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to them in such a way that secures the health, safety and welfare of any person working on the project.
- As a contractor we will provide each of our employees or the contractors under our control with appropriate supervision, instructions, and information so that the construction work can be carried out safely.
- We will provide a suitable site induction, where not already provided by the Principal Contractor.
- We will provide information about the procedures to be followed in the event of serious and imminent danger on site.
- We will provide information to our employees about the risks to health and safety identified within the risk assessments for our works, or the works of others that may affect our employees or contractors.
- We will ensure that our employees and contractors are provided with sufficient information to allow them to carry out their work in compliance with any current statutory provision.
- Where we are the only contractor working on a project, we will ensure that suitable steps have been taken to prevent access by unauthorised persons to the site.
- We will ensure that the minimum welfare facilities as required by Schedule 2 of the CDM Regulations 2015 are provided or are available to our employees and contractors.

6.10 Design

Safe, high integrity and cost effective design is fundamental to the Company's continuing success, and hence Company designers are required to consider Health, Safety and Environmental issues during the pre-construction, construction and future maintenance and final removal of supplied equipment, including the access to it. In considering this, designers will:

- Identify the hazards, which will occur during construction and maintenance and final removal
- Eliminate risks wherever possible
- Minimise the remaining risks
- Provide adequate information on the risks that cannot be eliminated.
- Maintain wildlife habitats and social aspects and impact.

The appropriate level of risk assessment will vary from project to project and from one operation to another. A large majority of work undertaken by the Company involves repeat work, which means that many risk assessments remain valid over long periods of time. These risk assessments can be used as a foundation for a site-specific method statement, where the working environment, specific to a particular project location, may vary the actual site hazards.

Documents generated from the designers will include records of risk assessments conducted throughout all stages of the design process. These are particularly relevant where hazards are considered and either designed out or highlighted. Copies of the final information, to be supplied to the Principal Designer for the purposes of the health and safety file, will also be generated.

6.11 Accident and Incident Reporting

Within the Company, all accidents/incidents and near misses must be reported to a section supervisor at the time of the event. For all environmental incidents and near misses and injuries, including minor ones, the supervisor must ensure that it is recorded on an appropriate form and forwarded to the head office.

This reporting procedure is of the utmost importance as further investigation may need to be carried out by the safety advisors and the Health and Safety Executive or Environment Agency may need to be notified. This procedure is the same for the reporting of incidents and near misses.

Accidents statistics are formulated from figures collated on a monthly basis to generate statistics for the Company. This system of reporting allows trends to be identified at an early stage and actions taken to prevent re-occurrence.

At the end of each year an Annual Report is published for all accident data within the Company for that year. This enables the Safety Advisors to identify long-term trends of accidents and incidents within the Company and enables the Company to focus on setting the correct objectives for the forthcoming year. Accident and incident data are also used as Key Performance Indicators by which to monitor the effectiveness of the Safety Advisors, and to highlight successes and failures over the past year.

6.12 First Aid

Provisions for First Aid will be supplied and kept at each workplace in compliance with the First Aid Regulations 1981, where more than one Contractor is on site, joint arrangements may be made.

At least one competent first aider will be resident at each workplace who will be responsible for ensuring first aid facilities are available and kept stocked. Should the need occur, training of further personnel would be undertaken to ensure adequate arrangements are maintained on site.

6.13 Emergency Procedures

The Company have contingency arrangements for dealing with emergencies; details of such arrangements are covered in induction training of Site personnel. Information regarding emergency procedures are displayed in the workplace/ site accommodation units detailing site and national telephone numbers and assembly points.

Co-ordination is necessary with Client to suit requirements of Client premises and procedures.

Precautions are instigated at site to prevent fires and ample firefighting appliances are available in accommodation units and work areas.

6.14 Fire Precautions

Suitable fire extinguishers shall be provided in all accommodation units and for use where hot works are to be undertaken.

Precautions will be taken to prevent fires at workplace, where hot works take place by using fire retardant materials to minimise the spread of sparks / hot slag.

Supervisors will inspect all facilities and operations as part of their site duties.

Used extinguishers shall be exchanged immediately after use, recharged and placed in spares stock.

6.15 Site Services and Accommodation

Facilities will be provided for all personnel on site where meals can be taken in clean and comfortable surroundings. Provision will be made for the supply of hot and cold water for meals and drinking purposes. Further provisions will be provided so that employees can wash before leaving site or taking meal breaks, toilet facilities will be required in adequate quantity for the number of persons employed. Arrangements will be made to ensure accommodation facilities are maintained in a clean condition and good state of repair.

6.16 Flammable Liquids and Gases

Storage to the requirements of Statutory Regulations will be undertaken for gas cylinders, chemicals, oils, paints and other flammable substances. Gas cylinders will be stored outside in lockable cages, oxygen separate from acetylene and propane and segregated from oils, paints and chemicals.

Where LPG is used in accommodation, this shall be stored outside the building except in the case of Butane cylinders enclosed in portable heaters. Care will be taken to position LPG cylinders away from excavations, tunnels and basements to prevent the possibility of ingress of leaking gas.

All gas cylinders are prohibited from confined spaces, excavations, tunnels and basements to prevent the possibility of ingress of leaking gas. Where flammable substances of any description are used in confined areas adequate ventilation will be ensured to prevent a build-up of fumes or gases. Oils and greases will be stored away from oxygen and kept in sealed containers. Diesel oils will be stored in the open with easy access allowed for vehicles for re-fuelling purposes. Drip-trays must be used to prevent spillage / contamination of watercourses. Paints and chemicals in small quantities will be held in secure storage, where quantities exceed 50 litres, storage will be in a fire resistant structure, clearly marked "Highly Flammable", and kept closed when not in use.

The issue of flammable substances will be kept to a minimum, sufficient only for the work in hand; unused quantities will be returned to stores daily.

Substances will be taken onto site in proper containers, glass bottles are prohibited. All personnel handling flammable substances will be instructed in safe use of the material and warned of inherent hazards. Adequate firefighting facilities will be readily available near storage and working areas.

6.17 Site Transport

All site vehicles will be maintained to a safe standard. A competent person will carry out Daily/Weekly checks and record these checks within the safety file.

Only trained and competent personnel holding current licences or certification will be authorised to drive or operate vehicles or site plant. All site speed limits and traffic management systems will be complied with.

Refuelling of vehicles will be carried out in a safe manner with due regard to environmental protection legislation. An appropriate fire extinguisher will be positioned near any bulk fuel facility.

6.18 Good Housekeeping

It is acknowledged a clean environment is safer, more pleasant to work in and is a prerequisite in proactive safety management, a duty is therefore placed on each supervisor to ensure good housekeeping standards are maintained in each area throughout Contract operations.

All scrap, debris and rubbish will be cleared as work continues and placed in designated disposal areas. Spillage of oil, greases or other substances will be cleaned up with haste and all substances disposed of in accordance with Control of Substances Hazardous to Health regulations. Tools and equipment will be stored securely, neatly and tidily. Hoses and cables will be supported off floor levels wherever possible (above head height). All gangways, stairways, scaffold platforms, access points, floor levels and fire exits will be maintained free from obstruction, clean and tidy.

6.19 Excavations

All excavations must have suitable precautions and safeguards put into place to ensure the safety of personnel working within that excavation. Some excavations may need to be classed as confined spaces, and as such come under the confined space regulations 1999. Before personnel are allowed to enter an excavation, and at the start of each working day a competent person must carry out an inspection of that excavation.

This inspection will take into account: - Access and egress, stability of sidewalls and shuttering, the need for gas testing, vehicular and plant movements in the area, the storage of materials and spoil adjacent to the excavation, stop blocks, barriers, the width and depth of the excavation and the work to be carried out, weather conditions and any other factors which could affect safe working within the excavation. The results of such inspections will be recorded in the site safety file.

6.20 Confined Spaces

Before the onset of any work within a confined space, a suitable risk assessment must be carried out which will be specific to that individual workplace. Where risks are identified then suitable preventative measures must be put in place in order to protect all personnel involved. Where there is a need for access into confined spaces, provision shall be made to ensure each confined space is safe, free from harmful substances and bears sufficient oxygen to support life before access is allowed without respiratory support. Work will not commence in any confined space until air monitoring has taken place and a permit for work issued, air sampling will continue throughout working periods. It may be necessary to undertake work with approved respiratory equipment, this will be undertaken only by those trained in the use of such equipment under the strict control of experienced supervision and a permit for work. Before entry into confined spaces, all entry points for potentially dangerous substances shall be isolated, it is not sufficient for a single valve to be isolated, a break in each supply line must be instituted with a blanking plate situated at a valve.

The following control measures shall apply: -

- 1) Entry shall be strictly controlled and registered.
- 2) A watcher will be posted at entry with no one allowed inside without reporting to him.
- 3) Ventilation will be provided where required to ensure an adequate supply of air.
- 4) No internal combustion engines will be permitted inside.
- 5) No gas cylinders will be permitted inside.
- 6) Rescue harnesses with safety lines attached will be worn by all personnel entering a confined space, with safety lines attached where they can be used without fouling.
- 7) All personnel involved in such working will be trained in rescue procedures.
- 8) Access doors shall be secured in the open position to prevent unintentional closure.
- 9) Smoking will be prohibited.

6.21 Barriers

Where a hazard is likely to exist from work activities, barriers shall be positioned to prevent unauthorised access, should circumstances require if the work area will be screened.

Notices of warning of such hazards will be fixed at suitable points adjacent to the working area.

6.22 Personal Protective Equipment

Sufficient quantities of personal protective equipment will be held on site suitable for any operation requiring bodily protection. Gloves appropriate to the task being undertaken will be supplied, e.g., handling of fuels or chemicals, sharp or hot objects, welding and burning etc.

Safety footwear is mandatory as necessary, sandals, trainers and ordinary footwear is not permitted in construction areas. Safety helmets are mandatory on site. Suitable high visibility clothing is provided by MTA Drill Tec Limited and is mandatory within the working areas. Where required by risk assessment, site specific rules or Client requirements, MTA Drill Tec Ltd will provide high visibility clothing to the relevant flame-retardant standard and to EN ISO 11612 as the minimum. Eye protection is mandatory in all work areas, when grinding, polishing, wire brushing, chipping, burning, welding, using a hammer and chisel or any other operation where injury to the eye is likely from flying objects, glare, radiation or chemicals grade then appropriate levels of protection shall be worn.

6.23 Noise

Wherever possible noise levels will be reduced to a minimum by offering suppression or by substitution of plant. However it is not always possible to reduce noise levels, as noise emitted from sources beyond the control of the Company may be evident. Some machinery in use does emit noise levels in excess of statutory action levels; in such cases the following will apply. Sufficient supplies of hearing protection will be held on site and issued to personnel where noise levels exceed a safe limit. Personnel will receive advice and instruction on the use of ear protection. Signs shall be posted where noise levels are deemed to be excessive and hazardous to health.

6.24 Legionella

The bacteria can be found in cooling systems, air conditioning plants, stagnant ponds and water storage systems. Shower systems at sites can be affected therefore it is important to carry out simple precautionary measures.

Water storage tanks on site accommodations units should be drained annually and cleaned with a disinfectant. Pipework systems and showerheads should also be cleaned and disinfected at least annually.

Where water washing is to be carried out on Clients premises, advice should be sought of client regarding the quality of the water.

Respiratory protective equipment may be necessary to protect employee's respiratory tracts from contamination.

6.25 Leptospirosis

The disease is a form of jaundice and can be fatal or result in permanent disability if not diagnosed and treated at an early stage. The symptoms are similar in influenza.

Areas of risk include sewers, drains, watercourses, canals, docks, derelict buildings, rubbish tips, farms or other locations where rat infestation is likely.

Persons working in areas which have been assessed and identified with the potential existence of Leptospirosis will be issued with a Leptospirosis Information Card to be shown when attending a doctor or a hospital suspecting Leptospirosis symptoms.

In addition, adequate First Aid, washing and welfare facilities will be available on site.

Personal Protective Equipment including impervious gloves will be available, issued to relevant personnel and adequate procedures installed for reporting defect and damage.

Personnel working in potentially contaminated areas must ensure that any cuts, abrasions or scratches are carefully cleaned with sterile wipes or soap and water and covered with a waterproof dressing. After contact with raw water, the hands and forearms should be thoroughly washed with soap and water especially before eating, drinking, or smoking and persons should also avoid rubbing their nose, mouth or eyes during work.

6.26 Permit for Work Procedures

Where site conditions require it, a permit for work system shall be used and strictly adhered to, in some circumstances this will be operated by Client who will approve nominated personnel.

Only nominated personnel may take out, transfer and cancel permits for work.

All conditions entered on the permit shall be strictly complied with.

The nominated person shall be responsible to ensure such conditions are complied with, before a permit is cancelled he will ensure all tools and equipment are removed from the area, and all personnel withdrawn.

6.27 Plant and Equipment

Operation of plant will be by competent personnel only.

Routine inspections will be undertaken by competent persons on site, defective items will be removed from service until repaired.

Should it be deemed appropriate, operational instructions for any item of plant or equipment will be kept on site and issued with the consent of site management.

Training may be undertaken on site, or where more appropriate, off site by specialist training bodies.

Where certificates of test and examination are required by statutory regulations, a copy of a current certificate will be held on site for each item of plant or material and available for inspection by interested parties.

Any item hired to site will be delivered with a current test certificate and relevant health and safety information, which shall be held on site for the duration of hire.

All plant and site vehicles will be maintained to a good state of repair, and in the case of vehicles, be in a roadworthy condition to a standard of at least that required to obtain an M.O.T. Certificate but not necessarily a Road Fund Licence.

6.28 Powered Hand Tools and Equipment

Only competent persons may operate powered tools or equipment unless being trained to do so under the direct supervision of a skilled person and then only with management authority.

Power tools must be inspected before use to ensure they are in good working order, defective items should be returned to stores immediately for repair. All electrically operated equipment used shall be subjected to Portable Appliance Testing at regular intervals by a competent person. All records of PAT are kept at head office for future use. All handheld electrically operated tools shall be of 110-volt supply maximum. Cartridge tools may be used only by persons trained and authorised for that particular tool. The correct guard must be in place at all times. Loaded tools may never be left unattended, unload before storage. Eye protection must be worn during use and loading.

6.29 Electrical

All electrical equipment will be examined by a competent person before delivery to site. Portable power tools shall be 'double insulated' or 'fully insulated' with a rating of 110v. All portable tools, portable and festoon lighting shall be 110v and fitted with Legrande, CeeType or Reyrolle, three pin 16 amp plugs to BS 4343. Inspection lamps for use in confined spaces shall be 25v and intrinsically safe. Accommodation requirements will be 240v, earth leakage trip breakers will be fitted as mandatory. Large items of equipment, e.g., compressors, weld machines etc, will be 415v. All lights and tools intended for use in confined spaces where there is a presence of flammable substances shall be intrinsically safe. Trailing cables will wherever possible be supported off floor levels to prevent damage or tripping hazards. Before use each day, every portable tool will be inspected by the user; defective items shall be returned immediately for repair. All portable tools will be returned to site stores at the end of each working day, any defects shall be reported. Portable tools, items of plant and lighting shall be inspected weekly for defects.

Defective tools shall be returned for repair, larger items of plant will be isolated until repairs can be undertaken by a competent person. An "Electrical Shock" placard will be displayed in a prominent place at site accommodation to inform personnel of what steps to take in case of emergency

6.30 High Voltage Enclosures

No access to high voltage enclosures will be permitted.

Should the need arise to gain access to any enclosure containing electrical equipment; this will be carried out under Clients direct authority under a Permit for Work.

Where work is carried out adjacent to high voltage apparatus, arrangements shall be made to ensure all metal objects, vehicles, and in particular cranes, are kept at a safe distance.

Personnel employed in such vicinities should be made aware of the dangers and the fact that electricity can earth by arcing gaps of several feet to metal objects.

Adequate instruction and supervision will be employed to ensure safe working.

The need to obtain advice from Client may be necessary particularly where extremely high voltage apparatus is involved.

6.31 Asbestos Awareness

Contact with asbestos is rare within the directional drilling industry, but Asbestos was used as material for water pipes for decades so HDD engineers may come into contact with the material . The removal of asbestos when necessary will be carried out by licensed asbestos removal contractors to statutory requirements including:

• The Control of Asbestos Regulations 2012.

During work activities if any material is suspected of being asbestos work must cease immediately. The suspected material must be reported and further investigation conducted to verify if asbestos is present. No material suspected of containing asbestos will be removed until the nature of material content has been identified and adequate arrangements made for safe removal by licensed contractors.

All operatives likely to come into contact with asbestos are to receive asbestos awareness training, and any unlicensed work will be carried out in accordance with the guidance provided on the HSE asbestos essentials task sheets.

6.32 Lead

Lead can be encountered in various forms on Construction Sites, e.g., pipework, electricity cables, painted surfaces, paints and motor fuels. Storage tanks may have contained leaded fuels and possible protected by lead bearing paint.

Hazards to health may be evident from the undertaking, e.g., burning welding and grinding, painted surfaces or entry into confined spaces. Breathing in dust or fumes, absorption through the skin and ingestion, are factors requiring consideration.

Work with lead where risks to health are likely, will be carried out to The Control of Lead at Work Regulations 2002, and the Approved Code of Practice.

For work in confined areas, adequate ventilation will be proved or respiratory protective equipment provided and used depending upon the degree of risk involved, a survey will be carried out before work commences.

When work is carried out where lead levels hazardous to health are evident, and then employees will be instructed in the dangers and precautions required to avoid contamination.

Adequate washing facilities will be provided and used before those employed take food, drink or anything by mouth. Separate storage facilities will also be provided for protective clothing away from personal clothing.

Medical surveillance will be undertaken for those workers coming into contact with lead with records kept.

Client will be approached for information regarding the likelihood of lead contamination at the place of work.

Sampling of the new work areas where lead is suspected will be undertaken before commencement.

6.33 Waste Disposal

A high standard of waste disposal is essential throughout Contract period.

Where the Company is required to arrange disposal this will be to an authorised site by a licensed carrier.

Copies of transfer documentation will be maintained on site for reference.

A copy of carriers licence will also be retained at site for reference.

All wastes shall be disposed of in accordance with Statutory Regulations including:

- Hazardous Waste Regulations 2005
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Controlled Waste Regulations 1992
- Environmental Protection (Duty of Care) Regulations 1991
- Environmental Protection Act 1990
- Landfill (England & Wales) Regulations 2002
- Special Waste Regulations as amended 2002

6.34 Dust

The nature of our work can present very dusty atmospheres.

Wherever practical, all efforts will be made to remove concentrations of dust to an acceptable level, it is acknowledged however, this may not always be possible and even with heavy concentrations removed, fine particles will still exist.

The use of local exhaust ventilation and respiratory protective equipment is therefore frequently necessary, in most instances the paper or fabric type of ori-nasal mask is satisfactory, in heavier concentrations the filtered type may be preferred.

A consideration will always be given to the use of hooded coveralls and these will be supplied where necessary.

6.35 Site Security

All persons entering site will comply with site security arrangements.

Where required by client a personal identity pass will be issued and no access to site will be permitted without it.

The identity pass must be shown on demand to authorised persons.

Vehicles and personnel may be stopped and searched upon entering or leaving site.

It is not permitted to remove any substance or article from site without written permission by an authorised person.

Failure to comply with the above may result in dismissal from site.

6.36. Staff training.

Task Related:

1. Well defined tasks.
2. Clear responsibilities.
3. Proper use of skills.
4. Good control of hazards and risks.
5. Support from senior management.

Additional information on the subject of Stress at Work is contained in Guidance note HSG 218, published by the HSE.

6.37 Young Persons

The Company will ensure that work activities exposing young persons to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring relevant legal standards are met (dependent on the risk involved), and that official guidance and good practice is followed. Where hazardous activities cannot be eliminated, risk assessments — to be carried out by a competent person — will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will take into account the actual risks associated with the work activities and whether or not these risks are increased due to the age of the young person.

Specifically, the assessment will consider risks associated with exposure to physical agents, biological agents and chemical agents. It will also consider other work situations, as prescribed in HSE guidance.

Risk assessments relating to young persons will be reviewed, and if necessary revised, regularly.

6.38 Company Vehicle Driving

The Company will have in place procedures to ensure all vehicles are adequately insured, maintained and serviced and have a valid MOT.

Company vehicle drivers will make daily visual inspections of their vehicles as specified, with records taken on a weekly basis. This process will form a defect reporting procedure to ensure unsafe vehicles are dealt with promptly and in an appropriate manner.

Company vehicle drivers are instructed to always adhere to statutory restrictions and the highway code, and drive in a respectful manner also when on private land.

Any traffic violations or incidents which employees are involved in will be fully investigated by the Company and any necessary action taken to ensure preventative measures are in place to prevent future recurrences.

Company vehicle drivers are instructed never to attempt to drive whilst potentially under the influence of alcohol or any drug which could impair their performance.

6.39 Working Time

The Company is fully aware of the duty we owe to all our employees in relation to the working time directive.

We ensure that all employees:

- Have a break if working longer than 6 hours.
- Have 11 hours rest within every 24 hours.
- Have 24 hours rest once in every 7 days.
- Comply with a limit of 48 hours on the maximum working week.
- Have a minimum of 4 weeks paid annual leave.

Due to the work carried out by MTA Drill Tec Ltd it is extremely rare that any night time work is carried out, however in the event of night time work taking place the Company has the resources to ensure that all employees carrying out such work will be monitored to ensure that working hours do not contravene the working time directive and also do not affect the Health, Safety and Wellbeing of any of our employees.

6.40 Manual Handling

Operations where manual handling is a significant risk are identified through planning all operations effectively. Processes can then be implemented to eliminate or reduce the risk accordingly.

Where manual handling cannot be eliminated task specific manual handling assessments will be undertaken. The assessment considers the task to be undertaken, the load involved, individual's capabilities and the working environment. Suitable information and training will be provided to persons required to carry out manual handling activities.

6.41 Working at Height (General)

Where work at height is identified within our operations that cannot be eliminated, the necessary preventive and protective measures will be implemented to ensure that all personnel are protected from any fall or falling material that could result in an injury being sustained.

Employees and any other persons involved in any work at height which is required as part of our operations must co-operate with the systems put in place to protect them.

The necessary equipment to allow safe access to and egress from the place of work at height will be provided and maintained. Suitable plant will be provided, or be available, to enable the materials used or created in the course of our work to be safely lifted to and from the workplace and stored there if necessary.

Regular inspections of all equipment required for working at height will be undertaken and records of the inspections will be maintained by the relevant site manager or supervisor.

Competent persons will be appointed to be responsible for the planning and supervision of all work at height and associated activities.

Suitable information and training will be provided to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

6.42 Mobile Telephones

This procedure outlines what MTA Drill Tec Ltd considers to be acceptable and unacceptable use of mobile phones and hand held devices while at work. Mobile phones can be both disruptive in terms of productivity and concentration levels, and dangerous from a health and safety point of view. Mobile phone use in the workplace can also risk breaches of confidentiality.

MTA Drill Tec Ltd as an employer has a duty to ensure that our working areas and locations are maintained in a safe manner and that safe procedures and practices are adopted within them at all times.

All references to "mobile phones" in this procedure include any personal mobile phone or electronic device capable of remote communication, such as a smart phone or a Personal Digital Assistant. This procedure relates to all forms of communication, including, but is not limited to, phone (and video) calls, text (or picture) messages, emails and instant messages. The "use" of a mobile phone also includes accessing the internet for any purpose on a mobile phone.

For the avoidance of doubt, employees are prohibited from using mobiles phones to access social media sites during the working day.

Drivers, machine operators, equipment operators and employees are strictly prohibited from using personal mobile phones during the working day. Mobile phones can be used during breaks and lunch time periods, provided it is safe, away from the working areas and it is reasonable to do so.

It is against the law to use a hand-held mobile phone when driving.

Employees are strictly prohibited from using a hand-held mobile phone at any time when driving, in charge of a Company vehicle or while operating plant, equipment or machinery.

It is not illegal to use a hands-free mobile phone or a sat-nav (satellite navigation system) however they can be a distraction. Employees are discouraged from using these devices during the working day.

MTA Drill Tec applies a zero-tolerance in this area and any instances of using a mobile phone whilst driving or operating plant, machinery or equipment will be treated as a serious breach of health and safety and will be dealt with accordingly. Disciplinary action will be taken against employees found to be in contravention of this procedure

Employees are only allowed to answer or to make calls if they are using an appropriate handsfree kit, and it is safe and reasonable for them to do so.

Any MTA Drill Tec Ltd staff or employees who choose to bring their mobile phone into work (which is not encouraged) it should be stored in a safe and private location i.e. left in a locker or secured in a vehicle.

The use of a mobile telephone in the office areas of MTA Drill Tec Ltd premises or on MTA Drill Tec Ltd sites is acceptable for business-related calls only. There will be occasions where authorized personnel such as Contract Managers or Site Managers are required to use their official works mobile telephones while in the working areas.

The majority of mobile phones now have a built-in camera (with video functionality). Employees are strictly prohibited from taking any photos (or videoing) at any time during the working day. This applies equally to all staff except where the taking of photographs is required as part of the works.

MTA Drill Tec Ltd will not accept any responsibility or liability for a mobile phone which is lost, stolen or damaged on Company premises or during work time. Employees who choose to bring their mobile phones to work do so at entirely their own risk.

6.43 Health Surveillance and Wellbeing

Health surveillance and employee wellbeing is a specific process involving regular checks on certain aspects of a person's health and to detect any adverse effects at an early stage of exposure to hazardous substances while at work. The object of health surveillance is to identify exposure at an early stage so that the exposure can be dealt with before any ill effects becomes more serious. Health surveillance is also a way in which MTA Drill Tec Ltd can monitor the effectiveness of the control measures that are in place throughout its working activities to ensure and maintain the safety, health and wellbeing of its employees.

The main health hazards identified in the working activities conducted by MTA Drill Tec Ltd are:

- exposure to noise
- exposure to vibration
- certain types of dust
- welding fumes

To monitor exposure to these hazards all employees will be requested to complete an initial health screening questionnaire, and then eight weeks later a health monitoring questionnaire for each of the identified hazards. The health monitoring questionnaire will then be completed by the employee annually.

The results of the initial screening and monitoring questionnaires will be reviewed by the MTA Drill Tec Ltd management. The review will ensure that the control measures that are provided remain effective and that any effects of exposure are identified at an early stage. If an employee is suffering effects of exposure then initially MTA Drill Tec Ltd will check and confirm the existing control measures are being implemented and are effective.

Where necessary MTA Drill Tec Ltd may use the services of external health specialists to monitor employee exposure to health hazards, and employee wellbeing while at work. The monitoring includes additional checks for the general health of our employees that may identify any underlying health issues. These checks include regular blood pressure, eye sight and respiratory checks which run alongside our regular drug and alcohol testing.

Once completed the health surveillance questionnaires are confidential and will be stored securely with the individual's personnel files in line with current MTA Drill Tec office procedures. Any employee can ask to see a copy of their health surveillance record at any reasonable time and these will be made available as requested. MTA Drill Tec Ltd will retain copies of the individual health surveillance records for employees for the minimum time duration as specified by current legislation (currently 40 years).

Section 7 : Legislation Register

1. The Health and Safety at Work Act 1974
2. The Environmental Protection Act 1990
3. The Bribery Act 2010
4. The Equality Act 2010
5. The Enterprise Act 2016
6. The Integrated Pollution Prevention & Control Directive 2008
7. The Corporate Manslaughter & Corporate Homicide Act 2007
8. Employment Relations Act 1999
9. Pollution Prevention Control Act 1999
10. The Regulatory Reform (Fire Safety) Order 2005
11. Transport Act 1968 (Part VI)
12. Management of Health & Safety at Work Regulations 1999
13. Provision & Use of Work Equipment Regulations 1998
14. Lifting Operations & Lifting Equipment Regulations 1998
15. Personal Protective Equipment Regulations 1992
16. Workplace (Health, Safety & Welfare) Regulations 1992
17. Manual Handling Operations Regulations 1992
18. Reporting of Diseases & Dangerous Occurrence Regulations 2013
19. First Aid at Work Regulations 1981
20. Construction (Design & Management) Regulations 2015
21. The Control of Noise at Work Regulations 2005
22. The Control of Vibration at Work Regulations 2005
23. The Control of Substances Hazardous to Health Regulations 2002 (as amended)
24. The Work at Height Regulations 2005
25. The Control of Asbestos Regulations 2012
26. The Confined Space Regulations 1997.
27. The Health and Safety (Consultation with Employees) Regulations 1996
28. Safety Representatives and Safety Committees Regulations 1977
29. Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2011
30. Employers' Liability (Compulsory Insurance) Regulations 1998
31. Health and Safety Information for Employees Regulations 1989
32. Classification Labelling & Packaging Regulation 2015
33. Pollution Prevention and Control Regulations 2000
34. The Electricity at Work Regulations 1989
35. The Electrical Equipment (Safety) Regulations 1994
36. The Hazardous Waste (England and Wales) Regulations 2005
37. The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
38. Environmental Protection (Duty of Care) Regulations 1991
39. The Landfill (England & Wales) Regulations 2002 (as amended)
40. Special Waste Regulations (as amended)
41. The Drivers Hours (Goods Vehicles)(Keeping of Records) Regulations 1987
42. The Health and Safety (Display Screen Equipment) Regulations 1992
43. The Road Vehicles (Construction and Use) Amendment Regulations 2005.
44. Access to Health Records Act 1990
45. The Construction Products Regulations 2013
46. The Modern Slavery and Human Trafficking Act 2015



Section 8 : Safety Signage - PRINTABLES

MUST BE DISPLAYED WITH POLICY DOCUMENTS ON ALL ACTIVE MTA DRILL TEC LTD SITES

ENLARGE IMAGES IF NECERSSARY



NO SMOKING.

**It is against the law to
smoke in these premises**

SAFETY DOESN'T HAPPEN BY ACCIDENT



SAFETY IN THE WORKPLACE IS EVERYONES RESPONSIBILITY

SEE IT, SAY IT, STOP IT



Electric Shock Treatment

EMERGENCY ACT QUICKLY DELAY CAN BE FATAL

1. CALL FOR ASSISTANCE & CHECK FOR DANGER
2. BREAK THE ELECTRICAL CONTACT by switching off the current, removing the plug or pulling the cable free
3. If this is not possible, stand on non-conductive material like a NEWSPAPER or RUBBER MAT and try to push or pull the casualty clear using a broom or wooden stool. DO NOT TOUCH THE CASUALTY WITH BARE HANDS. As a last resort, take hold of any loose, dry clothing (not under the arms) and pull the casualty clear from the source

ASSESSING THE SITUATION

DANGER

Are you or the casualty in danger?

RESPONSE

Is the casualty conscious?

AIRWAY

Is the airway open?

BREATHING

Is the casualty breathing?

CIRCULATION

Is there a pulse?

ACT ON YOUR FINDINGS

CONSCIOUS - PULSE PRESENT - BREATHING

1. Treat as necessary
2. Get medical aid if necessary

UNCONSCIOUS - NO PULSE - NO BREATHING

1. Dial 999
2. Commence Cardiopulmonary Resuscitation **CPR** 1-4



- 1 Open the airway - tilt head - lift chin



- 2 Locate centre of the chest. Keeping your arms straight press down 5-6 cm on the chest using the heel of your hands



- 3 Keep the fingers clear of the chest so that pressure is not applied over the ribs and give 30 compressions at a rate of 100-120 per minute



- 4 Give two inflations taking no more than 5 seconds. Continue with 30 compressions followed by two inflations until professional assistance arrives or the casualty recovers

UNCONSCIOUS - PULSE PRESENT - BREATHING

1. Control life threatening conditions
2. Place in recovery position
3. Get medical aid

UNCONSCIOUS - PULSE PRESENT - NO BREATHING

1. Give 10 inflations
2. Dial 999
3. Continue with inflations



- 1 Continue with inflations at a rate of 10 per minute



- 2 After 10 inflations check there is still a pulse - if yes, continue with inflations

IF NO PULSE - COMMENCE CPR



RECOVERY POSITION

When the casualty is breathing, place in the recovery position, this prevents choking on the tongue and allows fluids to drain



This poster is for guidance use only and should not replace formal safety training.
Report all accidents to nominated staff member.
For more information visit www.hse.gov.uk/electrical/injuries.htm



FIRE SAFETY

What you should know!

RISK ASSESSMENT & SAFE PROCEDURE

Under The Fire Precautions (Workplace) Regulations 1997 and the Regulatory Reform (Fire Safety) 2005 both employers and employees are responsible for reducing the risk of injury or death in the event of fire. The following guidelines must be followed.



EMPLOYERS RESPONSIBILITIES

- To maintain all escape routes, fire and emergency exits
- To ensure that regular maintenance is carried out on all fire and emergency equipment and any faults rectified as soon as practicable
- To carry out regular risk assessments and make their content known to ALL employees.
- To remove hazards where possible, where not practicable, put into place procedures to reduce the likelihood of injury.
- To provide staff with emergency evacuation procedure training and good housekeeping.
- To supply adequate signposting of escape routes and fire fighting equipment.
- To supply adequate methods of alerting people to fire.



EMPLOYEES RESPONSIBILITIES

ENSURE THAT YOU KNOW:

- Where all fire exits are (DO NOT ASSUME YOU WILL BE AT YOUR DESK WHEN THE ALARM SOUNDS)
- Where all fire fighting equipment is and how to use it
- Where all fire alarm call points are located



IF YOU DISCOVER A FIRE SOUND THE ALARM IMMEDIATELY

IMMEDIATELY YOU HEAR THE ALARM:

- Close all windows and doors
- Ensure any members of the public are able to leave
- If due to a disability a person is not able to leave the building, they should be placed in a refuge point as far from the fire as possible. They should not block any exits, and a member of staff should remain with them. Once they arrive, the Fire Brigade must be informed immediately of any such people.
- Evacuate the building in an orderly fashion. Avoid running as a fall is the commonest reason that exit routes become blocked.
- Do not make any attempt to protect or remove any property as this may endanger your safety and impede others.

NEVER RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

This poster is for guidance use only and should not replace formal safety training.
Report all incidents to nominated staff member.
For more information visit www.hse.gov.uk/fireandexplosion/workplace



FIRE ACTION

ANY PERSON DISCOVERING A FIRE:



RAISE THE ALARM:

Break the glass to operate the nearest fire alarm call point.



CALL THE FIRE BRIGADE:

Dial **8200** and ask Reception to call the FIRE BRIGADE.



ATTACK THE FIRE:

Only if you can do so without risk to yourself.

ON HEARING THE FIRE ALARM:



EVACUATE THE BUILDING IMMEDIATELY:

Use the shortest escape route – follow the green signs.
Close (but do not lock) doors and windows behind you.



MEET AT THE ASSEMBLY POINT:

Endsleigh Place – on the pavement outside Passfield Hall.

DO NOT:



Do not take personal risks.

Do not stop to pick up belongings.

Do not use the lift.

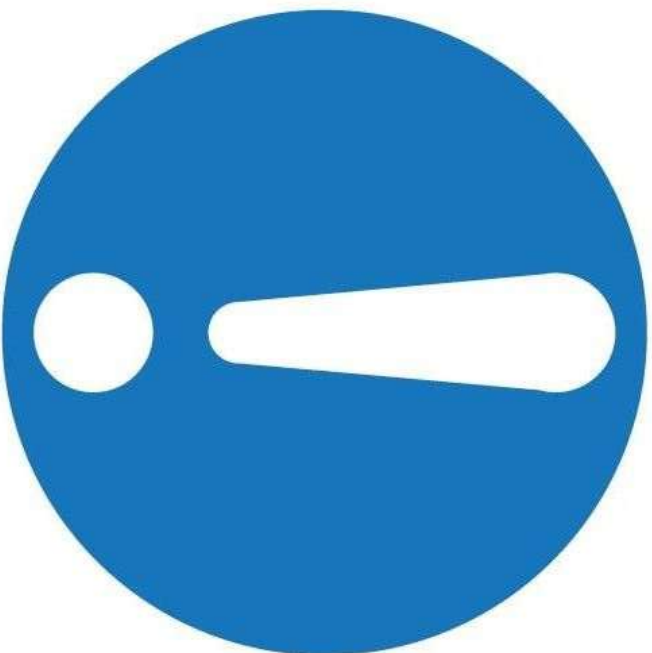
Do not re-enter the building until authorised to do so.



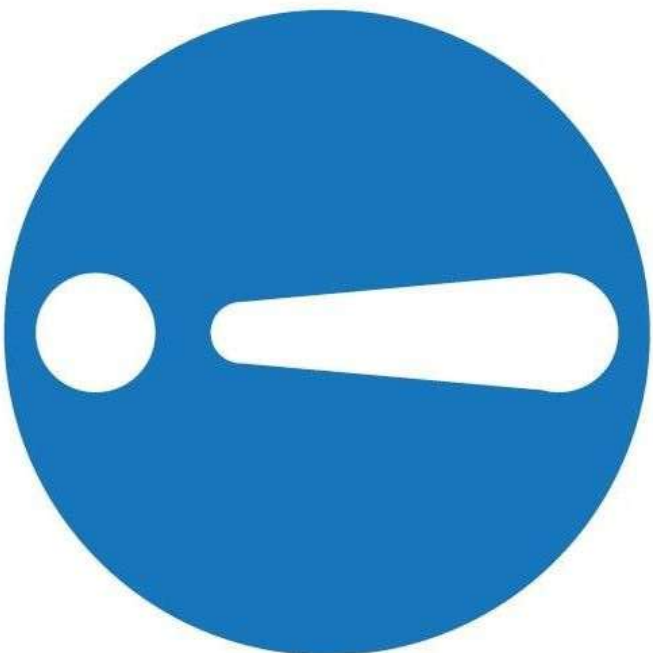
Fire exit



Fire exit



Keep clear



Keep clear

SITE SAFETY NOTICE



**Unauthorised entry to this site
is strictly prohibited**



WARNING CONSTRUCTION IN PROGRESS
Parents are advised to warn children of the dangers
of entering construction sites



1. All visitors must report to the site office.
2. Permission must be obtained before entering the site or any work area.
3. Safety signs and procedures must be observed.
4. Personal protection and safety equipment must be used at all times.
5. All persons entering this site must comply with the regulations under the Health & Safety at Work Act 2005.



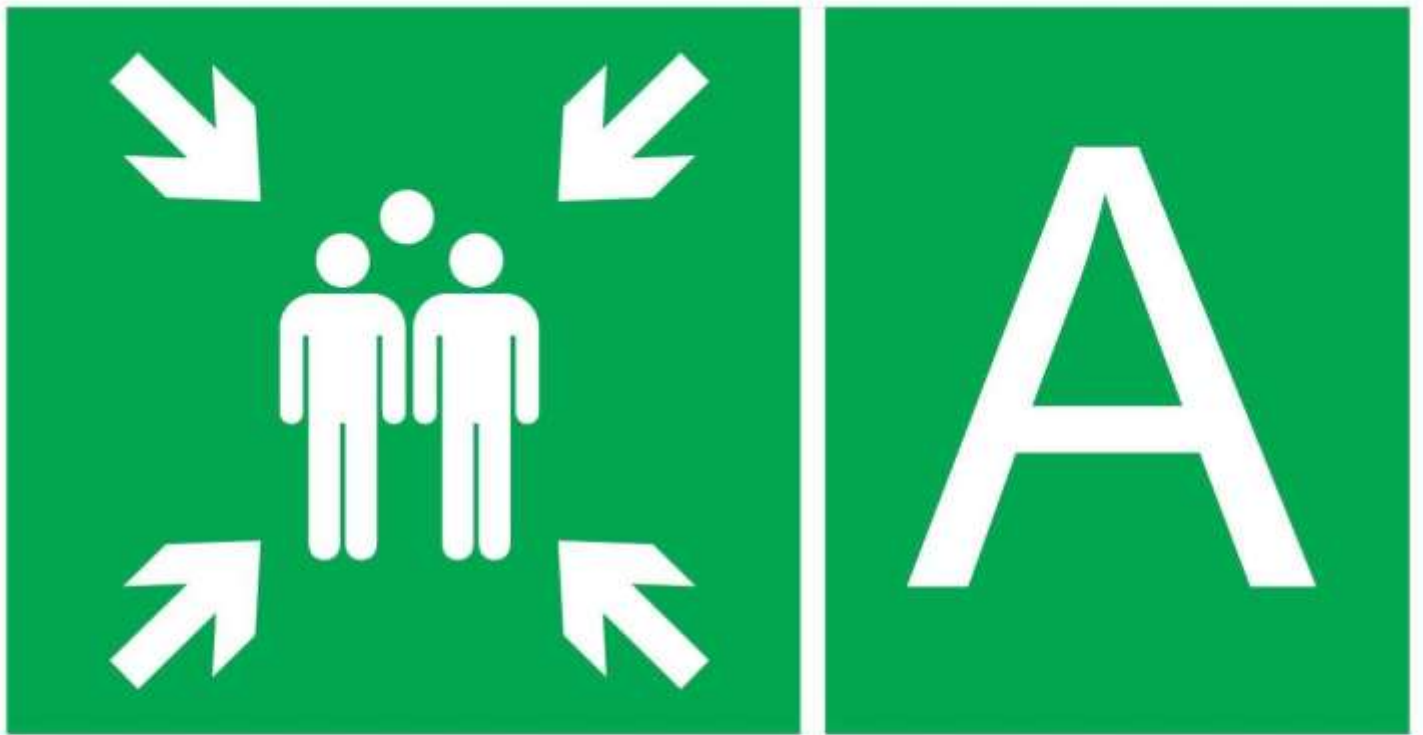
Safety helmets must be worn



Protective footwear must be worn



**No
admittance
to
unauthorised
personnel**



Fire assembly point

Directional Drilling

SITE SAFETY RULES

Ear defenders
must be worn



Safety helmets
must be worn



Hi vis clothing
must be worn



Eye protection
must be worn



Hand protection
must be worn



Laced safety boots
must be worn



Site
speed
limit



No children
or unauthorised
persons



All drivers &
visitors must
report to the
site office

Safe Manual Handling

INTRODUCTION

LEGISLATION

More than a 1/3 of injuries reported to the Health and Safety Executive are from incidents involving manual handling procedures. These injuries are likely to be reported by the employer. The Health and Safety Commission (HSC) has published a leaflet 'Safe Manual Handling' (OSH2002) which provides information on the risks of manual handling and the measures to help reduce the number of incidents and injuries from these procedures.

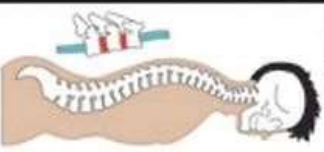


TYPES OF INJURY

The back is a series of bones with a disk separating each vertebra. The neck and spine are supported by muscles and ligaments. Poor posture is a progressive condition. It can be self-inflicted or caused by your body.

- The types of injury that occur are:
1. Strains, lacerations and lacerations that occur near the spine by repeated movements.
 2. Sprains, cuts and lacerations, fractures and intervertebral disc injuries.

Anywhere in the musculo-skeletal system can be injured.



EMPLOYERS & EMPLOYEES

EMPLOYERS DUTIES

- Employers should:
1. Assess the likely risk of injury with all manual handling operations occurring on the workplace.
 2. Put in place the measures to reduce the risk of injury.
 3. Assess the need for manual handling to be as reasonably practicable.
 4. Reduce any remaining risk as far as reasonably practicable.
 5. Provide information and training.
 6. To address any manual handling of regular activities or, if anything, to the risk assessment changes.

EMPLOYEES DUTIES

- Employees must:
1. Follow a safe system of work.
 2. Make proper use of equipment provided by the employer for manual handling.
 3. Report any training that is provided.
 4. Report any changes in the nature of the work.
 5. Report any accidents or near misses in line with the local policy.



PREVENTING BACK PAIN

As well as the processes above there are actions that you can take to help prevent back pain:

1. Keep your weight within normal limits for your height.
2. Try to maintain a good posture during all activities e.g. standing, sitting, and driving.
3. Do not smoke. Smoking increases the risk of back pain.
4. Do not drink too much alcohol.
5. Do not use heavy machinery unless you are trained to do so.
6. Do not lift heavy loads unless you are trained to do so.
7. Do not lift heavy loads unless you are trained to do so.
8. Do not lift heavy loads unless you are trained to do so.
9. Do not lift heavy loads unless you are trained to do so.
10. Do not lift heavy loads unless you are trained to do so.



RISK ASSESSMENT

THE PURPOSE OF A RISK ASSESSMENT IS TO:

1. Identify hazardous practices by looking at the 'Task, Environment, Load, and the Individual'. Also to decide who may be harmed by the process, to look at the existing controls and to decide if further precautions are necessary.

THE PERSON CARRYING OUT THE ASSESSMENT SHOULD BE:

1. Familiar with the Management of Health and Safety at Work Regulations 1999, The Manual Handling Operations Regulations 1982 (amended 2002) and any amendments or updates.
2. Familiar with the processes being carried out.
3. Competent to carry out the task.



The assessment should be written down and the recommendations acted upon where reasonably practicable.

TASK

The whole task should be looked at from the beginning to the end. Score or Rate againsts need to be considered:

- Is it a one-off task?
- Is it a regular task?
- Can the lifting height of the lift be made more suitable?
- Can the lifting above the head or below the knees be avoided?
- Can twisting or repetitive movement be avoided?
- Can the operator stand to lift the load?
- Does the operator need to hold the load away from their trunk, or need to push or pull?
- Can mechanical aids be used, e.g. trolleys, trucks, roller trucks or conveyors?

LOAD

- Is it an awkward shape?
- Is it heavy?
- Can the load shift, is it unstable or unpredictable?
- Are there sharp edges or can the packaging be used to include sharp edges?
- Is the load hazardous e.g. hot, cold, oily or a contaminant?

ENVIRONMENT

- Is there enough space?
- Is it good so that the trunk flexion may be kept to a minimum?
- Is it easy to see that the loads may be evenly and safely?
- Are there any obstructions?
- Do different workbenches have to be considered?
- Is the lighting suitable?
- Could working in the environment suddenly change e.g. a sudden gust of wind?



INDIVIDUAL

- Can the person be trained to carry the load?
- Does it require unusual flexibility?
- Does particular protective equipment need to be used with the movement or part of the movement?
- Is the task a hazard for particular people e.g. pregnant women?

HANDLING TECHNIQUES

THINK - PLAN

- Where am I going?
- What am I lifting?
- What are the options?
- Are there any aids available?
- Do I need help?
- Do I need to remove any obstructions?



THINK - FEET

- Am I wearing suitable footwear for the task?
- Place your feet apart to give you a good balanced position.
- Place the leading foot so it is positioned slightly forward in the direction of travel.

THINK - POSTURE

- Keep the spine in its normal alignment.
- Bend from the knees but do not over lean them.
- Keep shoulders and knees in normal alignment.
- Keep the shoulders level.



THINK - GRASP

- Create the grip to secure the load.
- Is the load heavy to lift?
- Keep grip within the boundary of the body.



THINK - LIFT

- Keep relaxed.
- Bend the knees and hips to lift the load.
- Use the power of the legs.
- Keep the load close to the body.
- If you need to turn, move the feet, don't twist the body.
- Put the load down then adjust it if necessary.





Head
protection
must be worn



MTA DrillTec  **ltd**
Directional Drilling

MTA DrillTec  **ltd**
Directional Drilling