



## **AARDVARK CLEAR MINE LTD**

# **HEALTH AND SAFETY POLICY**

**13<sup>th</sup> December 2019**

Author: Plansafe Solutions Ltd

Approved By: David St John- Claire

**Issue Status:**

<b>Issue Number</b>	<b>Issue Date</b>	<b>Comments</b>
1	21/09/09	First Approved Issue
2	1/072017	Approved
3	13/12/2019	Approved
4		

## **HEALTH AND SAFETY POLICY STATEMENT**

This is the policy of Aardvark Clear Mine Ltd (hereinafter referred to as The Company).

It is the policy of the Company that its work activities will be carried out in a manner that does not expose any member of its workforce to risks to their health or safety. It is also the policy of the Company to ensure the way that it, and the employees of the company, when carrying out their work activities, do not expose other people, not employed by the company, to risks to their health or safety.

The Company will take all reasonably practicable steps and measures in its power to ensure that the objectives of the foregoing statement are met. The management and Manager/Supervisory staff have the responsibility of implementing this policy throughout the company, and they must ensure that health and safety considerations are given priority in planning and day to day supervision of the company.

All employees are expected to co-operate with the company in carrying out this policy and must ensure that the way in which they carry out their work activities conform to the general and, where appropriate, specific objectives and instructions contained within this Policy Statement and other Health and Safety Policies and Procedures of the Company. Failure to conform to the requirements of this Policy Statement will be considered gross misconduct and will be subject to disciplinary action.

The Managing Director has particular responsibility for health and safety and thus for the provision and revision of this Policy Statement.

To assist the Company in monitoring the operation of this policy, the Company has appointed Plansafe Solutions Ltd to give advice on all aspects of health and safety, associated legislation and health and safety training. Plansafe Solutions Ltd will report directly to the Managing Director.

The Company aspires to the highest standards of health and safety and strives towards continuous improvement. The Company will promote high standards of health and safety management not only within itself, but also with sub-contractors and suppliers.

A copy of this Policy Statement will be displayed at all temporary work sites. The entire Safety Policy Statement will be available for inspection at Aardvark Clear Mine Ltd. Shevock Estate, Inch, Aberdeenshire, AB52 6QX

This Safety Policy Statement will be reviewed and revised on an annual basis.



Signed

Date 13th December 2019

## **ORGANISATION**

### **Introduction**

All employees from the Managing Director down have responsibilities for health and Safety within the Company. To allow employees to understand the differing health and safety responsibilities within the Company the following breakdown has been developed and a Company Structure produced (Appendix A).

### **Managing Director**

The Managing Director will ensure that::

1. a Health and Safety Policy is devised, adequately reflecting the Company's operations, and that this is reviewed on a periodic basis;
2. arrangements for planning and implementing the Health and Safety Policy are developed and suitably competent employees appointed in this regard;
3. Adequate resources for health and safety are provided;
4. a positive health and safety culture is promoted from Director level down;
5. health and safety is discussed at Board Meetings;
6. a Health and Safety Committee is established and that all employees can communicate relevant issues to management;
7. accident or incident investigations are initiated as required.

### **Operations Manager**

The Operations Manager will ensure that:

1. Monitoring of Health and Safety Policies and Procedures is undertaken on a planned basis with a procedure applied to ensure that any corrective actions necessary are reported to management for consideration;
2. Both internal and independent audit of the Company takes place on a periodic basis and systems are reviewed as appropriate;
3. Procedures for the provision of appropriate information, instruction, training and supervision for all employees are established and implemented, and that training needs are monitored with additional or refresher training provided as necessary;
4. Effective implementation of Health and Safety Policies and Procedures within the Company on a day to day basis;
5. Ensuring that health and safety documentation prepared by Aardvark Clear Mine Ltd is provided to and understood by Managers/Manager/ Supervisors and that reviews or revisions are disseminated to site;
6. Monitoring employees on site on a periodic basis, issuing instructions where improvements are necessary (including training requirements);
7. Liaising with Managers/Supervisors where there is a particular issue in relation to health and safety to ensure that this is adequately addressed, reverting to senior management where necessary;
8. Reporting injuries, diseases and dangerous occurrences to the enforcing authority as necessary, and reporting all accident and incidents to the Managing Director for investigation as required;
9. Promoting high standards of health and safety;
10. Promoting high standards of environmental safety;
12. Assisting the Managing Director in the implementation of Health and Safety Policies and Procedures within the Company on a day to day basis.

## **Managers/Supervisors**

Managers/supervisors are responsible for:

1. Supervising employees on site in their area of responsibility and ensuring that all Health and Safety Policies and Procedures are implemented;
2. Reporting any inadequacies or deficiencies in the performance of employees to the Site Manager in order that additional training, formal or informal, or disciplinary procedures as appropriate may be instigated;
3. Reporting any accidents or incidents to the Site Manager;
4. Implementing the Emergency Procedures on any site where necessary;
5. Ensuring that a high standard of housekeeping is maintained in the areas for which they are responsible.

## **All Employees**

All employees must:

1. Comply with all Health and Safety Policies and Procedures along with instructions issued by line or senior management in relation to health and safety;
2. Use, inspect and maintain equipment, including personal protective equipment, in a safe manner as detailed in instruction and training provided;
3. Report any defects of equipment or any potential health and safety risks not addressed to their Manager/Supervisor or senior management;
4. Attend training courses as required;
5. Undertake work in a competent manner demonstrating a pro-active approach to health and safety;
6. Co-operating with Managers/Supervisors to ensure that a high standard of housekeeping is maintained in their area and taking personal responsibility for ensuring that they do not cause any untidy or poorly controlled work areas, and take steps to tidy/clear such areas that they come across.

## **ARRANGEMENTS**

To implement the requirements of this Health and Safety Policy and all relevant legislation, Health and Safety Procedures have been established to demonstrate how control of health and safety within the Company must be applied. Risk Assessments have been produced relating to specific operations to further identify health and safety controls to be adopted. A schedule of legislation applicable to the company is shown at Appendix B.

Standard Procedures will be supplemented on a contract by contract basis with specific Plans of Work identifying site specific controls to be adopted.

Systems of communication have been established in order that any new risk identified is identified and related to senior management to allow revision of existing or provision of new documentation detailing how that risk shall be controlled.

Standard arrangements for management of health and safety in relation to company wide hazards have been prepared which provide minimum standards, and must be supplemented by appropriate risk assessments.

### **Monitoring of Safety Policy**

Monitoring the effectiveness of the Health and Safety Policy is essential to maintaining a safe and healthy working environment and particular attention will be paid to:

- The accident and ill health record of the Company;
- The standards of compliance with legal requirements of codes of practice relating to health and safety;
- The extent of compliance with the organisation and arrangement of sections of the Companies Policy Statement, including in particular the Safe Systems of Work developed by the Company to meet its own needs;
- Making plant safety inspections. Such regular inspections will include safe access, machinery, maintenance, electrical, etc.

Monitoring will be undertaken on a day to day basis by Managers/Supervisors and on a formal periodic basis by our appointed health and safety advisors who will report to the Managing Director.

### **Safe Systems of Work**

In accordance with The Company's different processes, specific information on safety matters will be set down accordingly in instruction for particular machines or processes.

### **Trials**

Field trials and sales demonstrations are often performed at premises owned by Aardvark Clear Mine Ltd and are performed by employees of the company. Such trials involve the use of live explosives and in this regard Aardvark Clear Mine Ltd comply and conform to the requirements of the Control of Explosives Regulations 2014, the Manufacture and Storage of Explosives Regulations 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Only suitably qualified personnel, certificated in accordance with the Explosives Act, will handle and use explosives for these trials.

The crew operating the Aardvark Landmine Clearance Machine will be fully trained and competent in the use of the machine.

The machine has been tested under rigorous conditions and circumstances and the armour plating incorporated in the machine has been demonstrated as being capable of withstanding the blast likely to be imposed upon it when operating the Landmine Clearance machine, and has demonstrated itself as being sufficiently protected against AT blast mine detonations with a maximum mass of 9 kg under the flail system of the machine as well as under the vehicle itself.

Suitable and appropriate Risk Assessments have been completed in relation to this work which clearly identify the control measures incorporated into the machine and to be incorporated in the operational procedures.

However, many principles of safe working practice are common to any situation and the following rules are to be observed throughout The Company's premises.

### **Use, Control and Storage of Explosives**

The company will appoint a person who will be responsible for acquiring, safe storage and use of explosives required to assist in the demonstrations and trials of the Aardvark Mine and Explosives Clearance Machine. This person will apply for and acquire a certificate, "an explosives certificate", in accordance with the Control of Explosives Regulations 1991.

The person holding the explosives certificate will ensure that only the minimum quantities of explosives are acquired and held on the company's premises. He will ensure that the explosives are stored under such circumstances as comply with the previously described regulations and the Manufacture and Storage of Explosives Regulations 2005.

The holder of the explosives certificate will ensure that only those persons who are trained and competent to work with explosives and have sufficient experience of using explosives in the manner required by the company, will be allowed to work with such materials.

### **Machinery**

In line with the Provision and Use of Work Equipment Regulations 1998 and BS5304: 1998, risk arising from dangerous machinery will be minimised by the provision of adequate guarding and/or fencing. No employee shall use any machine or item of equipment unless instruction has been received in correct use and safety procedures.

Before guards are removed or maintenance work carried out, machines must be rendered safe and in-operative by isolation from power services, withdrawal of fuses etc. No guards will be removed from machinery without written permission and a Permit to Work.

Machines undergoing maintenance must be clearly marked with warning notices both at power source and control panel to prevent other staff attempting to start the plant. Lock off devices must be used where provided. Any adjustments, however small,

involving the removal of guards must follow the procedures above. When work is completed, all guards must be replaced and secured before running the machine operationally.

This permit will include:

- Details of the work to be undertaken;
- The work and date of this work;
- The length of time designated for the work;

Of all safety procedures to be implemented.

Prior to accepting the permit to work, the person to carry out that work must ensure that the equipment to be worked on has been isolated. The permit must only be cancelled when the authorised person is satisfied beyond all doubt that all personnel, tools and equipment have been withdrawn from the working area; and that it is safe to resume operation.

### **Offices and welfare Facilities**

The Company will ensure that suitable and sufficient welfare facilities, extending to mess room and suitable and sufficient sanitary and washing facilities, are provided on site at all times. The responsibility to ensure that employees keep these facilities clean and hygienic will rest with the Managers/Supervisors/Line Managers and The Site Manager.

All site premises will be wired in accordance with the IEE Regulations, and will be kept clean and tidy at all times to minimise the risk of fire.

### **Lifting Operations**

The Management and Managers/Supervisors will be responsible for carrying out an assessment of all manual handling operations that involve lifting heavy objects. No employee will be expected to lift any object that is likely to cause them injury when lifted in a safe manner without risk to health. Lifting aids will be incorporated where appropriate to minimise the risk of injury. Staff will be trained to use all lifting aids.

Where heavy lifting is anticipated there will be a supply of chains, ropes or slings, each of which will be marked with its safe working load, and will be stored in a suitable location. Similarly, lifting machines will be marked with their safe working load and stored in a suitable location.

All lifting gear, lifting appliances or hoists will be examined by a competent person at prescribed intervals, and his report entered in the Company register. No employee shall attempt to lift a weight that exceeds the safe working load of the chains, ropes or slings, the lifting appliance or the fixing point being used.

### **Work at Height**

All work at height necessitating the use of work platforms or scaffolds will be erected in accordance with the Work at Height Regulations 2005. Aluminium tower scaffolds will be erected by a suitably competent and trained person in accordance with the manufacturer's instruction manual. The risks will be assessed and adequate

provision regarding hand-rails and toe boards will be made. Working platforms and scaffolds will never be used for storing/stacking materials.

Employees will be expected to use ladders and stepladders that are of sound construction; defects should be reported to the management. On no account must employees operate balancing on saw horses or other ad hoc arrangements.

Access ladders to work platforms or scaffolds will be of sound construction, extend above the work platform and be securely lashed in place. No task will be performed from a ladder unless the ladder is securely tied or footed. At the end of the working day access ladders at ground level shall be removed and securely stored.

Where access scaffolding is not reasonably practicable, either safety netting will be used, or harness and lanyard systems adopted. These will be undertaken in strict accordance with the appropriate Risk Assessment, guidance etc.

### **Cartridge Operated Tools**

Cartridge operated tools will only be used by persons of eighteen years of age or older who are in possession of a valid certificate of competence. A register of those persons authorised to operate cartridge tools, and the tools which they are trained and authorised to use, will be maintained by The Site Manager.

All tools must be used in accordance with manufacturer's instructions which must also be followed in the event of any misfire, loading difficulty etc. Suitable warning notices will be placed at points along access routes to areas in which cartridge operated tools are being used. These will also be placed in any area where there is the possibility of the fixing device passing through a structure.

All cartridge operated tools will be examined by a suitably qualified person at regular intervals, and a record of these inspections maintained.

### **Confined Spaces**

No employee of the Company will enter a confined space where poisonous or asphyxiant gases may be present without that space first undergoing atmospheric tests to determine the composition of that space. Written permission will be obtained from the client or his representative before entering any such space, and a Permit to Work system implemented.

Any employee then entering a confined space will only do so when attached to a harness and lifeline and is assisted by another employee outside the confined space. No naked flames will be used or be present in or near any area where risk of fire or explosion exists. Where first aid equipment suitable for the hazards to be encountered is not available in the immediate area, such equipment will be made available at the entrance to the space prior to work beginning. This will include, where necessary, resuscitation equipment in accordance with the Confined Spaces Regulations 1997.

### **Electricity**

All electrical works will be carried out in accordance with the Electricity at Work Regulations 1989. Staff will not interfere with any electrical apparatus or equipment unless they are trained and authorised to do so. All electrical circuits must be assumed to be live until this is proved otherwise.

Before any work is to be carried out on any fixed electrical apparatus or associated equipment a permit to work must be obtained and the power supply to the apparatus isolated and locked off. The supply will not be reconnected until the qualified person carrying out the repair has completed his work.

### **Noise & Vibration**

Noise levels will be assessed in accordance with the Control of Noise At Work Regulations 2005. Where system modifications cannot reduce noise levels and where noise levels are found to be above 80 dB (A) but below 85 dB (A), hearing protection will be made available to employees. Where noise levels are above 85 dB (A), hearing protection will be provided, complying with the Control of Noise at Work Regulations, which employees must wear, and hearing protection zones will be designated. All hearing protection will be adequately attenuated in accordance with the Control of Noise at Work Regulations 2005.

All tools, equipment and machinery causing hand/arm or whole body vibration will be assessed to determine the maximum duration of safe use of that equipment by one person in any one day in accordance with the Control of Vibration at Work Regulations 2005. Where deemed necessary by assessment health surveillance should be undertaken.

### **Waste Management and Housekeeping**

Work areas will be kept clean and tidy, and waste will not be allowed to accumulate. All stairways and passages will be kept free from materials and obstructions. Waste will be removed regularly in proper containers and taken to a disposal area.

Waste shall be disposed of via a registered waste carrier and in accordance with the Duty of Care Code of Practice.

### **Personal Protective Equipment**

Where protective clothing or equipment is provided for use in specified circumstances, whether under statutory regulations or not, all employees engaged in such processes shall use the protective devices at all times. Clothing and hair styles at work must be suitable for the wearers' occupation and not likely to cause danger.

These specified circumstances are:

- Protective glasses must be worn in all workshop areas at all times;
- Ear protection will be worn in all ear protection zones, and at such times where work is being carried out that makes communication difficult.
- Safety footwear will be worn in all workshop areas at all times; and
- Any other operation which is subsequently assessed as requiring the use of personal protective equipment.

## **Young Persons and Apprentices**

Care will be taken at all times to ensure that apprentices and persons under the age of eighteen are not exposed to any unnecessary risks. In particular, apprentices will not be employed in any areas where live equipment is involved until they are sufficiently knowledgeable to be aware of the danger and the procedures to be taken in the event of any emergency. In addition, no person under the age of eighteen shall be permitted to work at a height greater than 3 metres or in any confined space.

## **Lone Working**

Where lone working is to be undertaken, employees will be issued with a radio or mobile phone. A designated person will be informed of the location of the work and the jobs to be carried out, and at what time this work is expected to end and the employee return. This person shall be responsible for ensuring that the lone worker calls in at and returns by the specified time/s, and for summoning help where this is not the case.

Tasks to be carried out by lone workers should be of a low inherent risk, and undertaken by an employee who is fully aware of any associated risks. Where the risk is substantial the lone worker will report to the designated person at intervals specified in the risk assessment.

## **Training**

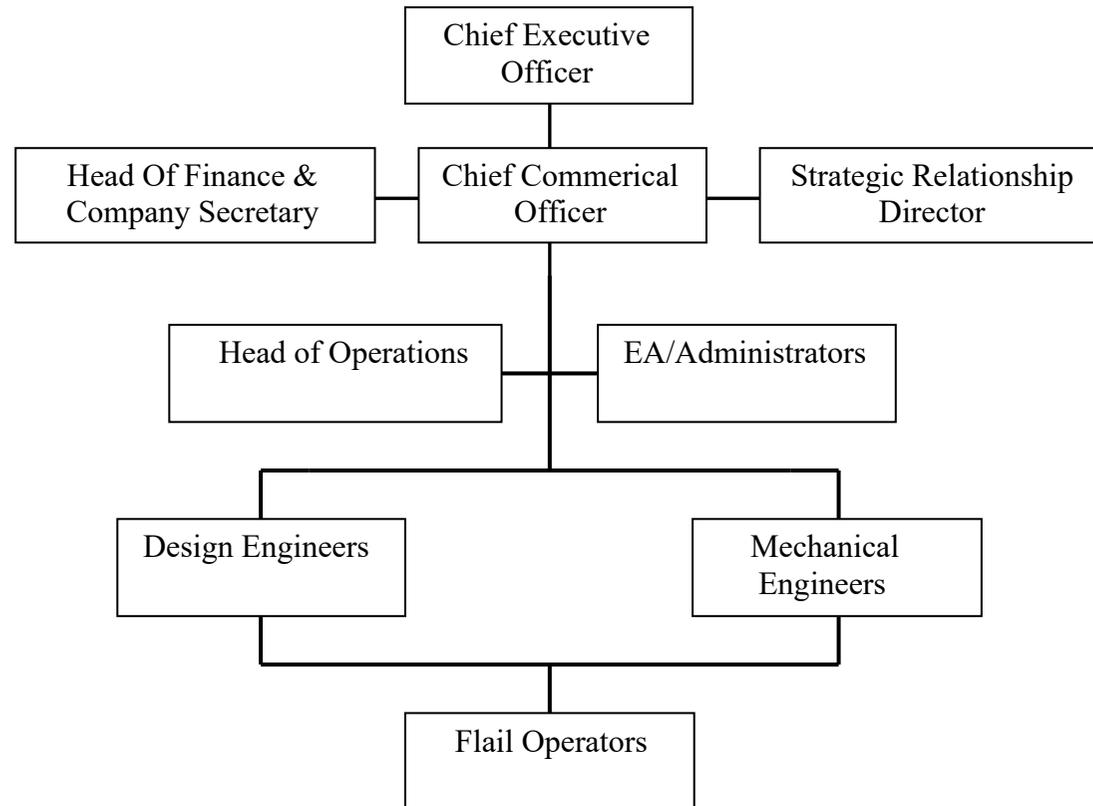
Training is seen as an essential element in the raising of standards of health and safety practice. The Company will therefore ensure that all employees have had or are given adequate training for the tasks they are to perform. A record of each employee's training history will be maintained at The Company's offices.

As a general rule, no employee will be expected to perform any task, operate any piece of plant or equipment unless he has been adequately trained to do so, or is working under the direct supervision of some other employee who is so trained.

No employee shall undertake any work for The Company without taking part in an induction training or toolbox training session that will be conducted by the Site Manager or other suitably trained member.

Safe systems of work will be devised to indicate to all employees the manner in which certain tasks are to be performed.

**APPENDIX A: COMPANY STRUCTURE**



**APPENDIX B: APPLICABLE LEGISLATION**

Health and Safety at Work Etc. Act 1974  
Control of Pollution Act 1974  
Environmental Protection Act 1990  
Factories Act 1961  
Fire (Scotland) Act 2005  
Control of Explosives Regulations 2014  
Manufacture and Storage of Explosives Regulations 2005  
Dangerous Substances and Explosive Atmosphere Regulations 2002  
Confined Spaces Regulations 1997  
Construction (Design & Management) Regulations 2007  
Construction (Head Protection) Regulations 1989  
Control of Asbestos Regulations 2006  
Control of Noise at Work Regulations 2005  
Control of Substances Hazardous to Health Regulations 2002  
Control of Vibration at Work Regulations 2005  
Electricity at Work Regulations 1989, IEE Regulations 16th Edition  
Fire Safety (Scotland) Regulations 2006  
Health and Safety (Consultation with Employees) Regulations 1996  
Health and Safety (First Aid) Regulations 1981  
Health and Safety (Safety Signs and Signals) Regulations 1996  
Health and Safety (Young Persons) Regulations 1997  
Highly Flammable Liquids & Liquefied Petroleum Gases Regulations 1972  
Lifting Operations and Lifting Equipment Regulations 1998  
Management of Health and Safety at Work Regulations 1999  
Manual Handling Operations Regulations 1992  
Personal Protective Equipment at Work Regulations 2002  
Pressure Systems and Transportable Gas Containers Regulations 1989  
Provision and Use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Safety Representatives and Safety Committees Regulations 1977  
Work at Height Regulations 2005

**©The copyright of this document rests with Plansafe (Health & Safety Services) Ltd. and any copying of the document in part or in whole without prior authorisation from Plansafe (Health & Safety Services) Ltd. would represent an infringement of copyright and may be actionable by Plansafe (Health & Safety Services) Ltd. under the Copyright, Designs and Patents Act 1988.**

————— End of Document —————