

CORPORATE HEALTH AND SAFETY POLICY STATEMENT**February 2021**

DPSS Cabling Services are specialists in Design Solutions, Install, Test & Commission of Electrical and Communication Systems, Mechanical and Electrical and associated works.

DPSS recognises its responsibility to safeguard the Health, Safety and Welfare of its employees, the public and clients, particularly when working on LUL and Network Rail infrastructure.

We believe that by reducing injuries, ill health, and preventing unnecessary losses and liability, business performance will be enhanced. Assessments of risks to people and property will be conducted for all Company activities and the organisation and arrangements necessary to reduce and eliminate such risks, as far as is reasonably practicable, will be put into place and supported with all reasonable resources.

The Company will comply with the requirements of the Health & Safety at Work Act 1974, the Management of Health and Safety Regulations 1999, the PPE Regulations (EU) 2016/425 and all other legislation relevant to health, safety and welfare in the United Kingdom, in particular where this applies to the Railway infrastructure and similar legislative obligations in all other countries in which it operates. It is the duty of all Directors, Managers and Supervisors to enforce this Policy and see that everything reasonably practicable is done in support of its implementation.

It is the duty of all employees and contractors to ensure that they act responsibly and do everything they can to prevent injury to themselves, fellow-workers and the public and to co-operate with the Company in the operation of this policy by:

- Working safely and efficiently
- Using correctly all work items provided in accordance with their training and instructions received
- Using the protective equipment provided and reporting any defects or deficiencies in that equipment
- Reporting accidents/incidents that have led, or could have led to injury or damage
- Adhering to procedures for securing a safe place of work, particularly when working on the Railway Infrastructure
- Notifying their Manager, Supervisor or Safety Representative of any shortcomings in health and safety arrangements, even when no immediate danger exists
- Assisting in the investigation of accidents with the objective of introducing measures to prevent reoccurrence

Health and safety training will be provided for all employees as appropriate to their particular employment.

Smoking is not permitted in any part of the Company Premises and/or Company Owned Vehicles.

Effective control of health and safety will only be achieved through maximum co-operation.

Management will consult with employees through their Safety Representative to promote this co-operation in measures on health, safety and welfare.

1.0 GENERAL

Accident or improper practices which result in personal injury, impairment of health, property damage or disruption of operations affect the well-being of employees and of individuals present at company facilities and are costly to the company. Management can minimise accidents and injuries by predicting and controlling circumstances leading to their occurrence.

2.0 OBJECTIVE

It is the policy of the Company to provide and maintain safe and healthy working conditions in compliance with all applicable laws, regulations, Company Standards and Railway Infrastructure Standards. To manage its affairs to prevent injuries or impairments to the health of employees and to individuals at company facilities and to prevent damage to property. To maintain a clear commitment to continually improve its safety performance.

3.0 SCOPE

All sites and operational activities undertaken by DPSS Cabling Services.

4.0 ADMINISTRATION

The occupational health and safety effort shall include:

- a) Generating, through good working practices and procedures, safe and healthy places of work.
- b) Establishing safe working, driving, fire protection and emergency practices and procedures.
- c) Placing employees in jobs consistent with their ability, experience and training so as to perform them safely, and provide specific additional training as necessary.
- d) Providing appropriate materials, tools, clothing and equipment including Personal Protection Equipment procured inline with PPE Regulations, as required.
- e) Inspecting site facilities, identifying, correcting and preventing conditions and practices which may cause injury, work disruption or property damage.
- f) Investigating and reporting appropriately all accidental occurrences arising out of the Company's operations to identify and correct any failures in Management/Safety systems.
- g) Holding all Supervisors and Managers accountable for the safety performance of their work teams.
- h) Holding all employees accountable for their own safety performance and making this an important factor in the overall evaluation of their job performance.
- i) Encouraging the participation of all employees in the safety effort, through the proper handling of safety suggestions, safety publicity, promotion and personal recognition as part of the process to continually improve its systems and procedures.
- j) Promoting off-the-job safety awareness to assist employees in protecting themselves and their families from harm away from work.
- k) Evaluating employee's exposure to potential safety and health hazards.
- l) Ensure conformity with this policy by a comprehensive compliance program including internal and external audit.
- m) Routine health surveillance will be performed every 5 years on existing employees until the age of 60 when this will be increased in frequency to every 2 years.

5.0 RESPONSIBILITIES

Employees are responsible for compliance with all corporate policies, procedures, practices and laws applicable to their assigned duties and responsibilities. Accordingly, employees who are unsure of the legal or regulatory implications of their actions will be responsible for seeking management guidance.

All Management Staff has the primary responsibility for complying with this policy within their respective functions and authority limits. These managers will communicate this policy to their respective employees and will establish programs as necessary to ensure its implementation.

The Company Health & Safety Supervisor will provide specialised services relating to safety, fire, health and environmental matters to all field and operational staff. The Managing Director will also coordinate inter company activities regarding safety, fire, health and environmental matters.

The Company will use its expertise and knowledge to assist public representatives and agencies in formulating occupational health and safety laws and regulations as sound and cost-effective expressions of public policy.

6.0 AUDITS

Each Site Project Team shall have selective on-site audits carried out by a Health & Safety Representative, Operations Manager or a nominated competent person to further assure compliance with this policy. Each auditing team shall have sufficient expertise and independence of the facility being audited to assure its credibility.

The audits will be reviewed by the Management Team who may advise on the frequency and location of audits.

Audits may also be carried out by clients and other external agencies and the Company will co-operate fully with their requirements.

7.0 DRIVING

As an employer DPSS Cabling Services are committed to reducing the risk of work related road traffic crashes and collisions, we recognise our duty under the Health and Safety at Work Act 1974 to ensure the wellbeing of all our employees as far as reasonably possible. This includes work related driving activities.

This policy applies to all employees who drive in connection with their employment whether it is in their own vehicle, a fleet vehicle or a vehicle hired by the company.

This policy should be read in conjunction with the Works Related Roads Risk Policy DPS/SQE/POL/0023 and the Driver's Handbook DPS/HMR/PCK/0003.

8.0 WORKING DURING A PANDEMIC (Coronavirus)

DPSS will follow the requirements set out by the Government Guidelines to allow access to the site, undertake the works and egress the site. Additionally, any further PPE requirements over and above that set-out in 1.5 below will be supplied by DPSS.

All works will be planned to keep to the social distancing guideline of 2m. For unavoidable close proximity work, a face mask or face covering must be worn. The mask for protection against COVID-19 does not need to be face fitted due to its purpose being to reduce exhaled droplets from the wearer and not to prevent breathing of droplets by others. When there is a requirement to wear a face fit mask, they have to be fitted prior to accessing the work site, operatives to sterilise hands and face prior to fitting and removing the face fit mask from its packaging, this process is to be reversed when removing the mask after use.

Note: Normal procedures regarding the wearing of face fitted masks i.e., trained and cleaned shaven.

In order to prevent COVID-19 contamination the following measures should be adopted with regard to PPE:-

- PPE not to be worn to and from work.
- PPE to be changed at the end of the shift and bagged up before leaving site to be washed at home.
- Speak to your Operations Manager, to ensure you have the space to store your PPE appropriately at work or have a means of transporting your PPE safely from place to place.
- Discourage non-essential trips within site restrict access to some areas or use phone where permitted
- Reduce job and equipment rotation – have people stick to one task per day
- Implement one-way systems on walkways where possible
- Use ground markings, signage and object placement to mark out 2m spacing
- Single occupancy in Company Vehicles to maintain social distancing, where travelling separately is not an option, face coverings must be worn.
- Separate sites into zones to keep groups of workers apart
- Plan site access and 'area of safety' points to enable social distancing
- Regulate busy areas such as Gatelines, corridors and lifts to maintain social distancing



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Managing Director.