

Coastworks Operations Ltd  
8 Allanton Park Terrace  
FAIRLIE  
Ayrshire  
KA29 0AW

Phone: +44 (0) 1475 568572  
Fax: +44 (0) 1475 568153  
Email: [info@coastworks.co.uk](mailto:info@coastworks.co.uk)  
Web Site: [www.coastworks.co.uk](http://www.coastworks.co.uk)  
VAT No: 935 677 089

### HEALTH & SAFETY POLICY

## 1 Introduction

1.1 This document will be constantly reviewed and be subject to change in the light of updated legislation or information from performance reviews and audits.

Contained within this document are:

- a. Coastworks Operations Ltd's (CWOP) continued commitment of maintaining high standards of safety, health and welfare in accordance with its safety statement.
- b. The primary responsibilities of all employees, together with the additional responsibilities of director, managers and skippers who make up the organisation.
- c. The arrangements currently in force through which objectives of this policy are met.

1.2 This Policy applies to all of CWOP operations in the UK.

1.3. The main activities of Coastworks Operations Ltd include but not limited to:

- a. The operation of a charter fleet of tugs, workboats, pontoons, barges etc to service the dredging and marine construction industries.
- b. The maintenance dredging of harbours, ports and marinas using seabed levelling.
- c. Laying anchors and grids for the fish farming industry.
- d. Supply of vessels to harbour authorities and MoD establishments.
- e. Crew and store transfer to ships.

## 2 Statement of Intent

2.1 Provide a place of work that is safe and without risk to health and welfare of all its employees, members of associated companies and the general public so far as is reasonably practicable.

2.2 Provide appropriate training.

2.3 Seek to continually improve its Safety, Health and Welfare performance.

2.4 Monitor the performance of activities against this Safety Policy Statement.

2.5 Make safety an integral part of management of the Company.

2.6 Comply fully with the Law.

2.7 Make regular reviews of the Safety Policy and institute improvements where possible.

- 2.8 Consult with Employees periodically to ascertain what measures should be taken to increase health and safety awareness and to ensure that all necessary measures are taken to make this policy effective.
- 2.9 Maintain and develop this policy by the implementation of the Safety Management System.
- 2.10 Prevent human errors and improve the safety culture within the company.
- 2.11 Require employees to work safely and use error prevention techniques.
- 2.12 Require all employees to stop work if they have concerns over safety.
- 2.13 Assess all health and safety hazards and risks and managing these effectively so they are eliminated or reduced as far as is reasonably practicable.
- 2.14 Not allowing illegal drugs, alcohol on any CWOP vessels.
- 2.15 Learn from any accidents, incidents or near misses through an affective reporting and contemplation procedure.
- 2.16 Ensure the policy is understood and implemented effectively.

### **3 Organisation and Responsibilities**

All Employees have responsibilities (See 3.4.) but certain employees have been given additional duties under this Policy, they are:

#### **3.1 Directors – Brian Young & Howard Smallwood**

- 3.1.1 Accepts the ultimate responsibility for ensuring that all statutory responsibilities and objectives of the Safety, Health and Welfare Policy are complied with.
- 3.1.2 Ensure the provision of material and financial resources to enable the objectives of this policy to be achieved.

#### **3.2 Marine Superintendent – Ross Hepburn**

- 3.2.1 Prepare, initiate and monitor the Safety, Health and Welfare Policy in accordance with this policy and ensure that the objectives of the safety policy are implemented.
- 3.2.2 Submit for the Managing Director's approval, all changes proposed to the safety policy and ensure that the safety policy is reviewed and updated with the development and introduction of legislation, code of practice and guidance notes relevant to the company's activities.
- 3.2.3 Following signature by the Managing Director, arrange for distribution of revised documentation to employees.
- 3.2.4 Report periodically to the Managing Director on standards attitudes and incidents. Investigate and report on all major injuries and dangerous occurrences.
- 3.2.5 Provide an information centre available to all vessel skippers and maintain an up to date knowledge of relevant safety legislation.
- 3.2.6 Manage all aspects of safety training.
- 3.2.7 Ensure that a safety plan is prepared for operations under the company's control.

### 3.3 **Vessel Skipper**

- 3.3.1 Must familiarise themselves with the requirements of the company's safety policy and operational safety plan and ensure its implementation.
- 3.3.2 Actively promote safety on all vessels under their control.
- 3.3.3 Co-operate with and act on any requirements of the health and safety regulations.
- 3.3.4 Maintain an up to date working knowledge of legislation in regard to the operations being undertaken.
- 3.3.5 Take immediate action where safety, health and welfare standards are required.
- 3.3.6 Ensure that work activities do not endanger persons not in the company's employment or members of the public.
- 3.3.7 The preparation and implementation of operational safety plans.
- 3.3.8 Ensure that all items of equipment, which require test or examination certificates, are checked for compliance before being used.
- 3.3.9 Ensure that all inspections are carried out, as required, and entries made in the appropriate register.
- 3.3.10 Ensure the provision of adequate welfare and first aid facilities ensuring that that they maintained in a good clean condition.
- 3.3.11 Set a personal example by wearing appropriate protective clothing.
- 3.3.12 Ensure the provision of adequate protective clothing.
- 3.3.13 Advise management of any training needs, which arise.
- 3.3.14 Maintain vessel accident log including details of near miss situations for future reference.

### 3.4 **All employees' duties**

- 3.4.1 All employees have a legal duty to co-operate with their employer and their employer's clients in all matters relating to safety, health and welfare and to take reasonable care for their own health and safety and that of others who may be affected by what you do or do not do.
- 3.4.2 Employees at all levels are expected to work safely, tidily and to follow all rules in force while aboard and during operational activities.
- 3.4.3 Disorderly behaviour, dangerous practices, incapacity to work safely, alcohol consumption or abuse of other drugs, will not be tolerated at any time while under Coastworks employment.
- 3.4.4 Drugs & Alcohol (See separate policy). CWOP operates a zero tolerance policy to drugs and alcohol.

All personnel working for CWOP in either a full or part time basis are not permitted to be in possession, take or be under the influence of alcohol, drugs or other illicit/illegal substances. This includes, but not limited to, while operating any

vessels, vehicles or plant. It is also not permitted when living onboard or spending the night on any company owned premises.

All Coastworks employees are responsible for this enforcement and should encourage the reporting of anyone disobeying this instruction.

Failure to comply with this policy would mean instant dismissal.

- 3.4.5 Employees have the responsibility to wear the appropriate protective clothing and safety equipment required under statutory regulations and as set out in the operation safety plan.
- 3.4.6 Employees must not misuse any equipment or hand tools.
- 3.4.7 Any defects in equipment or hand tools must be reported immediately to Management and logged in the vessels accident book. All accidents involving personal injury must be reported to Management and logged. All accidents involving damage to the Company's vessels or damage to the property of other parties must be entered in the vessels log and reported to Management.

## **4 Operational Safety Plans**

- 4.1 All vessels are required to operate in accordance with a safety plan. This will be produced by the skipper of the vessel in consultation with the managing director and or the marine superintendent.
- 4.2 Safety Plans will contain the following elements:
  - 1. Authorisation, information and description of the operations identified hazardous work/risk assessments.
  - 2. Method statement.
  - 3. Site organisation and responsibilities.
  - 4. Notification.
  - 5. Documentation.
  - 6. Telephone Numbers and Emergency Contacts.
  - 7. Protective Clothing (PPE).
  - 8. Special equipment.
  - 9. Emergency procedures.
  - 10. Site inspections.
  - 11. Control of substances hazardous to health. "**COSHH**"

## **5 Management of Safety**

- 5.1 **Training** (See separate policy)
  - 5.1.1 Training requirements will be identified by the marine superintendent in conjunction

with the vessel's skipper.

5.1.2 Vessel crews will receive training aboard and onshore as required by the on-going nature of the marine operations and by changes in legislation as identified by management.

5.1.3 A full list of courses available will be maintained by the marine superintendent.

5.1.4 Accurate records of all training and certification received will be maintained by the marine superintendent.

## 5.2 Auditing

5.2.1 The provisions of the operational safety plans as set out in the health & safety policy will be audited by the managing director.

5.2.2 The audit will take place every 6 months.

5.2.3 Following the audit, the marine superintendent will, within 7 days, prepare a report on the audit containing details of the actions taken, if any, to address any problems identified by the audit.

5.2.4 The managing director will endorse this report, which will be entered into the filing system.



**Position:** Director

**Last Review:** May 2019

**Next Review Due:** November 2019