



High Voltage Systems Limited Health, Safety & Environmental Commitment

At High Voltage Systems, our commitment to Health and Safety is never compromised. Compliance to the following standard is mandatory for all staff.

Note: Where High Voltage Systems enters into a sub-contract agreement; the term "site/customer", is used.

High Voltage Systems commits to:

- Comply with all of the requirements of the Health and Safety at Work Act 1974, Environmental Protection Act 1990 and all relevant Acts, Regulations, Codes of Practice and current industry best practice.
- Comply with all site/customer Health and Safety, Quality and Environmental policies and procedures, copies to be provided by site/customer SHEQ department, High Voltage Systems shall immediately inform the site/customer of any conflict between policies and procedures and within the requirements of any legislation. Site specific RAMS agreements are available.

High Voltage Systems asks the customer/site to:

- Comply with all reasonable requirements to the extent that such requirements which are necessary for compliance by High Voltage Systems; with its obligations under all United Kingdom health and safety and environmental legislation, or obligations under any main contract relevant to the Sub-Contract Works.

HVS Standards and Approach

Planning, preparation and communication is recognised as being vital to establishing a safe working environment. Site and or task specific method statements are always compiled prior to work starting in order to identify and control potential hazards. When HVS is operating as a subcontractor, work does not start until a sanction or permit has been issued by the main contractor

High Voltage Systems asks the customer/site to:

- Provide contact details of the person/organisation providing safety, health and environmental advice to High Voltage Systems
- Confirmation that the above named will be undertaking regular inspection of the works covered by High Voltage systems

Directly prior to beginning any work HVS engineers complete their "Take 5", Pre-Task Risk assessment checklist. The purpose of this is to ensure that all relevant HSEQ policies and procedures

are in place. If any aspect is missing or out of date HVS engineers will seek corrective action and report to the relevant site authority.

In the event of an accident or incident the above named will work in conjunction with SHEQ the site/customer department in the investigation of any said accident or incident. At the end of the investigation they will provide a report to the SHEQ Director of their findings, lessons learnt and what it is their company has done to prevent reoccurrence.

RAMS & Safe systems of work

HVS Engineers will behave in a professional manner and not compromise site/customers' safety rules for their own convenience. The Engineer(s) will pay attention to and observe written or verbal safety rules presented to them on arrival at the customer's site. If no induction is given, before commencing work the Engineer(s) will familiarise themselves with normal walkways, site traffic, exit routes, and emergency procedures.

Prior to work starting, HVS engineers will conduct their Take 5 checklist, this ensures that HVS engineers have double checked that all Health and Safety requirements are in place before they begin.

HVS personnel carry the CCSNG safety passport and, additionally, are encouraged to adopt a proactive and dynamic approach to working methods and risk assessments, i.e. if something looks or seems wrong during the course of conducting the task at hand, don't ignore it but do something about it there and then.

Safe working partnerships between High Voltage Systems and the site/customer should include...

- On-site daily risk assessment to identify the hazards/aspects associated with their work, assess the risks/impacts arising from these hazards/aspects and advise how those risks/impacts are to be controlled. This includes any actual or potential environmental impact.
- When High Voltage Systems are visitors to site, they are briefed on the risk assessments and sign onto the site-specific risk assessment
- Establishing safe systems of work and document them.
- Familiarising themselves with the project method statement, site rules, risk assessments and emergency arrangements and/or any other safety and/or environmental documentation.

Accidents and near misses

HVS operates a zero-tolerance approach. All incidents, and near misses; however trivial they may seem, are logged and reported for HVS's own safety processes. Furthermore, when working as a subcontractor, all incidents and near misses are reported to the relevant main site contractor. All incidents offer the opportunity to learn from minor mistakes in order to prevent major incidents in the future.

Plant and Equipment

High Voltage Systems make a commitment that...

- All their plant/equipment (whether owned or hired) is thoroughly inspected prior to use and has the relevant certificate of conformity provided.
- All their plant/equipment will be operated, serviced and maintained in accordance with manufacturer's instructions.
- No plant shall be left idle with the keys left in the ignition, or means to energise electrical plant left available.
- All electrical plant will be PAT tested and evidence of testing shall be made available on site.
- They understand and observe PUWER Regulations in respect of all plant and equipment brought on to site for their use. (Provision and Use of Work Equipment Regulations.1998)
- They will ensure that no person(s) operate/use any piece of plant and/or equipment unless fully trained.
- They will ensure all plant and/or equipment which is not fit for purpose is removed or quarantined.

Training and Competence

HVS understand the importance of appropriate and essential training of staff

- HVS shall provide evidence of training where relevant e.g. Confined spaces, appointed person for first aid etc...
- HVS will attend project specific training where necessary.
- Ensure that those persons operating plant have received the correct training and hold relevant qualifications.

Drugs and Alcohol Policy

HVS operate a zero tolerance approach to the use of (illegal) drugs or alcohol in the workplace.

- Possession and/or distribution or use of illegal drugs or alcohol is considered gross misconduct and is grounds for immediate dismissal.
- HVS works on the understanding that the client/contractor operates an equivalent policy.

Waste Management

HVS is employed as a specialist for Electrical commissioning, no civil works are undertaken. Any small amounts of waste generated are removed from site and correctly disposed of.

Pollution Prevention

HVS is committed to take all appropriate steps to prevent pollution and as such commits to work within with all contractors/customers permits on site.

- Polluting Substances- HVS understand that alongside safe and correct use/storage and disposal of Substances hazardous to health, even natural substances can cause pollution when wrongly disposed of.

Therefore, HVS commits to safe working within the pollution prevention policies of each site visited.

Wildlife and Archaeology

HVS commits to follow any special method of working, as directed by site, that is required to protect any wildlife, natural features or archaeological remains.