

## **Worker Involvement and Engagement**

As part of the CDM requirements, it is the intention of the Persimmon Group to ensure that it has sound worker involvement and engagement procedures in place that are available for all directly employed staff and supply chain personnel including contractors, self-employed and labour-only operatives. This will assist in the identification of hazards, the assessment of associated risks and the implementation of reasonably practicable controls to remove and/or reduce the risk of injury to employees and/or people affected by its work activities.

Relevant sections within the Group H & S policy including Roles and Responsibilities, Procedures etc. set out the requirements for Operating Businesses to implement a system of worker involvement and engagement practices based on the results of a survey completed by all Managing Directors of the proposed Action Plan put forward by Site Management and Non-Unionised Safety Representatives work carried out in 2011.

As a result of the survey and in keeping with the protocol that any Action that received 80% majority backing was to be accepted as being necessary for implementation, the following duties/disciplines shall be put into practice:

### **Site Management**

Operating Businesses are required to establish a system for use by site which, on a daily basis, allows Site Management to provide the necessary information and instruction relating to hazards and risks to new starters and regular/ returning site personnel.

In order to achieve this each Operating Businesses needs to establish a Health and Safety Representative support regime (see details below) with which the Site Manager can work within order to both deliver these daily messages and receive feedback on how to reduce the risks associated with site based hazards.

### **Site Based Health and Safety Representatives/Supervisors**

The Telehandler Operative on every site is seen as the conduit for health & safety communication between Site Managers and Self-Employed and Labour-Only Operatives.

Every Sub-Contractor Organisation will detail their site specific Health and Safety Supervisor/Representatives in the Policy/Procedural and/or Method Statement information they provide prior to commencing work on site. Where they do not nominate anyone at this stage the nominated On Site Supervisor detailed on the signing in sheet will be expected to carry out this role – see also relevant Trade Specifications. Therefore any feedback from a sub-contract operative should come through their supervisor/representative in the first instance.

**Note:** It is the Groups intention that all Site Based Health & Safety Representatives/Supervisors will receive suitable and sufficient training to undertake this role.

### **Daily Site Hazard Board**

- The boards should be identified to all site based personnel at induction.
- The boards should display details of daily hazardous work activity i.e. cranes etc.
- Site Management must update this board on a daily basis.

Everyone working on site must confirm on the Site Signing-In Sheet that they have read and understood the Hazard Board content.

Should any employee require clarification or further information/instruction in relation to what actions they should take to ensure the safety of themselves or others should speak firstly to their Site Based Health and Safety Representatives/Supervisor.

Should further clarity be required then the Site Based H & S Representative/Supervisor should speak with the Site Manager.

If, in the opinion of the Site Based H & S Representative/Supervisor there is a serious risk of injury occurring the must ensure the work activity is stopped until clarification and/or further controls are provided.

### **Site Based H & S Meetings/Briefings**

Site based H & S Briefings will be held quarterly and be Chaired by the Site Manager.  
The following health and safety items should always be included on the agenda for discussion:

- Site Inspection Findings
- Accident Statistics
- HSE Visits
- Site Warnings
- Sub-Contractor Performance
- Health and Safety Comments Sheets – see comments below

Attendance by The Telehandler or Contractor H & S Representatives/Supervisors (or other persons i.e. Contract Manager Group H & S Advisor), either in full or in part, will be dependent on the information derived from the findings related to the agenda items.

**Note: The agenda is not intended to be restricted to health and safety matters and can include quality, production, customer care agenda items should the Operating Business wish to include these.**

Minutes of the meeting shall be displayed on notice boards and if applicable distributed to all relevant persons/organisations.

The minutes of the meeting (together with any associated documentation i.e. H & S Comments Sheets), shall be reviewed by the Operating Business H & S Working Group (see Operating Business Performance Monitoring and Review Procedure PHGPR:006c).

### **Site Management Open Door Policy**

Site based personnel should be encouraged to participate in the process of hazard identification and risk assessment in order to make both the site in general and their specific work activities as safe as possible.

### **Health & Safety Comments Sheets**

Whilst verbal discussion is always the best means of conveying information and agreeing actions, where the Site Management do not have the authority or where for all to deal with issues that are brought to their attention then site personnel should be asked to complete the Health and Safety Comments Sheets (located on notice boards in the Canteens).

It should be explained to the workforce at induction that these are for the benefit of the workers and should be used to provide feedback to management relating to (but not restricted) the following:

- ✓ Better practice suggestions to reduce the hazards and risks associated with their work activities
- ✓ Near misses/Dangerous Occurrences

It is down to the discretion of the Site Manager as to how quickly to respond to any comments made however, in general, the comments sheets should be filed for discussion at the next Quarterly H & S Meeting/Briefing. If the comments refer to a real and imminent breach of health and safety on site then Site Management must respond immediately and, where necessary, refer any issues upwardly for resolve.

### **Tool Box Talks**

Toolbox talks are an effective way of promoting both information and instruction relating to the management and implementation of sound health and safety operational practices – please refer to THE Safety Training Procedure PHGPR:008 and Group Objectives/Operating Business Action Plans for further information.

### **Management and Notification of Health & Safety Non-Conformance**

Where, in the opinion of Site Manager the potential for serious risk of injury or persistent non-conformance with site rules is highlighted then, as part of the overall worker engagement and involvement regime, it may be necessary to issue one of the documented warnings detailed below:

<u>Document</u>	<u>Issued By</u>	<u>Issued To</u>
1. Operative H & S Notification	Site Management	Site Operatives
2. Health & Safety Action Reports	Senior Construction Management	Offending Company Management

#### **1. Operative H & S Notification**

This document is available for issue where site based operatives are observed carrying out unsafe acts and/or persistently flouting site rules. The offender should be instructed to cease work whilst the warning is issued.

The offender is required to sign the warning for acceptance and they shall receive the top copy. The yellow copy should be held within the Red Box Filing System and the pink copy should be forwarded with the minutes of the Quarterly H & S Briefing minutes.

This is the only written warning that will be issued. Any further breach of health and safety legislation requires that the operative be removed from site, pending an investigation by Senior Construction Management.

#### **2. Contracts Manager Forward Planning/Performance Monitoring Health & Safety Action Report**

As well as being utilised to document forward planning actions, these documents shall also be issued by Contract Managers to both internal management and supply chain supervisors to ensure action is taken to remedy any non-conformances identified.

The top two copies will be issued to the relevant person with a carbonated copy retained within the Action Report Book.

The person issued with the Action Report must reply within the time scale shown, indicating the actions they have taken to remedy the non-compliance's highlighted to them. In the cases where a continuance of work could result in serious risk of injury, the work must be ceased immediately, and safety controls must be established in line with the Persimmon Group Health and Safety Policy.

Also refer to PHGPR:006c "Operating Business Health & Safety Performance Monitoring & Review"

### **Group H & S Department Activity**

As well as the bi-monthly RIVO documented site inspection the Group H & S Advisors will agree and schedule further visits to specific sites with the Operating Business following review of H & S performance at the H & S Working Group meetings. In addition to inspecting the site/individual KPI's the visit will focus on supporting the Site Manager through worker engagement/involvement.

There is no hard and fast rule on the reasons behind the additional visit other than it is down to the Operating Business to decide its content and value however details of this visit must be recorded on the RIVO Database and should also indicate any worker engagement/involvement activity undertaken at this time including:

- General Toolbox Talks across sites
- Site specific engagement concentrating on an individual KPI
- Meeting with management and representatives of a sub-contractor organisation to discuss improvement
- Attendance at Site H & S Meetings/Briefings