



Health and Safety Handbook

TCi (GB) Ltd

TCi (GB) Ltd is committed to ensuring that all activities undertaken in relation to the company business at all locations in which it operates, Health, Safety and Environment are given the upmost priority as part of our overall planning. Our staff are considered our biggest assets and all our work is carried out to the highest possible standards, using competent personnel. I take my responsibility for all Health and Safety matters extremely seriously and I want to cascade that importance to everybody employed on TCi business.

I want everyone to remain safe and healthy, regardless of whether they are an employee, a sub-contractor, or a visitor.

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As stated in the Health and Safety at Work etc Act 1974 I want to re-iterate that every person has a responsibility to protect the health and safety of themselves and others when carrying out any activity.

Please take a few minutes to read all of this booklet and to familiarise yourself with the TCi rules and emergency procedures. You will have read all the required policy documents during your TCi induction, this document does not supersede them. It is designed as an aide-memoir for you to retain and refer to. If you have any questions, or are unsure of anything contained in this booklet, please speak to your Line Manager.

Alex Perkis



Managing Director, TCi (GB) Ltd

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General Statement of the Health and Safety Policy

The Managing Director ultimately has overall responsibility for all Health, Safety, Welfare and Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities.

TCi (GB) Ltd is a professional and safety conscious organisation which values the effective management of health, safety, and welfare throughout all stages of a project. The clear objective is to minimise harm to persons property and environment by adopting a proactive approach to effective risk and safety management. All work the company engages in will be carried out in strict compliance with meeting our statutory obligations. Codes of practice, guidance notes and best practice will always be considered as a minimum standard. Our processes and procedures are developed to ensure risk to any person associated with our business is minimised by having adequate controls in place.

The senior leadership team within TCi have the responsibility for implementing this policy by logical and delegated chains of command throughout the organisation. Ensuring that health and safety considerations are always given priority as part of planning and day-to-day supervision of all work is fundamental to the successful implementation of these values.

All employees and sub-contractors are expected comply with and to co-operate with implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others or the environment. This includes co-operating with management on any health, safety, or environment-related matter.

TCi (GB) Ltd will take all practical steps to ensure that potential hazards and risks are identified, and that suitable and effective preventative and control measures are implemented. Suitable and sufficient safety equipment and personal protective equipment will be provided to all employees. Furthermore, the necessary financial resources will be made available by the company in order for TCi (GB) Ltd to comply with its statutory duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work, and the safe and efficient operation and maintenance of tools and equipment.



Training

TCi (GB) Ltd recognises that all employees play a crucial role in ensuring the success of the business and is therefore committed to providing adequate training and development to improve the skills and competence of all employees.

TCi will provide you with appropriate training to develop the knowledge and skills necessary for you to perform your duties effectively. Wherever possible, the Company will ensure you have every opportunity for career development.

Your entitlements

The types of training that TCi provides falls into four broad categories: induction, occupational, internal, and external.

Induction training

As a new employee, you will be given a comprehensive introduction to the workplace, your colleagues, welfare facilities, duties, health and safety and other procedures. Your manager or supervisor will carry out a training needs analysis and arrange for any additional required to be provided the means to deliver being a combination of occupational, internal, and external training.

Occupational training

Throughout your employment with TCi, there may be a need to acquire new skills. These can normally be gained through occupational training delivered by colleagues.

Internal training

Occasionally, the Company may arrange for external training providers to deliver training courses in the workplace. This form of training might be triggered by the introduction of new equipment or working methods and will be arranged when the Company feels the training cannot adequately be provided internally.

External training

External training may be provided in a variety of forms, ranging from short courses of a few hours through to lengthy courses leading to the award of qualifications.

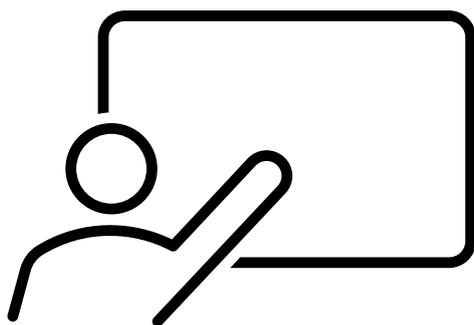
As a result of any training needs analysis and formal approval, TCi will arrange for you to undertake external training if this cannot be provided internally.

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc Act 1974, including the following:

- It shall be the duty of every employee, while at work, to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work
- With regard to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work etc Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand the company Health and Safety Policy and carry out your work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools and equipment in good condition
- Use, where required all provided suitable and sufficient PPE/Workwear.
- Work in a safe manner always. Do not take unnecessary risks which could endanger yourself or others. If you observe any unsafe conditions or actions, make safe if possible and immediately report to your supervisor.
- Promote positive safety behaviours and warn others of any known hazards
- Never use plant or equipment on work for which it was not intended.
- Never use plant or equipment if you are not competent for its intended use
- Report to your supervisor any damage/defects to plant or equipment
- Do not play dangerous practical jokes or “horseplay” on site
- Report to your supervisor any person seen abusing welfare facilities provided
- Always Report any injury to yourself at work.
- Promote safety behaviours and suggest safer methods of working to your supervisor or using the workplace observations cards



Risk

Definitions

Hazard: Something with the potential to cause harm

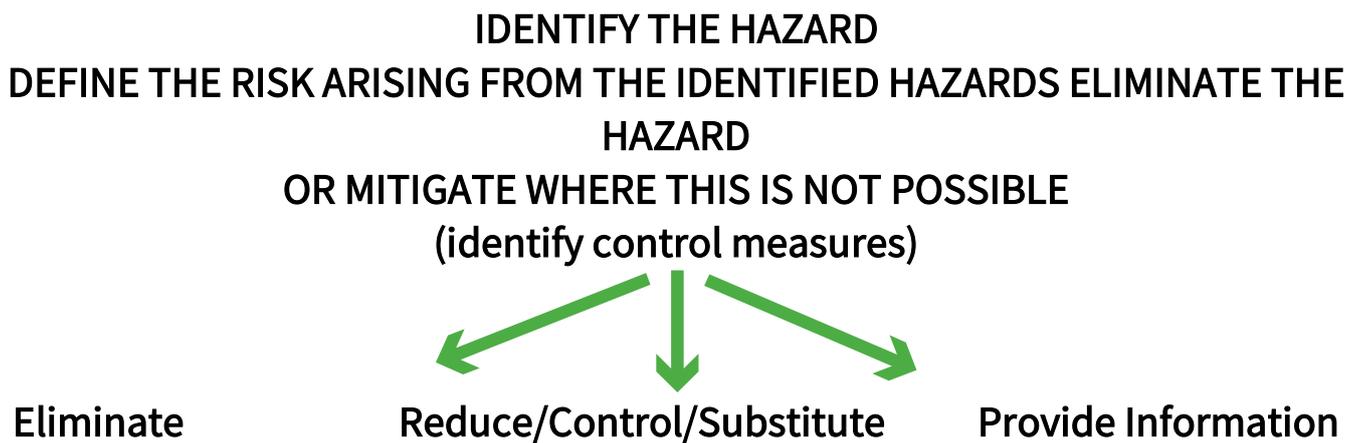
Risk: A measure of the likelihood/probability and severity/consequence of an adverse event

Risk Assessment: The process of evaluating the impact of risk

Mitigation: The measures taken to control risk

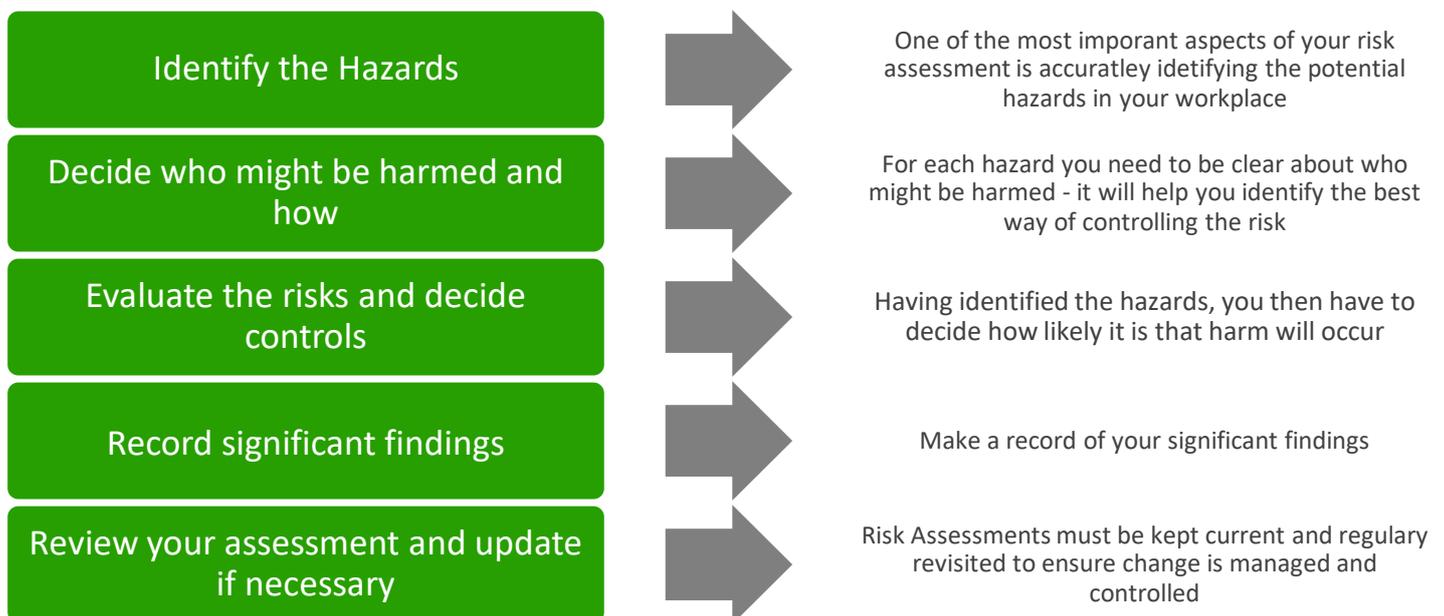
Residual Risk: The threat that remains after every effort has been made to identify and eliminate risks in a given situation.

The process which you consciously or unconsciously undertake is:



The process of risk management starts with an effective means of identifying hazards. Experience and relevant knowledge are important elements in the identification of hazards and competent resources will need to be allocated to this activity.

It may not always be possible to identify every hazard for every activity on every project, however, a structured and systematic approach will help you to identify as many hazards as possible.



Fire

Fire precautions will be provided and maintained to the requirements of:

- the Regulatory Reform (Fire Safety) Order 2005,
- the Health and Safety at Work etc Act 1974,
- the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999.

A fire risk assessment will be completed for each of the company's premises, including any temporary site offices. The fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Suitable Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be given awareness training on types of extinguishers during the induction process.

The company will where applicable, enter a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained. The names, locations, and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.



Emergency Procedures

On all sites a means of warning of a fire and/or must be established. There are a range of options for fire detection and alarm available on the market, the important thing is that the selection of equipment is fit for purpose at the location it is required to be used in. Handbells, whistles, klaxons or manually operated sounders may also be practical so long as they are clearly audible above background noises in all areas and can be uniquely identified as being a fire alarm.

Emergency procedures will always form part of TCi and any client specific induction. It is an absolute requirement that any person that enters our projects has an induction briefing. Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all personnel on site. The names, responsibilities locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clearly identified access and egress to/from the site and buildings must always be maintained.

Clear, appropriate signage must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of any firefighting equipment

Identified personnel must be briefed on the specific action to take in the event of an emergency.



Accident

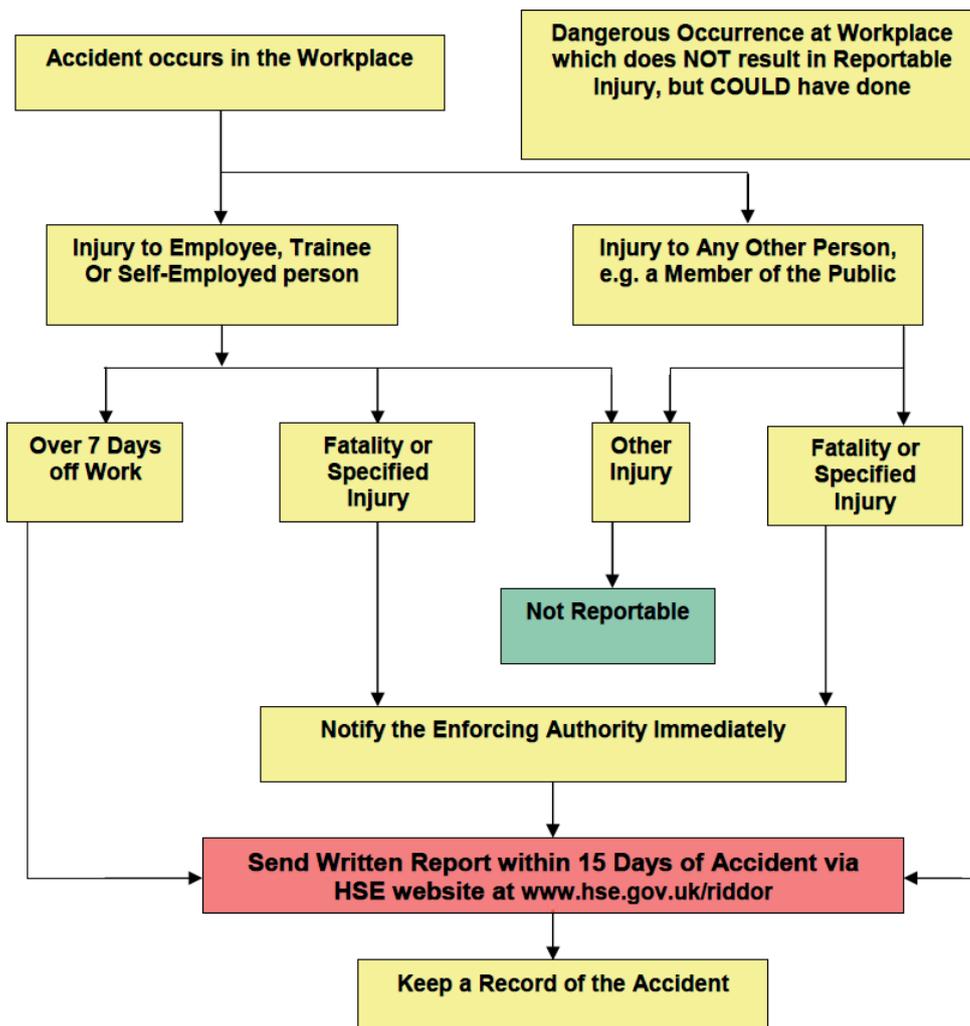
TCi GB understands its statutory obligations and will so far as is reasonably practicable ensure the health, safety, and welfare at work of all his/her employees.

In recognition of our statutory obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the company has instituted a system for recording and investigating incidents, accidents, diseases and dangerous occurrences to the Health and Safety Executive in accordance with the requirements.

All injuries resulting from accidents on site or in other workplaces however minor will be reported by the responsible person, normally the site manager or project manager, using the approved and up to date Accident book and sent to the main TCi office. This applies to injuries received by members of the public, visitors, etc as well as company employees. Any Follow up investigation will be carried out on the TC internal incident report

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident. It is important that all accidents, no matter how minor are reported and recorded within the accident book.

All accidents and incidents including near-misses and incidents that result in damage to premises or plant and machinery on site will be thoroughly investigated by the Project and/or Sites Manager. The purpose of the investigation will be to establish the root cause of the incident with a view to amending or developing procedures to help prevent a recurrence in the future.



Work Equipment

The following regulation specifically covers the use of work equipment, the Provision of Work Equipment Regulations 1998. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The term use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing, and cleaning.

The specific requirements:

- The guarding of dangerous parts of machinery
- Work equipment parts
- Equipment is suitable for its intended use
- Equipment conforms with the EC product safety directive
- Equipment in efficient working order and in a good state of repair

Equipment selection:

- Sourced from a reputable supplier
- Supplied with clear and understandable operating instructions
- Provided with physical evidence of conformity to EC Directives
- Significant risks associated with its use must be assessed and adequately controlled.
- All equipment should be visually checked before use.

Hired Equipment

Hired equipment should always be acquired from hire companies who supply approved and correctly maintained equipment that is safe to use and suitable for the tasks it will be required for. The company should provide information on the safe use and operation of the equipment along with any statutory documentation required for the equipment. Upon receipt the equipment must be checked to see that it has not been damaged in transit as part of the acceptance criteria.

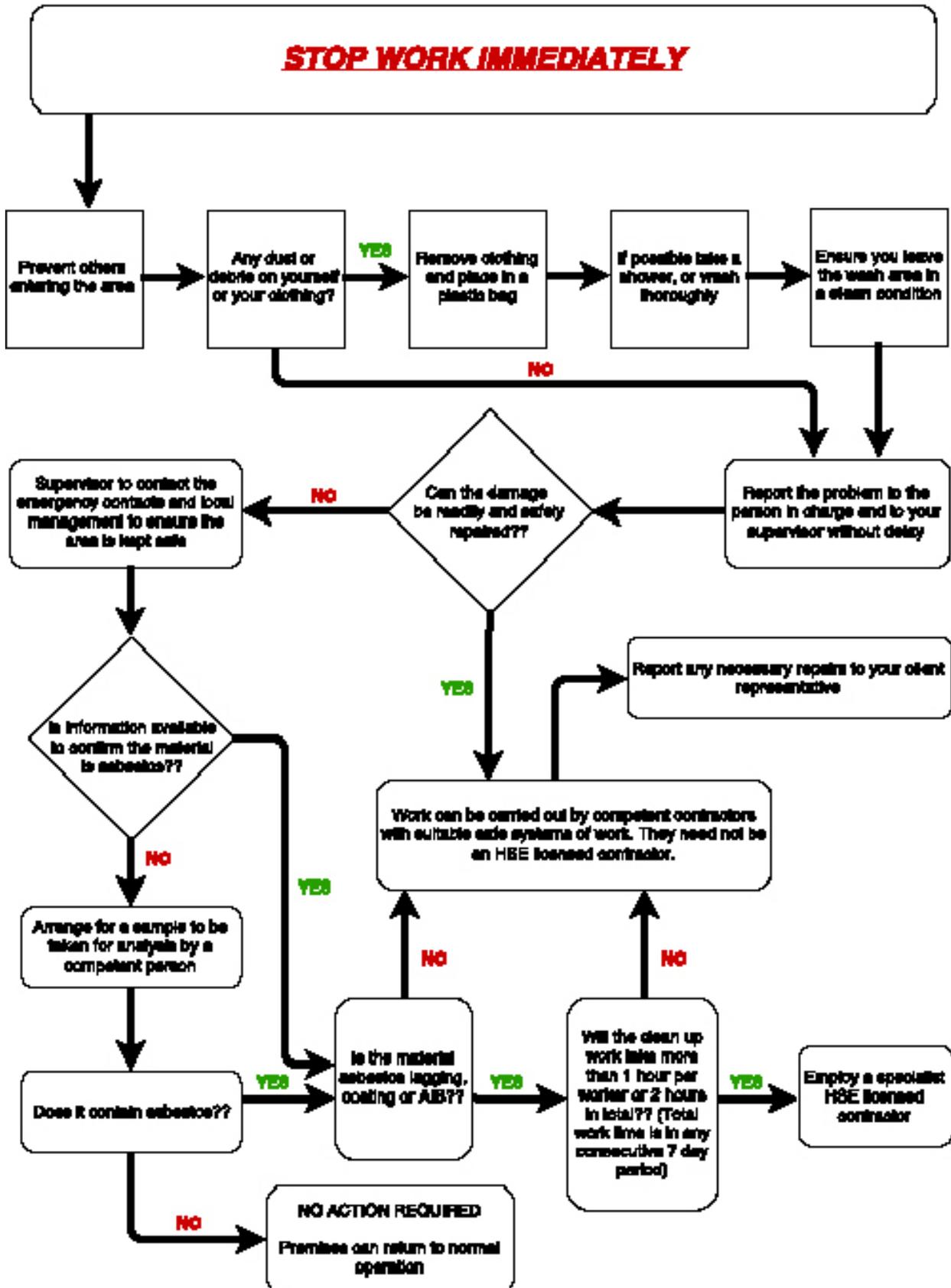
Privately Owned Equipment

Privately owned equipment used for work is legally regarded as work equipment and must conform to the same rules. You must get your manager's permission before using private equipment for work and it should also comply with any TCI (GB) or/and client requirements. In general, TCI (GB) Ltd does not favour the use of privately owned equipment.



In accordance with the Control of Asbestos Regulations 2012, TCi (GB) Ltd will ensure that an Asbestos Management Plan is developed and maintained for its premises, the plan will be updated on a regular basis the contents provided to any person who may be required to undertake intrusive works on the premises.

The actions to be taken in the event of encountering or disturbing previously unidentified asbestos containing materials are outlined below:



COSHH

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations 2002.

All personnel working for TCi (GB) will comply with COSHH requirements. As part of your safe systems of work a COSHH assessment will be carried out along with the relevant Safety Data Sheets and this will be briefed to all staff prior to work commencing. This will ensure personnel will be made aware of the hazards of any materials they will be potentially exposed to.



Toxic / Very Toxic – Handling a chemical that is acutely toxic in contact with skin, if inhaled or ingested, which may even be fatal.



Harmful to the Environment – Hazardous to the environment & causes aquatic toxicity.



Highly Flammable – Gases, aerosols, liquids and solids: Self-heating substances & mixtures that may catch fire when in contact with air or heated or emit flammable gases.



Explosive – Self-reactive substances & organic peroxides that may cause explosion when heated.



Oxidising – Gases, solids & liquids, which can cause or intensify fire and explosion.



Corrosive – Corrosive & can cause severe skin burns and eye damage. It is also corrosive to metals.



Harmful / Irritant – Acutely toxic. Causes skin sensitisation, skin & eye irritation. Respiratory irritant. Narcotic causes drowsiness or dizziness. Hazardous to the ozone layer.



Gas Under Pressure – Means gas under pressure, may explode when heated. Refrigerated gas, may cause cryogenic burns or injuries. Dissolved gases.



Longer Term Health Hazards – Carcinogenic. Affects fertility & unborn child. Causes mutations. A respiratory sensitiser, may cause allergy, asthma or breathing difficulties when inhaled. Toxic to specific organs. May be fatal or harmful if swallowed or if it enters airways

General Safety Precautions when using Hazardous Substances

1. Always read the labels and follow safety instructions
2. Use the specified Personal Protective Equipment (PPE)
 3. Do not breathe vapour, spray, or dust
 4. Avoid skin contact, wash immediately with water
5. If contact with eyes or mouth occurs, rinse with plenty of cold water and seek medical advice
IMMEDIATELY
6. Wash hands thoroughly before you eat, drink or smoke

Personal Protective Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Construction (Design and Management) Regulations 2015
- The Control of Asbestos Regulations 2012
- Noise at Work Regulations 2005
- Control of Lead at Work Regulations 2002

Standard

Unless informed otherwise, the minimum standard of PPE to be worn on TCi sites is as follows:

- Safety Boots including mid-sole protection, ankle support (no rigger boots) conforming to BS EN 345
- Full-length trousers (not shorts)
- Long sleeves shirts
- Hi-vis vest
- Appropriate Safety gloves to the required standard eg (EN420)
- Safety Light Eye Protection
- Safety Helmet complying with EN397

Further job-specific PPE may be required. Ensure that you have the correct PPE for the task before the task commences. This will be covered in your Safe system of work. If you have any doubt do not start working and seek assistance from your supervisor/site manager.

Working at Height

TCi comply with the requirements of the Work at Height Regulations 2005 along with any other relevant specific statutory legislation such as the Health and Safety at Work Act

If working at height is required after considering the hierarchy of control the preferred means of access should be podium steps for low level works, scaffolding erections, mobile tower scaffolds, or Mobile Elevated Working Platform (MEWP) for works at higher levels.

All equipment will be certified accordingly in line with statutory requirements and be under a mandatory inspection regime applicable to the type of equipment. This inspection will include pre-use and be time based as required.

Portable ladders and Mega steps are not allowed on any TCi sites that we operate within without the explicit sanction of the company directors.

The main hazards associated with podiums and platforms are:

- Unsuitable base, e.g. unlevelled, packing pieces, loose material. Poor load spread
- Unsafe use of equipment
- Overloading of equipment
- Use of equipment where safer method should be provided
- Using defective equipment
- Equipment being used for the wrong purpose

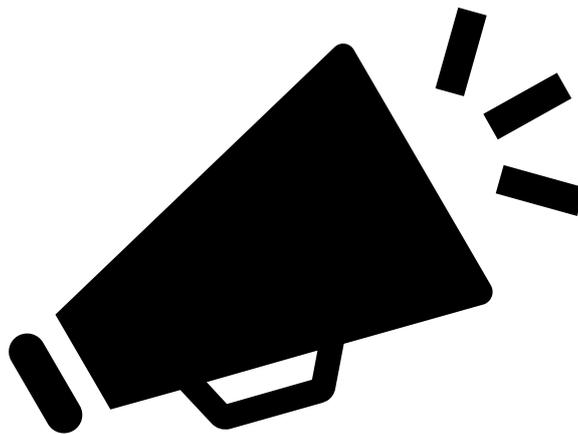
Noise

Noise is covered by the Noise at Work Regulations 2005 and the Health and Safety at Work etc Act 1974.

All tasks and work activities will be planned ensuring compliance with the appropriate regulations.

The safe system of work to be adopted whenever noise is a potential problem is:

- Consider firstly the hierarchy of control and where the source of noise cannot be eliminated or engineered out
- A competent person should carry out a written noise map and assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will no longer be present
- Consider alternative methods of working using the hierarchy of control
- Provide suitable noise control mechanisms such as sound dampening and noise attenuation devices
- Reduce the time that operatives are exposed to the noise
- Provide suitable personal protective equipment
- Ensure suitable warning notices are clearly displayed around the affected area
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures



Control of Vibration

TCi (GB) Ltd will comply with its duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered. Contractors carrying out work for TCI (GB) are expected to have arrangements in place for complying with the Regulations, this will include means of monitoring and recording exposure to individuals

There are 2 main forms of vibration hazard which can affect those working in the construction industry, they are:

Hand-arm Vibration (HAV) – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.

Whole Body Vibration (WBV) – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

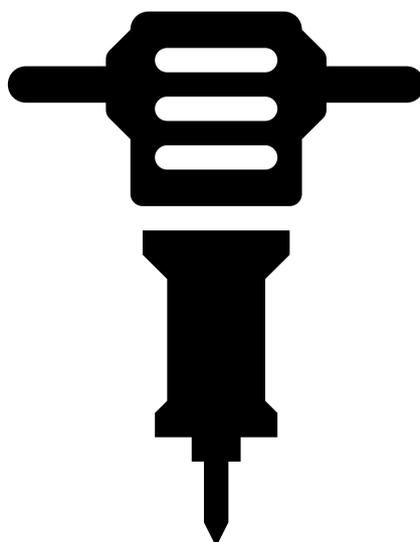
Controlling the Risk

The risk of permanent damage depends on several factors including: For HAV:

- How high the vibration levels are
- How long the equipment is used for
- How awkward the equipment is to use
- How tightly the equipment is gripped
- How cold or wet the operative gets using the equipment

For WBV consideration should also be given to:

- Operatives posture
- The design of the controls
- The driver visibility
- Handling and lifting operations associated with machine's operation
- Personal factors i.e. level of fitness, etc.



Dust

Dust is tiny, dry particles in the air and can be produced when materials are cut, drilled, demolished, sanded, shovelled, etc. This means many work activities can create dust. Dust is not always an obvious health hazard as the particles which cause the most damage is often invisible to the naked eye and the health effects of exposure can take many years to develop.

How can dust harm your Health

Breathing dust into the lungs

Inhaling dust can create breathing problems. The health effects of breathing in dust can take many years to develop.

Inhalable dust is visible to the naked eye. This dust may consist of larger or heavier particles that tend to get trapped in the nose, mouth, throat, or upper respiratory tract where they can cause damage. Respirable dust is fine enough to be invisible to the naked eye and can be breathed deeply into the lungs and cause harm.

Swallowing dust

Some dust can become trapped in the mucus that lines the respiratory tract. This mucus tends to be either spat out or swallowed. Inhaled dusts can get into the digestive tract, where they can cause local effects such as gastrointestinal tract irritation. Alternatively, they can enter the bloodstream and produce effects in other organs and tissues.

Eye contact with dust

Dust particles produced during the cutting, grinding, and drilling of materials can cause eye damage or irritation. Some dusts may also cause harm to eyes due to their chemical nature.

Skin contact with dust

Some dust can cause ulceration of the skin and irritation. Skin can be harmed by dusts such as epoxy resins, rubber processing chemicals, wood dust and fibreglass and can lead to dermatitis.

Assess (the risks)

Assess the risks linked to the work and materials. High dust levels are caused by one or more of the following:

- Task - the more energy the work involves, the bigger the risk. High-energy tools like cut-off saws, grinders and grit blasters produce a lot of dust in a very short time;
- Work area - the more enclosed a space, the more the dust will build up. However, do not assume that dust levels will be low when working outside with high-energy tools;
- Time - the longer the work takes the more dust there will be;
- Frequency - regularly doing the same workday after day increases the risks.

Stop or reduce the dust

Before work starts, look at ways of stopping or reducing the amount of dust you might make. Use different materials, less powerful tools or other work methods. For example, you could use:

- the right size of building materials so less cutting or preparation is needed;
- silica-free abrasives to reduce the risks when blasting;
- a less powerful tool – e.g. a block splitter instead of a cut-off saw;
- a different method of work altogether – e.g. a direct fastening system.

Control the dust Even if you stop some dust this way, you may do other work that could still produce high dust levels.



Alcohol and Drug Abuse/ Misuse

TCi (GB) Ltd is a responsible employer and takes its obligations to employees very seriously. Therefore, this policy has been set out to help us ensure the health, safety and welfare of employees and to help comply with legal duties. The use of non-prescribed drugs is not only dangerous but also illegal under criminal law. TCI has a zero-tolerance policy for this,

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substance and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Controlled substances often possess side effects that could not only adversely affect employees' health but that of their colleagues at work as well as their performance. Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour
- Confusion
- Irritability
- Fluctuations in mood and energy
- Impairment of performance
- Increase in short term sickness absence.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to the Managing Director but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

With regard to alcohol, TCI (GB) Ltd does not permit the consumption of alcohol during the working day and employees are required to ensure that they are neither intoxicated, nor under the influence of alcohol at any time whilst at work. Employees are reminded that heavy drinking the night before attending work may result in excessive levels of alcohol within the blood which can affect your abilities to carry out your work safely without endangering yourself or others. TCI (GB) Ltd has a zero tolerance on this and will operate random alcohol testing at its work locations. Such situations will not be tolerated, and the instigation of disciplinary proceedings may be considered.



Random Drug and Alcohol Testing

Due to the nature of your work, the Company may require you to undergo testing for the presence of alcohol and/or drugs. This policy sets out the circumstances in which this might happen and the procedure that the Company will follow.

Your responsibilities

You may be required to undergo testing for alcohol or illegal drugs in certain circumstances. Testing may be undertaken in the following circumstances:

- when there are reasonable grounds for believing that you are intoxicated or under the influence of drugs
- when you have been involved in any incident, injury or accident
- on a random basis for all employees who work in safety-critical roles (as defined below)
- when you are participating in follow-up monitoring or a rehabilitation programme, you may be required to take a test, without notice, to verify your continued abstinence from alcohol or drugs
- prior to joining the Company; confirmation of employment is conditional on a negative test result
- if you work on third-party sites that are subject to drugs and alcohol testing. In the event there are differences between the third party's and the Company's policy, the more stringent policy will apply

Safety-critical roles

Safety-critical roles are identified through risk assessment and involve activities in which, due to risks to the individual or others, the employee needs to have full and uninhibited control of their mental and physical capabilities. Examples of these types of roles can include any of the following:

- regular driving of vehicles for business purposes
- working on, or in the vicinity of, the electrical and mechanical systems
- working at height or in confined spaces
- working with any electrical or mechanical plant and equipment
- entering customers' homes
- working on or around the highway or in high-risk areas for personal safety
- entering premises not under the control of the Company, or
- any other roles defined by the Company

Procedure

Alcohol and drugs testing will be carried out only by qualified and competent personnel who will use accepted and reliable methods and ensure that tests are carried out with the least possible intrusion into your privacy. All possible measures will be put in place to ensure confidentiality of test results, and checks will take place to avoid any false results.

In circumstances in which you refuse to undergo a test, or in which you fail a drug or alcohol test administered by the Company, client or third party, this will normally be treated as gross misconduct and may result in dismissal without notice.

ALL TCi (GB) Ltd sites and vehicles are smoke-free zones



Violence and Harassment

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work.

The risk of such instances is to be controlled by arrangements including:

- Constant supervision by site representatives in high risk areas of sites such as prisons, remand centres or sites occupied by persons suffering from mental ill health
- Employees being instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so
- Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc) in public areas as far as possible
- Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book
- Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary

Company Vehicles and Mobile Phones

All company vehicles will be maintained in a good, roadworthy condition and regularly inspected and serviced in accordance with manufacturers recommendations. All employees are to drive vehicles in full accordance with current road safety legislation.

It is a company requirement that any employee who drives a company vehicle adheres to the requirements of 'Drive safe'. These requirements will be fully explained to you on induction process and the relevant training will be given. Any drive safe checks required for vehicles must be carried out to the requirement. This will be monitored by the company daily. Any defects found must be captured on the drive safe app installed to your mobile phone.

If a company vehicle has a defect that makes it unsafe to continue to be driven, you must immediately report it to the main office, and you will be advised what further action to take.

Employees are reminded that at no time whilst driving should they attempt to answer or make any phone calls using their mobile phones. If any employee needs to make a call whilst on company business, they are to pull off the road and park the vehicle in a safe and secure location where it does not cause an obstruction or hazard for other road users and pedestrians. The same procedure should be followed when answering a call or checking your messages.



Considerate Constructors

Considerate Constructors is a scheme to improve the image of the construction industry by striving to promote and achieve best practice under the Code. Designed to encourage best practice beyond statutory requirements with construction industry.

TCi's business activities have a large impact on all our lives, CCS provides a Company Code of Practice to show commitment to being considerate and good to neighbours and the public.

CCS's fundamental areas are considered as:

Appearance

A site that is professional and well managed;

- Ensuring that external appearance of sites enhances the image of the industry
- Paint and signage in good order and well maintained
- Being organised, clean and tidy
- Good housekeeping and regular litter picking at site boundaries
- Enhancing the appearance of facilities, stored materials, vehicles and plant
- Raising the image of the workforce by their appearance
- Operative wear full, clean PPE with company logo



Community

The utmost consideration is given to the project's impact on neighbours and the public;

- Informing, respecting and showing courtesy to those affected by the work
- Information disseminated via regular newsletters and face-to-face meetings
- Minimising the impact of deliveries, parking and work on the public highway
- Contributing to and supporting the local community and economy
- Working to create a positive and enduring impression, and promoting the CCS Code
- Signage displayed setting out the Code and our Commitment to the scheme

Environment

We aim to protect and enhance the environment;

- Identifying, managing and promoting environmental issues
- Seeking sustainable solutions, and minimising the carbon footprint and resources
- Objectively sending no waste to landfill
- All energy and water usage and carbon emissions are monitored and regularly reported
- Minimising the impact of vibration, dust, light and noise pollution
- Protecting the ecology, landscape, wildlife, vegetation and water courses

Safety

We aim to attain the highest levels of safety performance;

- Having systems that care for the safety of the public, visitors and workforce
- Minimising security risks to neighbours
- All personnel to adhere to TCi's ZeroHarm policy
- Embedding behavioural safety that enhance safety performance

Workforce

TCi aims to provide a supportive and caring working environment;

- A workplace where everyone is respected, treated fairly, encouraged and supported in lines with TCi's Equality and Diversity policy
- Identifying personal development needs and promoting training
- Caring for the health and wellbeing of the workforce

Emergency Contact Details

In case of emergency, your contacts are as follows:

Alex Perkis – Managing Director

07880 724 682

TCi construction WORKS:

Jim Capron – Construction Director

07976 910827

TCi furniture WORKS:

Alex Perkis – Managing Director

07880 724682

TCi (GB) Ltd Headquarters

0333 0220 824

TCi (GB) Ltd operates an open-door policy on Health and Safety issues and provides the opportunity for feedback to be made confidentially in the interest of providing a safe and constructive working environment.

The feedback form can be found on our website at www.tcigb.co.uk Alternatively, feedback can be emailed confidentially to: feedback@tcigb.co.uk.

For full details of other TCi (GB) Ltd policies, please ask your supervisor or contact Human Resources.