

1. Personal Health and Safety

- 1.1** Approved hard hats, eye protection, such as face shields or goggles, visibility jacket and safety footwear must be worn at all times by all employees, contractors, and visitors, in designated areas at all operating sites.
- 1.2** In addition to 1.1, as per risk assessment, appropriate and suitable equipment is to be used by all employees, contractors and visitors in operating areas as below:
- Mandatory items, – 1. Hard Hats, 2. Safety Footwear, 3. High Visibility jackets; While performing specific tasks, – 1. Goggles, 2. Face Shields, 3. Apron, 4. Hand Gloves, 5. Ear Plugs/muffs
- 1.3** No employee, contractor or visitor will be permitted on a member site or in control of a member's or contractor vehicle, while under the influence of an illegal drug or medicine (causing drowsiness or other ill effects that may affect employees or another person's health and safety whilst conducting a task.) or alcohol. Illegal drugs are prohibited on all member premises.
- 1.4** All member companies shall ensure that medical checks be carried out for the workforce in compliance with all statutory and regulatory requirements

2. Plant & Site Safety

- 2.1** Unless constrained by physical conditions, roads should be designed with sufficient width to allow two of the largest vehicles likely to be using the road, to pass freely, including allowance for edge protection. Gradients should also be carefully considered to ensure they are appropriate for the types of vehicles likely to be using them.
- Where there is a risk of vehicles overturning inside plant premises, the open sides of any roadway ramp or access road should be suitably protected with an appropriate barrier.
- 2.2** Machine guarding and conveyor nip point guarding will be in place at all operating sites.
- 2.3** All installations must be designed to enable the isolation and lockout of equipment, and all conveyor belts must be equipped with emergency stops and lanyards where walkways are provided.

- 2.4** All walkways, stairs, fixed ladders, and working platforms over 2 metres in height, must be equipped with appropriate handrails, toe guards,, back guards as appropriate and be so designed as to meet the standards set by local legislation and any associated Approved Code of Practice (“ACOP”).
- 2.5** Electrical installations at all sites must meet the requirements of local legislation and any associated ACOP. The inspection, testing and recording requirements of any examinations made on electrical installations, must comply with local legislation and any associated ACOP.
- 2.6** All member sites and offices must be equipped with fire protection systems and equipment, in compliance with local legislation, and employees should be trained their use.
- 2.7** All member sites must make provision for the safe storage and handling of flammable and combustible liquids, chemical agents, and LPG, to meet local legislation and any associated ACOP. All fuel and oil tanks along with their associated filling points, must be bunded in an approved manner, in order to prevent any accidental spillage. Wherever required, diesel storage should comply with all necessary license requirements.
- 2.8** All member sites and offices must have sufficient first aid equipment for the numbers employed, and at least one person trained in occupational first aid procedures. A responsible person should be instructed to maintain and control first aid equipment.
- 2.9** Members shall ensure that their employees and on plant contractors will be provided with basic amenities at all their permanent operating sites and offices.
- 2.10** All member sites and offices must maintain a high standard of housekeeping at all times.
- 2.11** Regular testing of lifting equipment such as wire ropes, slings, block and tackle and pressure vessels shall be carried out in accordance with local legislation and any associated Approved Code of Practice (“ACOP”). This shall be carried out by approved agencies where required and all associated Test Certificates shall be maintained for records.
- 2.12** All instructions and communications with regard to health and safety shall be presented in such a manner that it is understood by all members’ workforce.

3. Vehicle Safety

- 3.1** All members shall comply with minimum statutory and regulatory requirements for seat belts and carriage of passengers
- 3.2** All member and their sub-contractor road trucks must meet all applicable local roadworthiness traffic regulations. All Transit mixers shall be fitted with side impact guards between front and back wheels and rear impact guards.
- 3.3** All members' and their sub-contractor's mobile plant must be fitted with suitable mirrors to provide as far as possible maximum 'all-round' vision.

Audible and visual warning devices that automatically activate when reversing should be fitted as an effective means of warning of approach.

Approach road warning by honking, and switching on head and rear lights is a must if likely to be operated at times of reduced visibility. These warning horn and lights shall be fitted, and checked for correct operation. .
- 3.4** All member and contractor mobile plant (excluding tracked vehicles), must be subject to a "Loaded" Safety Brake Test at least every 12 weeks.

4. Health and Safety Training

- 4.1** Members shall have in place an induction training system to ensure that all employees and contractors are aware of OHS & Environmental procedures and systems, and any operating site or office specific safety procedures.
- 4.2** Members shall have in place a safety training regime such that all employees and contractors are trained in key aspects of OHS and Environment and their competency assessed at least annually.
- 4.3** Special training sessions in safe working procedures shall be conducted for any Member employee or contractor required to undertake work where a "Permit to Work" is required.
- 4.4** Training awareness on Accident & Emergency procedures, including but not limited to Fire fighting and First Aid, shall be conducted on each member site and office at least once each year..
- 4.5** All road truck drivers and loader operators must possess a valid driving license for the vehicle operated and shall be trained in the operation of such vehicle.

- 4.6 All training undertaken by any member employee or their sub-contractor shall be recorded in such other manner that will facilitate a periodic assessment of training needs for identified work groups.
- 4.7 All operators must be appropriately trained in the safe operation of plant and machinery to a competent standard.

5. OHS & Environmental Management Systems and Procedures

- 5.1 Every member shall adopt an OHS and environmental management system, and all of their employees and sub contractors shall be trained to understand their obligations.
- 5.2 All Members shall have an OHS policy in place which shall be made available to all of their employees and contractors on whom duties are imposed.
- 5.3 Every member operating site shall undertake a comprehensive safety inspection of physical facilities that shall be documented and actioned, at least twice per year internally and once every 12 months by an RMCMA Auditor. Member management shall conduct an overall review of the safety management system once per year this shall be documented and actioned.
- 5.4 All member operating sites and offices shall have in place a system to ensure that planned inspections are carried out and unsafe acts and unsafe conditions along with their corrective actions are recorded. All inspections and their frequency shall be as the applicable statutory requirements.
- 5.5 Every member site must hold at least four meetings each year where OHS & Environmental matters are discussed with their employee and sub-contractor representatives, and minutes documented. This shall be in the form of a Plant or Office Safety Committee.
- 5.6 All member operating sites and offices must have in place an accident & emergency procedure, which is made available to each employee, permanent contractors and visitors. The procedure must be prominently displayed. The procedure will include management and emergency services contact details, location plan showing assembly areas, the location of fire fighting and first aid equipment, and the location of the OHS & Environmental Site “**Incident Reports Register**”, and site “**Accident Book**”.

- 5.7 A system shall be in place to ensure that all incidents (injuries, property damage and near misses etc) are recorded in either the **Site Incident Reports Register** or **Accident Book** as appropriate.
- 5.8 A **Regulatory Compliance Register** of laws and regulations as they relate to OHS & Environment shall be maintained by each member. All members, upon which duties are imposed by such laws and regulations, shall be informed of their responsibilities and the location of the register, and have access to it at all reasonable times.
- 5.9 Every member shall have a system of preparing, implementing, monitoring and reviewing a Health and Safety Improvement Plan.
- 5.10 Every member shall ensure that minimum age for employment of personnel shall be 18 years.
- 5.11 Every member operating site must have in place procedures to effectively isolate, lockout, and where appropriate, tag equipment.
- 5.12 Every member operating site must have in place written procedures and a “**Permit to Work**” system for the following activities:
- Mixer entry, e.g. pan and paddle mixers.
 - Working in confined spaces, e.g. bins, hoppers and silos.
 - Welding and burning work in restricted ventilation or which creates a fire risk.
 - Entry into hazardous atmospheres.
 - Working in excavations over 1.2 metres deep.
 - Working on high voltage equipment. (>11KV)
 - Other operations identified by risk assessment.

The procedures shall include written work instructions, availability of equipment, and where appropriate rescue procedures, that ensure a safe system of work.

6. General Public, Visitors and Associated Persons

- 6.1 Where practical, the operational boundary and any exposed edges should be appropriately demarcated to ensure that any person entering a Company site or approaching a prohibited area is alerted to potential danger. Any site entrances, fences and notices should be well maintained at all times, including sites where operations have been temporarily suspended or ceased.
- 6.2 Every member operating site and office must have in place visitor procedures, providing; a **Visitors Book** for signing ‘in and out’, and where

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appropriate, induction into the member company and site specific safety and emergency procedures, and a visitors pass or permit.

- 6.3** Every member site and office must have available, material safety data sheets for all hazardous chemicals used at site and for all products produced by the company.
