

HEALTH & SAFETY POLICY

Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Specifically, on commissions we:

- Adhere to all applicable laws such as the Health and Safety at Work
- Ensure good communication throughout the offices with regards to health and safety issues
- Actively encourage all company personnel to develop a positive attitude towards health and safety
- Treat health and safety as equal in importance to quality and cost

We monitor our performance on an ongoing basis in order to improve it. We always work together with others on site to make sure it is a safe place to work.

Safety is not a static issue – constant reviews take place to our systems to improve them. We always consult with our workforce to get their point of view.

edc have internal project based health and safety reviews. All aspects of design are challenged to see if any safety risks can be 2designed out2 to avoid the issue arising on sit, both for the construction and equally as important for maintenance.

CDM

In complying with their duties under Regulations 11 & 18 of the Construction (Design and Management) Regulations 2007 (CDM 2007), it is edc's policy as designers to:

- Eliminate hazards and risks during design
- Provide information about remaining risks
- Identify any hazards that the design may present during construction or future maintenance
- Eliminate the hazards or reduce risks to safety where possible
- Communicate to the PSCS (Project Supervisor Construction Stage) any necessary measures, design assumptions or remaining risks so that they can be dealt with adequately in the Safety and Health Plan
- Take into account any existing Safety and Health Plan or Safety File

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- Comply with any directions issued by the PSDP or PSCS
- edc carry out Mechanical and electrical health and safety risk assessment for all projects and all staff are fully trained regarding relevant health and safety regulations

Minimum Level: must be compliant and score at least 50% of the allocated points.

HAZARD MANAGEMENT

Depending on the complexity or scale of the commission edc carries out a Hazard & Operability analysis for assessing hazards. The following Hazard Management Procedure was employed by edc for the College of West Anglia commission as designers.

- Carried out a Hazard and Operability analysis (HAZOP) study for any remaining particular or residual risks identified or for the particular process and potential hazards in a system

Usage:

HAZOP study is used by edc for assessing hazards in facilities, equipment, and processes from multiple perspectives:

- Design
- Assessing system design capability to meet user specifications and safety standards
- Identifying weaknesses in systems
- Physical and operational environments
- Assessing environment to ensure system is appropriately situated, supported, serviced, contained, etc.
- Operational and procedural controls
- Assessing engineered controls (eg. automation), sequences of operations, procedural controls (eg. human interactions) etc.
- Assessing different operational modes – start-up, standby, normal operation, steady & unsteady states, normal shutdown, emergency shutdown, etc.

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