HEALTH & SAFETY SUPPORT PACK
TABLE OF CONTENTS

Group Health & Safety Policy 2-21

Certificates & Insurances 22-36

Licences, Permits & Exemptions 37-46

Contracted Maintenance Section 47-56
SAICA NATUR UK

HSE ORGANISATIONAL ARRANGEMENTS
## VERSION CONTROL

<table>
<thead>
<tr>
<th>Version</th>
<th>Comments</th>
<th>Date Issued</th>
<th>Issued By</th>
<th>Approved by</th>
<th>Next Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>First Issue</td>
<td>04/12/2014</td>
<td>EC</td>
<td>JS</td>
<td>04/12/15</td>
</tr>
<tr>
<td>2.0</td>
<td>Re - issue</td>
<td>08/07/2015</td>
<td>DG</td>
<td></td>
<td>08/07/15</td>
</tr>
</tbody>
</table>
Contents

1. Background ........................................................................................................................................ 6
2. Commitment to HSE .......................................................................................................................... 6
3. Health and Safety and Environmental Policy Statements ................................................................. 6
4. HSE Management Systems ............................................................................................................... 7
5. Group HSE Organisation .................................................................................................................. 7
6. UK Organisation .................................................................................................................................. 7
7. Steering Group .................................................................................................................................... 8
8. Assessing Legal Compliance ........................................................................................................... 8
9. Planning and Control ........................................................................................................................ 8
10. Procedures ........................................................................................................................................ 9
11. Risk Assessments and Assessment of Environmental Aspects ...................................................... 9
12. Environmental Permits ................................................................................................................... 10
13. Management of Contractors ....................................................................................................... 11
14. Visitors ........................................................................................................................................... 11
15. First Aid .......................................................................................................................................... 12
16. Control of Incidents ....................................................................................................................... 12
17. Safety Index ..................................................................................................................................... 13
18. Training .......................................................................................................................................... 13
19. Health and Safety Committees ..................................................................................................... 13
20. Statutory Examinations, Inspections and Calibrations ..................................................................... 14
21. Safety Culture ............................................................................................................................... 14
22. Audits and Inspections ................................................................................................................... 15
23. Management Review ..................................................................................................................... 15
Appendix 1 ........................................................................................................................................... 16
Appendix 2 ........................................................................................................................................... 19
Appendix 3 ...........................................................................................................................................
1. Background

SAICA was founded over 70 years ago, but remains a family owned business. It is a market leader which produces sustainable solutions for paper and board packaging. At present the company employs 9,000 people, in the three main divisions:

- **Paper** - The Paper Division has mills in Spain, France and United Kingdom housing 11 paper machines.
- **Natur** - The Environmental Division has more than 50 paper collection/recycling sites in Spain, Portugal, France and United Kingdom.
- **Pack** - The Packaging Division has more than 40 plants in Spain, France, Portugal, Italy, Ireland and the United Kingdom.

2. Commitment to HSE

Saica is fully committed to high levels of HSE performance and “If it is not safe, it is not Saica” is central to all we do. We work so that:

- All our workers and contractors have the safest possible work environment and feel motivated and satisfied by this fact.
- The community acknowledges our company for having safe and environmentally responsible facilities.
- We are acknowledged as the European safety leaders in our sector.
- We advance towards an excellent and integrated management system.

3. Health and Safety and Environmental Policy Statements

The Saica Group has established Health and Safety and Environmental Policy Statements and these are shown in Appendix 1. These statements are signed by the Managing Director and are on display at the Company premises.

The Policy Statements specify the company’s commitment to effective HSE management and detail the Company’s commitment to continual improvement. Policy statements are regularly reviewed: following significant incidents; following significant organisational change; and, in full periodically.

The roles and responsibilities for ensuring the aims and objectives of the Policy Statements are fully documented and detailed in Appendix 2.
4. HSE Management Systems

Saica Natur has effective and modern HSE Management Systems in place which aim to control risks effectively and to continually improve performance. Every site is certified to ISO standards with each site maintaining separate certifications, examples of which are included in Appendix 3. Going forward, a single certification body will be sourced and certifications to the relevant standards obtained.

5. Group HSE Organisation

6. UK Organisation
7. Steering Group

The Senior Management Steering Group meets on a monthly basis to discuss the performance of Saica Natur UK. It is chaired by the Country Manager and HSE forms an integral part of this meeting. The first agenda item is HSE and whilst the items discussed with vary, standard items include:

- Accidents and incidents.
- Monthly and year to date performance with regard to Safety Index.
- Performance of both Site and Company level HSE Plans.
- Number of behavioural safety observation undertaken with respect to target.
- Performance with respect to next year.
- Significant issues from inside and outside the business, including any issues from site safety committees.

8. Assessing Legal Compliance

The Saica Group utilises the SALEM system to identify the level of compliance to health and safety and environmental legislation. SALEM is a database generated and maintained by Novotec (an independent third party) which contains pre-set questions designed to determine the extent of legal compliance.

The assessment tool is completed at each site with the assistance of Novotec and the level of legal compliance identified. A Compliance Assessment Report is generated at each site and any outstanding issues risk prioritised and tracked to delivery.
9. Planning and Control
Each business unit including Natur UK generates a master HSE master plan each year which is submitted to Group. The master plan identifies the key priorities for the year and an example of the high level expectations for Behavioural Safety Observations is shown below. Progress against the master plan is submitted to group on a monthly basis and performance is also regularly reviewed at the UK steering group.

**BEHAVIOURAL SAFETY OBSERVATIONS**

- Each Steering Committee Member to undertake 4 scheduled BSO during the course of the year
- Number of BSO taken against schedule to be KPI
- Quarterly trend analysis undertaken of forms and targeted intervention program developed as required. **Target Q2.**
- Line Managers and Supervisors to be trained in BSO. **Target Q3.**
- Line Managers and Supervisors to commence BSO.
- BSO Module in ESPIRAL to be used.

In addition to the Natur UK plan, each site generates a site specific HSE improvement plan. This contains the main priorities for the site and performance against each plan is tracked by the relevant Plant Director.

10. Procedures

As a group, Saica has a number of Group HSE procedures which each division must comply to. These include procedures on incident management and reporting, loading and unloading of vehicles and stacking of loads, hot work and behavioural safety. In addition to the group wide procedures, Natur UK produces and maintains its own procedures relevant to the activities undertaken. All procedures and appropriately controlled documents and regularly reviewed and updated.

11. Risk Assessments and Assessment of Environmental Aspects

All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation using the company documentation provided. Similarly environmental aspects are identified and the potential significance assessments. Examples of these documents are shown below.
Any required control measures are identified and timescales for resolution set. Assessments are reviewed when any of the following factors occur:

- Change in legislation.
- Change in control measures.
- Significant change in work carried out.
- Transfer to new technology.
- Original assessment is no longer valid.

Assessments are recorded and records maintained by the site and the results of all such assessments are communicated to and available for inspection by all employees.

12. Environmental Permits

Saica Natur is registered with the Environment Agency as an “Upper Tier Carrier Broker Dealer”. All Saica Natur Sites which store or treat waste have an appropriate Environmental Permit, Waste Management Licence or Exemption from Waste Management Licensing issued by the Environment Agency or the Scottish Environmental Protection Agency.
The Company also ensures that it can show continuing technical competence by complying with an ‘approved scheme’ such as The CIWM - Joint CIWM/ WAMITAB scheme. In essence the company has a sufficient number of Technically Competent Managers (TCM’s) who hold relevant Certificates of Technical Competence (CoTC’s).

13. Management of Contractors

Saica Natur is committed not just to using competent contractors but to ensuring their safety and welfare whilst working on our behalf and to ensuring their actions do not endanger themselves or others.

Contractors’ competency is assessed prior to contract award and contractors are required to provide method statements and risk assessments prior to work taking place. Contractors are inducted when they attend site and permits to work issued for relevant activities.

Saica Natur ensure on-going dialogue is maintained with the contractor whilst they are working on our behalf and undertakes regular compliance checks to ensure the required standards are maintained.

14. Visitors

Visitors to any location may not be aware of the risks associated with the site, therefore all visitors must:-

- Be inducted and sign in on arrival.
- Be accompanied by the person they are visiting, who in turn is responsible for the safety of the visitor and ensuring they are aware of any hazardous process or situation they may be exposed to.
- Wear the appropriate PPE.
- On leaving the premises, sign out at reception.
15. First Aid

First aiders will be appointed for all company premises in accordance with legal requirements. The first aiders will be responsible for taking prompt and appropriate action following any accident, whether to an employee or not.

The first aiders will be responsible for the maintenance of the contents of all First Aid Kits and ensure that only items specified are retained in the kits.

16. Control of Incidents

All accidents, incidents, dangerous occurrences and near misses must be managed in accordance with the Saica Group Incident Management Procedure. All incidents must be reported to the Manager responsible for the site as soon as possible after the event and will be entered onto Prosafety within 48 hours.

All incidents will be investigated by the relevant manager and any controlling actions will be taken. Again, Prosafety will be used to record details and to monitor closedown of actions.
17. Safety Index

Saica uses the Safety Index as a measure of Health and Safety Performance. Each business unit is set an annual target which it is expected to achieve. This target is improvement based and is calculated as a 10 percent reduction on the average of the preceding 3 years.

The safety index is calculated as shown below, where; WH is working hours, LTA is lost time accidents, AWL is accidents not involving lost time but requiring medical treatment, OD is occupational diseases and DL is days lost.

\[
\text{Safety Index} = \frac{\text{WH} - \text{LTA} - \text{AWL} - \text{OD}}{\text{DL}}
\]

Performance against these targets is monitored at the Steering Group and reported to Group on a monthly basis.

18. Training

Each site will identify the HSE training needs of employees. This will be undertaken in conjunction with the HSE Director and Human Resource and will take due account of legal requirements. Training will however be provided:

- At induction.
- At regular intervals repeat training.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments or when required by the law.

Managers at all levels will be included in the HSE training program. Records of all training will be maintained by the site.

19. Health and Safety Committees

Each main site has a dedicated health and safety committee comprising of employee representatives for safety and members of the management team. The health and safety committee will consider:

- Accidents, ill health and sickness absence.
- Accident investigations and subsequent action;
- Inspections of the workplace including those by enforcing authorities.
- Risk assessments.
- Health and safety training.
- Emergency procedures.
- Changes in the workplace affecting the health, safety and welfare of employees.
- Concern regarding health and safety and environmental issues.

Any employee with a HSE concern must inform his/her supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the employee is not satisfied with the actions taken, the employee may then refer the matter to a member of the Health and Safety Committee for discussion at the Safety Committee.

20. Statutory Examinations, Inspections and Calibrations

The company has processes in place to ensure that equipment provided for use at work is maintained in a safe and legally compliant condition. These processes include relevant requirements for statutory examinations and inspection of equipment as well as calibration of equipment such as Weighbridges. Measures are in place as required by relevant legislation including:

- The Pressure Systems Safety Regulations
- Lifting Operations and Lifting Equipment Regulations
- Provision and Use of Work Equipment Regulations
- The Control of Substances Hazardous to Health Regulations.
- The Electricity at Work Regulations.
- Weights and Measures Act

21. Safety Culture

Saica Natur recognises the role that an effective safety culture can have on the management of health and safety. Organizations with a positive safety culture are characterized by communications founded on mutual trust, by shared perceptions of the importance of safety and by confidence in the efficacy of preventive measures.

Saica Natur is fully committed to having a positive safety culture and has fully bought into the DuPont principles for improving its safety culture. Saica Natur regularly reviews its position on the Bradley Curve and makes plans to continually improve.
In addition, behavioural safety observations are regularly undertaken to reinforce safe behaviour. The company uses both scheduled and unscheduled observations and undertakes analysis of findings so that targeted interventions can be introduced which focus on key behaviours requiring improvement.

22. Audits and Inspections

Regular audits will be undertaken to ensure the required standards are being met. Where standards have not been met, appropriate controlling actions will be identified and a timetable for resolution set. The Steering Group will oversee delivery of audits and of controlling actions.

Each site will also undertake regular site HSE inspections. These will be undertaken on at least a monthly basis. The aim of these inspections is to verify that the required standards are in place and if not that appropriate actions are taken to resolve the issue or issues.

23. Management Review

Management reviews are regularly undertaken to confirm the effectiveness of the HSE Management Systems. These are undertaken at both the company and site levels. Reviews are recorded and improvement plans developed where required.
Appendix 1

Health and Safety and Environmental Policy Statements
HEALTH AND SAFETY POLICY

SAICA Group has established the following strategic objectives in its continuing effort to advance the culture of anticipation, identification and elimination of occupational hazards and in order to reduce the risk of accidents or incidents of any kind which may affect our employees, contractors, visitors, suppliers, operations, environment and community in general.

This will be achieved through compliance with legal requirements, monitoring of the Security commitments that are signed and the promotion of good practices.

STRATEGIC OBJECTIVES

The Occupational Health and Safety as:

- A key factor value and the development of the company towards excellence in Health and Safety, where all the accidents and occupational diseases are preventable.
- Shared responsibility assumed by all members of the company at all levels, integrated into daily activities. Each employee has a duty of care to prevent harm to self and others, comply with this Health and Safety Policy and cooperate with the Department on matters related to Health and Safety at work.

The continuous improvement of Occupational Health and Safety by:

- The assessment of the risks associated with tasks, work equipment and facilities.
- Proper planning, implementation and communication of activities, using equipment and safe work practices and effective means of protection to prevent accidents and breakdowns.
- Proper information and training to enable the company's organizational structure to assume its functions and ensure safe working conditions.
- The analysis of all accidents and incidents to learn and eliminate or control the causes which produced them.
- The review of our Policy to ensure that it remains appropriate to the development of the SAICA Group.

To achieve these objectives, it is essential to promote active participation at all levels, through effective communication and optimal use of available human and material resources.

The SAICA Group Management shares and fully accepts the contents of this Policy and supports all company employees in their tasks to achieve these objectives.

Zaragoza, 3rd September 2010

[Signature]

Pedro Gutiérrez
Managing Director

SAICA
ENVIRONMENTAL POLICY

The SAICA Group Management is committed to spreading, communicating and explaining to all its employees the Environmental Policy which is the frame of reference to establish and review the environmental objectives.

This strategic Policy, which will be reviewed for its continuous adjustment, is a pledge understood and accepted by all the employees and is set down and implemented in agreement with the following:

ENVIRONMENTAL PRINCIPLES OF THE SAICA GROUP:

1. To integrate pollution prevention in all the scopes of our management, with the commitment to promote the continuous improvement of our environmental behaviour. With this aim, we establish environmental goals and objectives and we review periodically the environmental indicators' performance.

2. To comply with the environmental legislation, as well as with the requirements or commitments subscribed, regarding environmental issues.

3. To promote recycling, establishing the business on the use of recovered materials.

4. To prevent, control and diminish environmental impacts that our activities generate on our surroundings, planning the necessary minimization measures to prevent the impacts of new developments.

5. To use the Best Available Technologies in the design of the processes so that we optimize the consumption of natural resources, reduce the emissions, decrease waste generation and power consumption, improving the efficiency of the processes and the use of waste for recovery.

6. To involve our employees in the aims and objectives of the Group, taking into consideration their suggestions and creating a climate of participation, communication and teamwork. To promote our staff’s training.

7. To maintain an attitude of open communication and cooperation with the outside through our clients, suppliers and interested parties, as well as with the environmental authorities, providing transparent information of our activities and achievements in environmental management.

8. To work on the maintenance of the Environmental Management System, with the certainty that it will lead to the improvement of our environmental results.

Zaragoza, 3rd September 2010

Pedro Gutiérrez
Managing Director
Appendix 2
Roles and Responsibilities for HSE

Country Manager

- Overall responsibility for HSE and for the formulation and implementation of the company’s HSE Management systems.
- Ensuring that the necessary arrangements are in place to ensure the effective management of HSE.
- Considering HSE during the planning and implementation of business strategy.
- Ensuring there are sufficient resources for meeting the objectives of the Group HSE policies.
- Ensuring arrangements are in for employee consultation and communication.
- Including HSE on the agenda of Board meetings and senior executive meetings.
- Report accidents, incidents and hazards observed.

HSE Director

- Development and overseeing delivery of HSE strategy and action plans.
- Development of HSE systems, processes and procedures that will apply across Saica Natur UK.
- Ensuring regular audits are undertaken to ensure compliance with policies and procedures.
- Updating and advising the Steering Group on current performance and any relevant concerns.
- Liaising with Group HSE Team.
- Ensuring Key Group initiatives are rolled out in a timely manner.
- Advising site management on HSE issues.
- Reporting required incidents to the relevant regulator.
- Report accidents, incidents and hazards observed.

Steering Group Members

- Leading and managing their area of responsibility in accordance with our HSE policies.
- Being a positive role model for HSE.
- Contributing to the development of HSE strategy.
- Reviewing HSE performance on a regular basis.
- Integrating HSE into the strategic planning process within their area/role.
- Ensuring HSE processes are effectively implemented within their area of responsibility.
- Ensuring effective communication on all HSE issues.
- Monitoring delivery of HSE improvement Plans.
- Report accidents, incidents and hazards they observe to their manager/supervisor.
Line Management/ Supervisors

- Promote, endorse and support the HSE policies through strong, visible leadership.
- Ensure that all employees are fully aware of their responsibilities in the management of HSE and that such responsibilities are fulfilled.
- Act as the primary source of contact on all local HSE matters.
- Ensure compliance with all the requirements of legislation in relation to the management of HSE.
- Define local safety information and training requirements via the risk assessment process.
- Ensure that adequate auditable records of risk assessments are kept.
- Ensure appropriate and timely action on the outcomes of local risk assessments.
- Inform their manager of any shortcomings in the Company’s HSE provision.
- Ensure that all incidents are reported.
- Enforce standards of safety.
- Ensure the co-operation and control of third parties e.g. contractors
- Report accidents, incidents and hazards they observe to their manager/supervisor.

HSE Advisors

- Advising and assisting in the development, implementation and review of policies and procedures.
- Maintaining an up-to-date knowledge of appropriate legislation, and providing advice on implementing that legislation.
- Ensuring risk assessments are in place for the site.
- Reviewing and recommending training solutions required to support the implementation and on-going management of HSE procedures.
- Ensuring incidents are reported using ProSafety.
- Undertaking regular inspections of the site and working with management to resolve any concerns / issues.
- Report accidents, incidents and hazards they observe to their manager/supervisor.
Employees

- Take reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work.
- Take reasonable care of the environment.
- Co-operate with managers and other employees in fulfilling our objectives and statutory duties.
- Comply with the training, information and instruction they have been given.
- Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
- Not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
- Check tools and equipment before using them, and not to use equipment which they know to be faulty.
- Keep their work areas tidy and clear of hazards.
- Report accidents, incidents and hazards they observe to their manager/supervisor.
SAICA Pack UK Ltd / SAICA Paper (UK) Ltd / SAICA Natur Ltd and/or SAICA Pack Ireland
All UK Subsidiaries of Sociedad Anonima Industrias Celulosa Aragonesa (known as SAICA)
o/o Finance Shared Centre
144 Manchester Road
Carrington
Manchester, M31 4QN

3 July 2015

Dear Sirs

Client Information Letter – All UK and Eire Subsidiaries of Sociedad Anonima Industrias Celulosa Aragonesa (known as SAICA)

We, Aon UK Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that the contract(s) of insurance described on the attached pages (the ‘Insurances’) are in force at the date of this letter.

All of the Insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised on the attachment. Please refer to the actual policies if full terms and conditions are required.

We accept no obligation to inform any other person or entity should any of the Insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Yours faithfully

[Signature]

Erin Parker
Client Service Manager
For and on behalf of Aon UK Limited
The Insurances

Employers Liability

Insured:
The UK and Eire Subsidiary Companies of Sodiedad Anonima Industrias Celulosa Arogonesa (known as SAICA). A full list of subsidiaries can be obtained from the undersigned.

Insurer:
Zurich Global Corporate

Policy No:
AA804316 (UK) and 59CLP6903852 (Eire)

Period:
1 July 2015 – 30 June 2016 bd

Sum Insured/Declared Value:
Employers Liability - £ 25,000,000 any one occurrence
Eire Employers Liability - £ 13,000,000 any one occurrence
Manslaughter Legal Defence Costs - £ 1,000,000 any one prosecution or proceedings
Offshore Work - £ 5,000,000 any one occurrence
Terrorism - £ 5,000,000 any one occurrence other than in hostile territories where cover is reduced to £1,000,000

Excess:
Nil

Additional Covers:
Contractual Liability
Indemnity to Other Parties
Indemnity to Principals
Statutory Defence, Including Health and Safety at Works Act 1974
Public and Products Liability Insurance

Insured:
The UK and Eire Subsidiary Companies of Sociedad Anónima Industrias Celulosa Aragonesa (known as SAICA). A full list of subsidiaries can be obtained from the undersigned

Insurer:
XL Insurance Company Limited and XL Insurance Company SA

Policy No:
GB00010916LU14A and GB00010915LU114A

Period:
1 July 2015 – 30 June 2016 bdl

Cover:
Indemnifies the Insured, including volunteers and their principals in respect of their legal liability to third parties for accidental death, injury or disease and for accidental loss of or damage to third party property arising in connection with the insured business

Sum Insured/Declared Value:
Public Liability
£ 10,000,000 and one occurrence and unlimited during the period of insurance

Products Liability
£ 10,000,000 and one occurrence and in the aggregate for all events happening during any period of insurance

For Eire the Public Liability limit is the Euro equivalent of £10,000,000

Excess:
Sterling equivalent of EUR 20,000 each and every EVENT other than arising out of PRODUCTS

Sterling equivalent of EUR 20,000 each and every EVENT arising out of PRODUCTS

Premium Status:
Paid by client to Aon Madrid

This letter is provided for information only and is not to be understood as providing advice to you or anyone else on any decision that is under consideration. Under no circumstances shall any person or entity to whom/to which this letter is disclosed be entitled to rely on its contents, or become insured, nor does such disclosure modify the insurances in any way. The reader of this letter is responsible for any assumptions they make as to the coverage afforded by the insurers, which may be subject to important conditions and/or exclusions.
Certificate of Employers’ Liability Insurance

Where required by regulation 5 of the Employers’ Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this Certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the Certificate must be retained and be reasonably accessible to each employee to whom it relates.

Policy No. AA804316

1. Name of policy holder The UK subsidiaries of Sociedad Anónima Industria Celulosa Aragonesa (SAICA)

2. Date of commencement of insurance policy 1st July 2015

3. Date of expiry of insurance policy 30th June 2016

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf

2. The minimum amount of cover provided by this policy is no less than £5 million

Signed on behalf of Zurich Insurance plc (Authorised Insurer).

Signature

Stephen Lewis

Zurich Global Corporate UK
www.zurich.co.uk/uk

Zurich Global Corporate UK is a trading name of

Zurich Insurance plc.
A public limited company incorporated in Ireland registration no. 139598. UK Branch registered in England and Wales registration no. 597586.
Registered Office: Zurich House, 1 Gallandale Park, Dublin 5, Ireland. UK Branch head Office: The Zurich Centre, 3800 Parkway, Whitchurch, Warrington, Halton (32)

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to the limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA’s financial services register via their website www.fca.org.uk or by contacting them on 0800 111 6768. Our FCA firm reference number is 597586.
Certificate of Motor Insurance

Certificate number: 7102794

1. Description of vehicle: Any motor vehicle the property of or on hire or loan or leased to the Policyholder.


3. Effective date of the commencement of insurance for the purposes of the relevant law: 01.07.2015

4. Date of expiry of insurance: 30.06.2016

5. Persons or classes of persons entitled to drive:
   Any person who is driving on the order or with the permission of the Policyholder.
   Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified for holding or obtaining such a licence.

6. Limitations as to use:
   (a) Purposes in connection with the business of the Policyholder.
   (b) Social, domestic and pleasure purposes.
   (c) Towing a trailer or a disabled mechanically propelled vehicle as permitted by law.
   The Policy does not cover:-
   Use
   (i) whilst the vehicle is let on hire;
   (ii) for conveyance of passengers for reward;
   (iii) for transporting goods for reward;
   (iv) for racing, pace-making, speed testing, participating in any rally, reliability trial or competition.

We hereby certify that the Policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.

Issuing Office
3000 Parkway, Whitley, Hampshire
PO10 7JW
Telephone: 0870 241 8051

For ZURICH INSURANCE PLC Authorised Insurers

ZURICH

Stephen Lewes
Chief Executive Officer of Zurich Insurance plc
UK Branch

Note: For full details of the insurance cover reference should be made to the Policy. Advice to Third Parties: Nothing contained in this Certificate affects your right as a Third Party to make a claim.
Certificate of Registration

This certificate has been awarded to

SAICA Natur UK Limited

144 Manchester Road, Carington, Manchester, M31 4QN, United Kingdom

in recognition of the organization's Quality Management System which complies with

ISO 9001:2008

The scope of activities covered by this certificate is defined below


Certificate Number: IS000/9001/UK/1

Date of Issue (Original): 17 March 2014

Date of Issue: 17 March 2114

Expiry Date: 16 March 2016

Issued by: [Signature]

In behalf of the Scheme Manager
Certificate of Registration

This certificate has been awarded to

SAICA Natur UK Limited
144 Manchester Road, Carington, Manchester, M31 4QN, United Kingdom

in recognition of the organization’s Environmental Management System which complies with

ISO 14001:2004

The scope of activities covered by this certificate is defined below:


Certificate Number: IS000/G0002/UK/En
Date of Issue: 31 March 2014
Expiry Date: 30 March 2016

Issued by

On behalf of the Scheme Manager

EXAMPLE CERTIFICATE HELD BY ALL SITES
Certificate of Registration

This certificate has been awarded to

SAICA Natur UK Limited
144 Manchester Road, Carlington Road, Manchester, M3 4QN, United Kingdom

in recognition of the organization's Health and Safety Management System which complies with

OHSAS 18001:2007

The scope of activities covered by this certificate is defined below:


Certificate Number: 15002/A0022UK
Issue No: 1
Date of Issue: 14 March 2014
Expiry Date: 11 March 2017

Issued by: [Signature]
On behalf of the Scheme Manager

EXAMPLE CERTIFICATE HELD BY ALL SITES
British Safety Council  
— Member —

Valid until 30th September 2015

This is to certify that  
SAICA Natur UK limited

as a member of the British Safety Council, is committed  
to keeping people safe and healthy at work.

Lynda Armstrong OBE  
Chair of the Board of Trustees

Alex Bothe  
Chief Executive

Membership number: 503767-481443
ContractorPlus
Contractor Approval Database

Certificate of Accreditation

This is to certify that

Saica Natur UK Ltd (formerly Futur Limited)
(excluding any subsidiary or groups associated with the above division or company)

Has achieved ContractorPlus certification in recognition of reaching health
and safety standards set out by ContractorPlus as stated overleaf

Signed

Hilzah Khalil - Health and Safety Consultant
Safety Management & Monitoring Services Limited

Dated 3 December 2014

This Certificate (No.12766) will expire on 2 December 2015
The Chartered Institution of Wastes Management

This is to certify that

SAICA Natur UK Ltd

were elected and admitted as an Affiliated Organisation on the 20th February 2013

In witness whereof the Seal of the Institution has been affixed by the Resolution of the General Council

John Skidmore
President

[Signature]

Chief Executive
This is to certify that
SAICA Natur UK Ltd

has achieved safecontractor accreditation
in accordance with the schedule overleaf.

Date
05th June 2015

This certificate is valid until
04th June 2016
Certificate Number
ZG9384

Signed
John King
Technical Director

SAICE Natur v18
December 2014
34
Certificate of Membership

This is to certify that

United Registrar of Systems Limited

is a Registered Member of the
Safety Schemes in Procurement (SSIP) Forum

Membership expiry date: 21 October 2015

John Kings
Chair,SSIP Forum

www.ssip.org.uk
Certificate of Compliance

This is to certify that

Saica Natur - Audenshaw
York Street Mill
Audenshaw
Manchester
M34 5TN

Was successfully vetted
to the
UKSSA code of practice
on
26th August 2013

Signed: [Signature]

Secretary UKSSA

UKSSA
SECURITY SHREDDEng ASSOCIATION
Your assurance of security in shredding

Valid until: 25th August 2015
To Whom It May Concern

Date: 2nd December 2014

Our Ref. 1124221

Dear Sirs

Re: Our Clients - Rextec UK Ltd

We are the Risk and Insurance Managers for the above clients and have pleasure in confirming details of their insurance arrangements as follows:

Employers' Liability
Insurer: Liberty Mutual Insurance Europe Ltd
Policy No.: 1000026204-06
Expiry Date: 30th November 2015
Limit of Indemnity any one occurrence: £10,000,000
Inner limit (if applicable): £5,000,000 Terrorism

Public / Products Liability
Insurer: Liberty Mutual Insurance Europe Ltd
Policy No.: 1000026204-06
Expiry Date: 30th November 2015
Limit of Indemnity any one occurrence and in the annual aggregate in respect of Products Liability: £5,000,000
Excess in respect of each and every claim for property damage: £500 increasing to £2,500 each and every claim in respect of heat work and water damage
Indemnity to Principals for whom our clients are working: Included

Motor Fleet
Insurer: Axa Insurance UK plc
Policy No.: BL FLE 6823468
Expiry Date: 29th November 2015
Limits of Indemnity:-
a) Third Party Injury (all vehicles): £Unlimited
b) Third Party Property (cars): £20,000,000
c) Third Party Property (commercials): £5,000,000
Licences

Permits and Exemptions
CERTIFICATE OF REGISTRATION UNDER
THE WASTE (ENGLAND AND WALES) REGULATIONS 2011

Name: Environment Agency
Address: National Customer Contact Centre
         58 Parkway Avenue
         Sheffield
         S9 2AF
Tel: 03708 500 500
Fax: 0114 2020007

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011:

Name(s) of registered carrier: SAICA NATUR UK LIMITED
Registered as an: Upper Tier Carrier Broker Dealer
Registration number: GBAM33555H
Business name (if any):
Address or principal place of business: 146 Manchester Road,
                                   Carrington,
                                   MANCHESTER,
                                   M31 4QN,
                                   England
Tel: 0161 7767700
Fax:
Date of registration: 04/10/2013
Date of expiry of registration (unless revoked): 03/10/2016

Signature of authorized officer of the registration authority: [Signature]
Date: 03/09/2013

279671
CERTIFICATE OF REGISTRATION UNDER THE WASTE AND CONTAMINATED LAND (NORTHERN IRELAND) ORDER 1997 (as amended)

THE DEPARTMENT OF THE ENVIRONMENT
NORTHERN IRELAND ENVIRONMENT AGENCY
LICENSING SECTION
1ST FLOOR, KLODYKE BUILDING
CROMAC AVENUE
GASWORKS BUSINESS PARK
BELFAST BT7 2JA
Tel: (028) 9056 8330 / (028) 9058 9358
Fax: (028) 9056 9378

The following information is hereby certified by the Department of the Environment to be information which at the date of this certificate is entered in the register which it maintains under Regulation 3 of the Controlled Waste (Registration of Carriers and Sellers of Vehicles) Regulations (Northern Ireland) 1999

Name of Registered Carrier: Saica Natur UK Limited
Registration Number: RDG UT 5222
Business name (if any): Saica Natur UK Limited
Address of Registered carrier's principal place of business: 144 Manchester Road, Carrington, Manchester, M31 4QN
Tel: 0161 6682 5819
Fax: 
Date of registration: 12/06/2013
Date on which registration expires:** 12/06/2016
Date on which last amendment (if any) was made to the carrier's entry in the register:

Signature of Authorized Officer of the Department of the Environment: 
Date: 12/08/2013

[See over]
Waste Management (Registration of Brokers and Dealers) Regulations 2008 (S.I. No. 113 of 2008)

Certificate of Registration

In accordance with Regulation 6 of the Waste Management (Registration of Brokers and Dealers) Regulations 2008, S.I. No. 113 of 2008, the National TFS Office, Dublin City Council (NTFSO) hereby certifies Saica Natur UK Limited as an authorised Broker/Dealer subject to attached conditions.

Registration Number: IRE/G277115
Company name: Saica Natur UK Limited
Trade Name(s): (1) Salca (2) Salca Natur (3) Salca Paper
Date of issue: 1st January 2014
Expiry date: 31st December 2015
Authorised by NTFSO: [Signature]

CONDITIONS

The NTFSO has entered the particulars of this certificate of registration in the Register for Waste Brokers and Dealers maintained by it pursuant to waste management legislation. For the purpose of preventing illegal shipments, and in the interest of protecting the environment and human health, in accordance with Regulation 8 of the Waste Management (Registration of Brokers and Dealers) Regulations 2008, this certificate is issued subject to the following conditions:

The person issued with this Certificate of Registration who is involved in a shipment of waste shall:


ii) Submit quarterly data reports and pay invoiced service charges in respect of Green List waste shipments.
SCOTTISH ENVIRONMENT PROTECTION AGENCY

ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)
WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011

NOTICE OF TRANSFER OF WASTE MANAGEMENT LICENCE
UNDER SECTION 40

Licence No: WML/W/220257 (As Modified)
To: Saica Natur UK Ltd
Address: Partington Paper Mill
144 Manchester Road
Carrington
Trafford
M31 4QN

Notice is hereby given that the Scottish Environment Protection Agency, being a waste regulation authority in terms of section 30 of the 1990 Act, and being satisfied on the basis of the joint application dated 31 May 2013 by you and Stirling Fibre Limited (the Transferor) that you are a fit and proper person, has effected a transfer of Waste Management Licence WML/W/220257 dated 20 March 2008 (As Modified) from the Transferor to you in terms of section 40 of the 1990 Act, by endorsing a certified true copy of the public register copy of the said Licence with your particulars.

Signed: [Signature]
Date: 14 July 2013

Authorised to sign on behalf of the Scottish Environment Protection Agency

Scottish Environment Protection Agency
SCOTTISH ENVIRONMENT PROTECTION AGENCY

ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)
WASTE MANAGEMENT LICENSING REGULATIONS 1994 (AS AMENDED)

WASTE MANAGEMENT LICENCE

Licence No: WML/W/220257

To: Stirling Fibre Limited

Address: Poplar House
Four Arches
Easterboard
Croy
Kilsyth
G65 9TS

The Scottish Environment Protection Agency, being a waste regulation authority as defined in Section 30 of the Environmental Protection Act 1990 (the Act), in exercise of its powers under Section 35 and 36 of the Act, hereby grants a waste management licence to Stirling Fibre Limited, Company Registration Number SC121104 (the Licence Holder).

This licence authorises the treatment, keeping or disposal of household, commercial or industrial waste by the Licence Holder in or on the area of land at Poplar House, Four Arches, Easterboard, Croy, Kilsyth delineated in red on the site plan attached to this Licence as Appendix 1 subject to the conditions contained in the attached Schedule(s).

Robert Kerr
Authorized to sign on behalf of the Scottish Environment Protection Agency

Date: 20 March 2006

Under Section 43 (1) of the Act, you may appeal against the terms of this licence to the Scottish Ministers. Your attention is drawn to Regulation 6 to 9 of the Waste Management Licensing Regulations 2003 for the procedure for appealing.

The Licence, of which this is a certified true copy of the public register copy, reference number WML/W/220257 ("the Licence"), is hereby transferred from Stirling Fibre Limited to Saica Natur UK Ltd, company registration number 2952695 of Parlington Paper Mill, 144 Manchester Road, Carrington, Trafford, M31 4DN on 14 July 2013 and the said Saica Natur UK Ltd is from that date the Operator of the Licensed installation as defined in the Licence.

Authorised to sign on behalf of the Scottish Environment Protection Agency

Date: 14 July 2013
Registered Exemptions -

Paragraphs 11 and 17 at Mitchelston Drive, Mitchelston Industrial Estate, Kirkcaldy, Fife, KY1 3LZ

Paragraph 11  WML/XC/112015
Paragraph 17  WML/XC/112014

Paragraph 11 at Inveraldie Farm, Tealing, Dundee, DD4 0QL

Paragraph 11  WML/XS/1112589.

EPR/KE5451EN/A001--SAICA NATUR UK LIMITED

Site Address: Unit 6-7, York House, York Street, Audenshaw, MANCHESTER
Site PostCode: M34 5TN
Notified Date: 28/03/2013
Registered Date: 05/04/2013
Start Date: 05/04/2013
End Date: 04/04/2016

- S2 - Storage of Waste in a Secure Place (Non-agricultural Waste only) 
- T4 - Preparatory treatments (baling, sorting, shredding etc) (Non-agricultural Waste only)
Notice of transfer

The Environmental Permitting (England and Wales) Regulations 2010

The Environment Agency in exercise of its powers under regulation 21 of the Environmental Permitting (England and Wales) Regulations 2010 transfers

permit number
EA WM 100395
to
Saica Natur UK Limited ("the operator")
whose registered office is
144 Manchester Road
Carrington
Manchester
M31 4QN

corporation registration number 02952592
to operate a regulated facility at

Wharf Road Waste Transfer Station
Wharf Road
Wheatley
Doncaster
South Yorkshire
DN1 2ST

from Cutts Brothers (Doncaster) Ltd
This notice shall take effect from 02/05/2013.
The number of the new permit granted to Saica Natur UK Limited is EPR/AB3005GW

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Whitley</td>
<td>02/05/2013</td>
</tr>
</tbody>
</table>

Authorised on behalf of the Environment Agency

Transfer application number: EPR/AB3005GW/TDD1

Page 1 Transfer Date: 02/05/2013
Notice of transfer

The Environmental Permitting (England and Wales) Regulations 2010

The Environment Agency in exercise of its powers under regulation 21 of the Environmental Permitting (England and Wales) Regulations 2010 transfers permit number EPR/FP3492SB to Saica Natur UK Limited ("the operator") whose registered office is 144 Manchester Road Carrington Manchester M31 4QN company registration number 02952392 to operate a regulated facility at Unit 1 & 2 Woodbine Street Hendon Sunderland Tyne & Wear SR1 2NF from Connorco Limited This notice shall take effect from 02/05/2013. The number of the new permit granted to Saica Natur UK Limited is EPR/AB3005XH

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Whitley</td>
<td>02/05/2013</td>
</tr>
</tbody>
</table>

Authorised on behalf of the Environment Agency
Notice of transfer

The Environmental Permitting (England and Wales) Regulations 2010

The Environment Agency in exercise of its powers under regulation 21 of the Environmental Permitting (England and Wales) Regulations 2010 transfers permit number EPR/QP3391EA to Saica Natur UK Limited ("the operator") whose registered office is 144 Manchester Road Carrington Manchester M31 4QN company registration number 02952592 to operate a regulated facility at Unit 1 Stephenson Road Stephenson Industrial Estate Washington Tyne & Wear NE37 3HR

from Connorco Limited

This notice shall take effect from 02/05/2013.

The number of the new permit granted to Saica Natur UK Limited is EPR/AB3005HA

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alan Whitley</td>
<td>02/05/2013</td>
</tr>
</tbody>
</table>

Authorised on behalf of the Environment Agency
Contracted Maintenance Section
Conform to site requirements - Sign in, visitors badge, speed limits and Hi-Vis as required.
Park safely, carry out visual risk assessment noting FLT movements and check for hazards near machine.
Liase with customer's staff ensuring that maintenance will not interrupt their duties. Enquire for known defects.
Select appropriate PPE for the tasks. Use tools and equipment for their intended use only.
Complete the following tasks, rectifying and reporting as applicable.

### Work report / Recommendations / Materials required / Outstanding tasks

<table>
<thead>
<tr>
<th>Description</th>
<th>PTNR</th>
<th>S</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left working in safe order</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRF Completed</td>
<td>Office use only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>General machine structure</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Check customer's isolator. Check mains cable, socket, plug and machine isolator</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.2</td>
<td>Test and check operation of all machine controls &amp; indicators/Emergency stops/Safety Switches</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.3</td>
<td>Visual inspection of machine structure, wheels, spindles, clamps and floor fixings</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.4</td>
<td>Lubricate wheel spindles, hinges, chains, guides, clamps and ratchet mechanisms.</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.5</td>
<td>Examine lifting hooks/lugs for wear or cracks</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.6</td>
<td>Check seals on lids/discharge door and access panels</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.7</td>
<td>Check lid or gate operation/gas struts/latches and levers</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.8</td>
<td>Check function and clean photo-eye where fitted</td>
<td>Ckd</td>
</tr>
<tr>
<td>1.9</td>
<td>Examine bale ejector mechanism. Check bale height switch.</td>
<td>Ckd</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Tipping device - where applicable - In accordance with LOLER regs</th>
<th>Pass / Fail / Advise</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Visual examination - check for 500kg tip capacity sticker</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.2</td>
<td>Check structure for cracks or damage</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.3</td>
<td>Check and lubricate pivot pins</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.4</td>
<td>Check cylinders for damage or leaks</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.5</td>
<td>Check bin lock mechanism and gas struts</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.6</td>
<td>Check hydraulic pipes and hoses for leaks and security</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.7</td>
<td>Examine chains, shackles and shackled pins</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.8</td>
<td>Check control valve operation and cylinder check valve function.</td>
<td>P/F/A</td>
</tr>
<tr>
<td>2.9</td>
<td>Grease all points and test with full bin.</td>
<td>P/F/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Power pack - Isolate machine and lock off before commencing schedule</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Access hydraulic compartment - (Access roof power pack using suitably secured ladder)</td>
<td>Ckd</td>
</tr>
<tr>
<td>3.2</td>
<td>Ensure ventilation panels are clear</td>
<td>Ckd</td>
</tr>
<tr>
<td>3.3</td>
<td>Check hoses for leaks, change filter, oil level and oil condition/replenish</td>
<td>Ckd</td>
</tr>
<tr>
<td>3.4</td>
<td>Security of power pack and pressure setting valves</td>
<td>Ckd</td>
</tr>
<tr>
<td>3.5</td>
<td>Clean motor cowling vents</td>
<td>Ckd</td>
</tr>
<tr>
<td>3.6</td>
<td>Visual examination of electrical components. Observing operation and condition.</td>
<td>Ckd</td>
</tr>
<tr>
<td>3.7</td>
<td>Check panel seal and all wiring within power pack compartment</td>
<td>Ckd</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Ram compartment - Isolate machine and lock off before commencing schedule</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Check cleanliness of compartment</td>
<td>Ckd</td>
</tr>
<tr>
<td>4.2</td>
<td>Examine cylinders, pistons rods. Check seals for leaks</td>
<td>Ckd</td>
</tr>
<tr>
<td>4.3</td>
<td>Check switch operation if fitted</td>
<td>Ckd</td>
</tr>
<tr>
<td>4.4</td>
<td>Check condition of hoses</td>
<td>Ckd</td>
</tr>
<tr>
<td>4.5</td>
<td>Check guides. Adjust and lubricate as required</td>
<td>Ckd</td>
</tr>
<tr>
<td>4.6</td>
<td>Lubricate cylinder pivot pins and check condition</td>
<td>Ckd</td>
</tr>
<tr>
<td>4.7</td>
<td>Secure cleaning doors and check camlocks.</td>
<td>Ckd</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>Fully test machine</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>If possible observe operator's procedure, advise supervisor if incorrect</td>
<td>Ckd</td>
</tr>
<tr>
<td>5.2</td>
<td>Tidy site. Report any faults requiring immediate attention to site manager.</td>
<td>Ckd</td>
</tr>
</tbody>
</table>

Engineer Sign and Print: No of Men: Day: 
Depart: 
Arrive: 
Call-out: Service Time:
# REXTEC Engineers Skills Matrix

## ENGINEERS' TRAINING MATRIX

<table>
<thead>
<tr>
<th>Eng</th>
<th>13th Oct</th>
<th>16th Oct</th>
<th>CSCS Exp</th>
<th>IATP Exp</th>
<th>UKATA Exp</th>
<th>3 day</th>
<th>1 day</th>
<th>Fork Lift Exp</th>
<th>M/handling Exp</th>
<th>M/handling Inhouse</th>
<th>SPAI/KPA FSA</th>
<th>PSS/PRT</th>
<th>Gas Safe</th>
<th>ELEC R3</th>
<th>ELEC D01</th>
<th>IPCF</th>
<th>BOC Cases</th>
<th>Arc Welding</th>
<th>CPC</th>
<th>Closed End Blower</th>
<th>Static Compactor</th>
<th>Portable Compactor</th>
<th>Vertical Blower</th>
<th>CK 151 Blower</th>
<th>Closed End Blower</th>
<th>Static Compactor</th>
<th>Portable Compactor</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>N/A</td>
<td>N/A</td>
<td>Jul-19</td>
<td>Feb-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Aug-15</td>
<td>Booked Oct-16</td>
<td>Oct-16</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>AS</td>
<td>N/A</td>
<td>N/A</td>
<td>Aug-17</td>
<td>Feb-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Mar-17</td>
<td>Dec-15</td>
<td>Dec-15</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CRY</td>
<td>X</td>
<td>✓</td>
<td>Mar-17</td>
<td>X</td>
<td>Mar-17</td>
<td>X</td>
<td>X</td>
<td>Mar-17</td>
<td>Jan-16</td>
<td>Jun-16</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>DC</td>
<td>N/A</td>
<td>N/A</td>
<td>Jan-17</td>
<td>Mar-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Aug-15</td>
<td>Booked Jun-16</td>
<td>Jun-16</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>GS</td>
<td>X</td>
<td>X</td>
<td>Oct-15</td>
<td>Mar-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Booked Apr-15</td>
<td>Apr-15</td>
<td>N/A</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>GW</td>
<td>X</td>
<td>X</td>
<td>Nov-19</td>
<td>X</td>
<td>Nov-19</td>
<td>X</td>
<td>X</td>
<td>Nov-19</td>
<td>Aug-16</td>
<td>Aug-16</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>JC</td>
<td>✓</td>
<td>X</td>
<td>May-17</td>
<td>X</td>
<td>May-17</td>
<td>X</td>
<td>X</td>
<td>May-17</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>JF</td>
<td>✓</td>
<td>X</td>
<td>Sep-15</td>
<td>Jul-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Aug-15</td>
<td>Booked Jun-15</td>
<td>Jun-15</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>JM</td>
<td>X</td>
<td>X</td>
<td>Oct-15</td>
<td>May-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Aug-15</td>
<td>Booked Oct-15</td>
<td>Oct-15</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LE</td>
<td>X</td>
<td>X</td>
<td>May-16</td>
<td>Mar-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Jun-17</td>
<td>Jul-17</td>
<td>Jul-17</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LR</td>
<td>✓</td>
<td>X</td>
<td>Nov-16</td>
<td>Feb-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Aug-16</td>
<td>Booked Mar-15</td>
<td>Mar-15</td>
<td>N/A</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>LS</td>
<td>✓</td>
<td>X</td>
<td>Oct-16</td>
<td>X</td>
<td>X</td>
<td>Sep-16</td>
<td>X</td>
<td>X</td>
<td>Booked Apr-15</td>
<td>Apr-15</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>MU</td>
<td>✓</td>
<td>X</td>
<td>Nov-16</td>
<td>X</td>
<td>Nov-16</td>
<td>X</td>
<td>X</td>
<td>Booked</td>
<td>Booked Nov-16</td>
<td>Nov-16</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>N1</td>
<td>✓</td>
<td>X</td>
<td>Dec-16</td>
<td>X</td>
<td>Nov-16</td>
<td>X</td>
<td>X</td>
<td>Booked</td>
<td>Booked Nov-16</td>
<td>Nov-16</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>NB</td>
<td>✓</td>
<td>X</td>
<td>Sep-16</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Booked</td>
<td>Booked Aug-16</td>
<td>Aug-16</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PK</td>
<td>✓</td>
<td>X</td>
<td>Dec-16</td>
<td>X</td>
<td>X</td>
<td>Mar-17</td>
<td>X</td>
<td>X</td>
<td>Booked Apr-15</td>
<td>Apr-15</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PN</td>
<td>✓</td>
<td>X</td>
<td>Jun-17</td>
<td>Mar-15</td>
<td>Booked X</td>
<td>X</td>
<td>X</td>
<td>Sep-16</td>
<td>Booked Oct-17</td>
<td>Oct-17</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>RH</td>
<td>X</td>
<td>✓</td>
<td>Booked</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Booked Nov-14</td>
<td>Nov-14</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>KY</td>
<td>X</td>
<td>✓</td>
<td>Booked</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Booked</td>
<td>Booked Nov-15</td>
<td>Nov-15</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>SJ</td>
<td>✓</td>
<td>X</td>
<td>Feb-15</td>
<td>X</td>
<td>Feb-15</td>
<td>X</td>
<td>X</td>
<td>Aug-16</td>
<td>Booked Aug-16</td>
<td>Aug-16</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>SW</td>
<td>X</td>
<td>✓</td>
<td>Booked</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Booked</td>
<td>Booked Oct-17</td>
<td>Oct-17</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Dates are expiry dates*

All highlighted are are expired/about to expire.
<table>
<thead>
<tr>
<th>Name</th>
<th>Main Duties</th>
<th>Health &amp; Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradbury Keith</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Duker Mark</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X</td>
</tr>
<tr>
<td>Church Calum</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Doane Nigei</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Elías Mark</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Falsbough David</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Harada zest</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Keeling Cole</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Lightfoot Wayne</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Motors Chris</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Muscari Joe</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Peacock Darren</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
<tr>
<td>Tyler Barry</td>
<td>Service Engineer</td>
<td>X X X X X X X X X X X X X X</td>
</tr>
</tbody>
</table>
METHOD STATEMENT - ENGINEERS

Company Name : 
Site : 
Contact Name : 
PO No. : 
Scope of Works : Assess Breakdown Damage
Date of Works : 

Precautions of Work:
- Method Statement to be compiled relative to task.
- Point of Work Risk Assessment to take place prior to work commencing.
- Safe systems of work to be adhered to at all times.
- Full PPE to be worn at all times inclusive of overalls, safety footwear, eye protection, gloves, hard hat and hi-viz jacket.

Method:
1. Arrive site and sign in.
2. Sign work permits.
3. Locate equipment on site 
4. Assess fault as reported by customer 
5. Make a decision on whether this can be fixed or will it need a new part 
6. Communicate back to CK and advise what we will do next 
7. If a new part is needed, we will communicate with Simon at Saica before leaving site and arrange another date to come and complete the works 
8. Sign off all works with site manager 
9. Clear work area 
10. Sign out
Standard Lorry Loader Method Statement

Task:
Machine deliveries and collections

Regulations:

Scope:
This method statement is applicable to vertical and horizontal balers / Static compactors and portable compactors in the range 8-24m³.

Deliveries of horizontal baling equipment, hoppers or conveyors will be classified as complex lifts and can covered by revised method statements if necessary.

Method:
1. Lorry loader will arrive on site and the driver will complete any site specific entry records.
2. Lorry loader driver will conform to site PPE requirements plus those identified by the lift risk assessment.
3. Site to confirm to the Appointed person (or nominee) the final location of the equipment, ground stability and location of any overhead or buried services within the footprint of the lift.
4. Site to ensure that access to the lift zone is restricted for the duration of the lift.
5. Appointed person (or nominee) and the driver will check the sequence of the proposed lift against the Risk Assessment.
6. Any deviations should be noted and recorded by the AP.
7. Lorry loader will set up with outriggers and pads as directed.
8. The loader will be operated in accordance with the manufacturers instructions.
9. The load will be rigged as directed.
10. The machine will be test lifted with tag lines placed, if required.
11. The lift may be postponed or aborted as directed by the AP if a controlled lift cannot be assured.
12. The machine will be placed alongside the vehicle and re-rigged for final positioning if necessary.
13. The machine will be lifted to final location and will be approved by the client.
14. Lorry loader will de-rig, complete site exit records and leave.
Method Statement

Collection of waste using REL, FEL, Skip lift or Rolonof vehicles

This generic method statement has considered the identifiable risks of –

- Slips, trips and falls.
- Being struck by vehicles.
- All people in the vicinity of the operation.
- Overhead cables and other physical obstructions.

Training

Only trained personnel are permitted to carry out this work. Work must be carried out in a safe manner observing all Health & Safety requirements and operating within the associated legislation regarding the public highway.

Sites are responsible for specific risk assessments, and for the control of contractors whilst on their premises. SAICA Natur customers are requested to inform us of local site regulations and hazards.

Contractor and driver obligations

Perform daily vehicle and equipment inspections prior to any collections.

- Drive the vehicle to the customer’s location complying with all public highway and waste transport legislation.

- Ensure all drivers are provided with and trained on appropriate PPE. Hard hats, Hi-visibility clothing, safety boots and gloves are to be carried and selected as required.

- Sign in and comply with all customers’ entry and exit rules. Ensure that your purpose on site is fully understood and that there are no safety issues in performing the service at this time.

- Drive the vehicle to a safe position near to the waste container / compactor

- Climb down (do not jump) from the cab, and make a visual inspection of the working area. Note any hazards (height or width restrictions) that will hinder or prevent the safe collection / return of the equipment. Report any concerns to the site and obtain guidance from site. Contact and report any unresolved issues with transport control. Notify SAICA Natur office wherever possible whilst still on site.

- Do not attempt to lift the waste container / compactor if there is any visual evidence of damage. Advise site immediately if the waste containment or waste type is not in accordance with the transfer note, or is unsafe to remove.

- Ensure that portable compactors have been disconnected by site and cables safely stowed. Machines with tipping devices must be stowed by site prior to collection.

- Whilst manoeuvring onto the waste container ensure that no persons or vehicles are moving within the zone. Reverse slowly and align exactly with the container.

- Ensure that the lifting hook, chains or lift mechanism is fully secured before executing the lift manoeuvre.

- Operate the hydraulics slowly and observe the lift and surrounding zone.

- Secure onto the vehicle and fit any covers or shrouds over the waste as required.

- Ensure that static compactors are correctly pinned off and the machine is left isolated if the container is not to be replaced immediately.

- Make an additional visual check of the area before pulling away.

- Leave any documentation as required, obtain all signatures as required.

- Return of the waste container/ compactor – follow all methods as for a collection.
Method Statement

Collection of Mill Sized Bales using the Moffett Mounty

This generic method statement has considered the identifiable risks of –

- Slips, trips and falls.
- Being struck by vehicles.
- All people in the vicinity of the operation.
- Trapping against physical obstructions.
- Injury from contact with overhead services.

Training

Only trained personnel are permitted to carry out this work. Work must be carried out in a safe manner observing all Health & Safety requirements and operating within the associated legislation regarding the public highway.

Sites are responsible for specific risk assessments, and for the control of contractors whilst on their premises. SAICA Natur customers are requested to inform us of local site regulations and hazards.

Contractor and driver obligations

- Perform daily vehicle and equipment inspections prior to any collections.
- Drive the vehicle to the customer’s location complying with all public highway and waste transport legislation.
- Ensure all drivers are provided with and trained on appropriate PPE. Hard hats, Hi-visibility clothing, safety boots and gloves are to be carried and selected as required.
- Sign in and comply with all customers’ entry and exit rules. Ensure that your purpose on site is fully understood and that there are no safety issues in performing the service at this time.
- Drive the vehicle to a safe position near to the bale storage. Do not leave vehicle engine running or with keys in.
- Climb down (do not jump) from the cab, and make a visual inspection of the working area. Note any hazards (height or width restrictions) that will hinder or prevent the safe collection of the bales. Report any concerns to the site and obtain guidance from site. Contact and report any unresolved issues with transport control. Notify SAICA Natur office wherever possible whilst still on site.
- Do not attempt to lift any bales if there is any visual evidence of damage or inadequate ties. Advise site immediately if the material is not in accordance with the transfer note, or is unsafe to remove.
- Whilst preparing the Moffett truck ensure that no persons or vehicles are moving within the zone. Beacons and warning sounders must be operational.
- Ensure that each bale is fully clamped before lifting or moving.
- Look for pedestrians and other vehicles prior to moving the Moffett
- Drive the Moffett slowly and account for surface, weather conditions and slopes.
- Ensure that all loaded bales are strapped to the main vehicle before sheeting up.
- Return the Moffett to the transit position and secure to the main trailer.
- Make an additional visual check of the area before pulling away.
- Leave any documentation as required, obtain all signatures as required.
## Risk Assessment

### Baler Servicing and installation

The following risk assessment has been undertaken and specific controls incorporated into issue 6 of the Service Engineers method statement.

<table>
<thead>
<tr>
<th>Hazards</th>
<th>At Risk</th>
<th>Control measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact with site vehicles</td>
<td>Engineer</td>
<td>Adherence to site sign in PPE hi-vis / boots</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Positioning of service van.</td>
</tr>
<tr>
<td>Electrocution</td>
<td>Engineer</td>
<td>Lock-off for specific activities.</td>
</tr>
<tr>
<td>Uneven surfaces/slips</td>
<td>Engineer</td>
<td>Review work zone.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tidy around before starting</td>
</tr>
<tr>
<td>Personal injury</td>
<td>Engineer</td>
<td>Correct use of appropriate tools, equipment and PPE.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistance with lifting as required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Correct selection of service oils/ chemicals.</td>
</tr>
<tr>
<td>Traps and nip injury</td>
<td>Engineer</td>
<td>As above plus chocking and blocking as required.</td>
</tr>
<tr>
<td>Crushing</td>
<td>Engineer</td>
<td>Locking off for specific activities.</td>
</tr>
<tr>
<td>Falling from heights</td>
<td>Engineer</td>
<td>Correct selection and positioning of ladders.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistance with lifting or lowering.</td>
</tr>
<tr>
<td>Residual energy</td>
<td>Engineer</td>
<td>Appropriate setting of equipment and supports.</td>
</tr>
<tr>
<td>Personal injury</td>
<td>Engineer / operatives</td>
<td>Returning machines to normal operations correctly.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tidy site before leaving.</td>
</tr>
<tr>
<td>Fire and explosion</td>
<td>Engineer / operatives</td>
<td>Complete site specific hot works permits.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure combustible materials are removed or protected.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide or locate nearest extinguisher.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire watch for the required period.</td>
</tr>
</tbody>
</table>
### Risk Assessment

**Compactor Servicing and installation**

The following risk assessment has been undertaken and specific controls incorporated into issue 6 of the Service Engineers method statement.

<table>
<thead>
<tr>
<th>Hazards</th>
<th>At Risk</th>
<th>Control measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact with site vehicles</td>
<td>Engineer</td>
<td>Adherence to site sign in PPE hi-vis / boots. Positioning of service van.</td>
</tr>
<tr>
<td>Electrocution</td>
<td>Engineer</td>
<td>Lock-off for specific activities.</td>
</tr>
<tr>
<td>Uneven surfaces/slips</td>
<td>Engineer</td>
<td>Review work zone. Tidy around before starting.</td>
</tr>
<tr>
<td>Personal injury</td>
<td>Engineer</td>
<td>Correct use of appropriate tools, equipment and PPE. Assistance with lifting as required. Correct selection of service oils/chemicals.</td>
</tr>
<tr>
<td>Traps and nip injury</td>
<td>Engineer</td>
<td>As above plus chocking and blocking as required.</td>
</tr>
<tr>
<td>Crushing</td>
<td>Engineer</td>
<td>Locking off for specific activities.</td>
</tr>
<tr>
<td>Falling from heights</td>
<td>Engineer</td>
<td>Correct selection and positioning of ladders. Assistance with lifting or lowering.</td>
</tr>
<tr>
<td>Residual energy</td>
<td>Engineer</td>
<td>Appropriate setting of equipment and supports.</td>
</tr>
<tr>
<td>Personal injury</td>
<td>Engineer / operatives</td>
<td>Returning machines to normal operations correctly. Tidy site before leaving.</td>
</tr>
<tr>
<td>Fire and explosion</td>
<td>Engineer / operatives</td>
<td>Complete site specific hot works permits. Ensure combustible materials are removed or protected. Provide or locate nearest extinguisher. Fire watch for the required period.</td>
</tr>
</tbody>
</table>