

Workers who Speak English as a Second Language Policy

HOCHTIEF (UK) Construction strives for high standards in all its construction activities, rail works and operations in the UK.

This policy is a written commitment and sets out HOCHTIEF (UK) Construction Ltd's policy in respect of workers who do not speak or have limited knowledge of both spoken and written English.

It is increasingly common for some workers on construction sites to speak English as a second language. HOCHTIEF will ensure people who speak English as a second language (ESL) are provided with information on health, safety, quality and environmental issues in a manner that they can comprehend.

HOCHTIEF operates an Equal Opportunities Policy and will not discriminate against people that speak ESL. It is recognised that some safety critical operations may require a higher level of communication and understanding within the team. If a risk assessment concludes that people who speak ESL may be at an increased risk as a result of potential communication difficulties that may not be able to undertake the activity.

In order to reduce the risks, workers who have ESL will be employed in groups that share a common first language. Each group must contain at least one member who is conversant in both English and the group language. This person shall be responsible as interpreter through whom all instructions and briefings (Induction, Toolbox Talks, and Daily Briefings etc.) must be given.

The maximum number in any group shall not exceed 6 persons to one interpreter, but may need to be reduced where high risk activities are undertaken. In all cases the interpreter must be working within hearing distance of workers who have a poor understanding of English.

The risk assessments for those tasks to be undertaken by workers who have ESL must be reviewed and agreed prior to work commencement. Particular attention must be paid to how warnings are to be communicated in the event of an emergency; whether it directly or indirectly involves the work being undertaken.

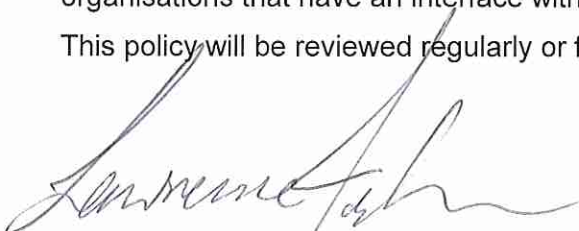
Hazardous substances used by or hazardous areas where, non-English speaking persons are working are to be clearly marked with internationally recognised signs, symbols and pictograms; as must emergency exit routes and firefighting equipment.

Every employee under the Health & Safety at Work Act 1974 must strive to maintain the highest standards of safety to comply with the Act as well as the provisions laid down in the Company Management System.

Employees, visitors and contractors are to fully comply and support this policy through their active participation and co-operation.

This policy will be displayed at all sites and distributed to clients, suppliers or any person, group or organisations that have an interface with HOCHTIEF (UK).

This policy will be reviewed regularly or following changes to processes/legislation.



Lawrence Jackson
Managing Director
2 August 2019