



OLIVE
Building Contractors

COMPANY HANDBOOK

(Updated for full UK compliance: CDM 2015, HASAWA 1974,
Equality Act 2010, ISO 9001, ISO 45001, ISO 14001, GDPR)



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WELCOME

Welcome to Olive Building Contractors Ltd. We are a professional, safety-led, modern construction company committed to delivering high-quality workmanship, safe working practices, environmental responsibility, and a positive working culture.

As part of joining our team, you will be supported through induction, training, and ongoing development to ensure you work safely, effectively, and in line with UK legal requirements and Olive standards.

As the Managing Director, I'd like to personally welcome you and emphasise that safety, professionalism, and quality are at the core of everything we do.



Sebastian Guraya

Managing Director

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OUR CULTURE & VALUES

We operate with three core values that guide our behaviour and decision-making:



Knowledge

We commit to continuous learning, competence, and adherence to best practice.



Integrity

We operate honestly, transparently, and ethically in all situations.



Action

We take responsibility, deliver results on time, and maintain high standards.

INDUCTION & FIRST IMPRESSIONS

All new subcontractors and workers must complete:

- ✓ Site induction
- ✓ Review and signing of RAMS
- ✓ Reading and acknowledgment of the Company Handbook
- ✓ Evidence of competence (CSCS, training certificates, etc.)
- ✓ Toolbox talks relevant to your trade

On your first day you will receive:

- ✓ Site tour
- ✓ Introduction to your supervisor and team
- ✓ Summary of site-specific health & safety rules
- ✓ Review of Olive Good Practice Guide



PROFESSIONAL CONDUCT

You are expected to:

- ☒ Maintain a professional attitude and appearance
- ☒ Communicate respectfully with colleagues and clients
- ☒ Follow supervisor instruction
- ☒ Uphold Olive's values and health & safety standards at all times

WORKING HOURS & BREAKS

- Standard site hours will be provided during induction
- You must arrive ready to work at the agreed start time
- Breaks must be taken at scheduled times and return to work promptly
- All PPE must be worn when returning from breaks
- Work areas must be left safe before breaks and at end of shift (housekeeping)

PPE & EQUIPMENT REQUIREMENTS

Mandatory PPE (minimum):

- ✓ Safety footwear
- ✓ Hard hat
- ✓ High-visibility clothing
- ✓ Task-specific PPE (gloves, goggles, respiratory protection, hearing protection)
- ✓ Additional PPE will be identified via RAMS.

All operatives must:

- ✓ Use only equipment they are trained and authorised to use (PUWER / LOLER)
- ✓ Inspect tools and equipment before use
- ✓ Report defects immediately



HEALTH & SAFETY (LEGAL COMPLIANCE)

We comply with:

- ✓ Health and Safety at Work etc. Act 1974
- ✓ CDM Regulations 2015
- ✓ Management of H&S at Work Regulations 1999
- ✓ Working at Height Regulations
- ✓ Manual Handling Regulations
- ✓ COSHH Regulations
- ✓ RIDDOR 2013
- ✓ Your Responsibilities:
- ✓ Follow RAMS and site rules
- ✓ Attend inductions and toolbox talks
- ✓ Report hazards, near misses, and incidents immediately
- ✓ Only perform work within your competence
- ✓ Stop work if you believe a task is unsafe (Stop Work Authority)
- ✓ Accident Reporting
- ✓ All injuries and near misses must be reported immediately
- ✓ First aid stations and appointed first aiders will be identified on site
- ✓ RIDDOR-reportable cases will be handled in line with legislation

ENVIRONMENTAL RESPONSIBILITIES (ISO 14001)

All operatives must:

- ☑ Segregate waste correctly (timber, metal, inert, plasterboard, hazardous, WEEE)
- ☑ Prevent pollution (protect drains, control run-off, avoid spills)
- ☑ Use spill kits where necessary and report environmental incidents
- ☑ Reduce waste, avoid damage, and return unused materials when possible

QUALITY RESPONSIBILITIES (ISO 9001)

You must:

- ✓ Work to the latest drawings and specifications
- ✓ Ensure accuracy and quality of your work
- ✓ Protect completed works
- ✓ Cooperate with inspections, ITPs and audits
- ✓ Defective work may require rework at your own expense if caused by negligence.



EQUALITY, DIVERSITY & INCLUSION (EQUALITY ACT 2010)

We have zero tolerance for:

- Discrimination
- Harassment
- Bullying

You must treat everyone with dignity, fairness and respect, regardless of:

Race, gender, age, disability, religion, sexual orientation, nationality, etc.

- Any breach may result in immediate removal from site.

BULLYING & HARASSMENT

Examples include:

- ☑ Intimidation, aggression or threats
- ☑ Offensive jokes or comments
- ☑ Undermining others
- ☑ Unwanted physical contact
- ☑ All incidents must be reported to your supervisor or the Managing Director.

SICKNESS & ABSENCE

If you are unable to attend work you must:

- ☒ Notify your supervisor no later than one hour before start time
- ☒ Provide updates daily for ongoing absence
- ☒ As a subcontractor, you are paid for days worked—no sick pay is provided.

NOTICE PERIOD

- ☑ Subcontractors must provide 7 days notice if stopping work.
- ☑ Olive must also provide 7 days notice if work availability changes.

ONBOARDING REQUIREMENTS

Before starting work you must provide:

- ☒ CSCS card (or relevant equivalent)
- ☒ Proof of right to work in the UK
- ☒ Competency certificates for your trade
- ☒ Completed New Starter Form
- ☒ Signed RAMS and Handbook acknowledgment

CONFIDENTIALITY & GDPR

All personal data is processed under UK GDPR and used only for:

- ☒ Right-to-work validation
- ☒ Health & safety duty of care
- ☒ Contractual requirements
- ☒ You must not share any confidential business or client information.

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GOOD PRACTICE GUIDE (SUMMARY)

All workers must follow the Olive Good Practice Guide, which sets the minimum standards for:

- ✓ Professional conduct and behaviour
- ✓ Site cleanliness and housekeeping
- ✓ Safe working practices and PPE
- ✓ Respect for colleagues, clients, and the public
- ✓ Quality of workmanship and diligence
- ✓ Environmental responsibility and waste control
- ✓ Failure to follow the Good Practice Guide may result in removal from site.

SITE RULES (APPLICABLE TO ALL PROJECTS)

These rules apply on every Olive project:

- ✓ Follow ALL site inductions, RAMS, permits, and toolbox talks
- ✓ Wear PPE at all times as required by RAMS
- ✓ No smoking/vaping except in designated areas
- ✓ No alcohol or drugs—random testing may occur
- ✓ Use only approved access routes, welfare, and storage areas
- ✓ Keep all walkways and work areas clean and safe
- ✓ Report hazards, incidents, near misses immediately
- ✓ Never interfere with live services or equipment without permission
- ✓ Do not engage clients or neighbours with technical or contractual matters
- ✓ Only use tools/plant that you are trained and authorised to use
- ✓ Maintain professional behaviour—zero tolerance for abuse, threats, harassment



ENVIRONMENTAL & WASTE RULES (ISO 14001)

All workers must:

- ☑ Segregate waste into correct skips (timber, metal, plasterboard, inert, hazardous, WEEE)
- ☑ Prevent contamination of drains and watercourses
- ☑ Report spills immediately and use spill kits safely
- ☑ Minimise dust and noise using suppression and controls
- ☑ Reduce material waste, avoid damage, protect stored materials
- ☑ Follow olive environmental procedures and site waste plans

QUALITY CONTROL PROCEDURES (ISO 9001)

Workers must:

- ✓ Work only from latest drawings/specifications (ask if unsure)
- ✓ Check measurements, levels, tolerances before progressing
- ✓ Protect finished work from damage, moisture, contamination
- ✓ Report defects immediately and rectify as instructed
- ✓ Complete quality checklists where applicable
- ✓ Assist supervisors with inspections and ITP completion



OCCUPATIONAL HEALTH & SAFETY PROCEDURES (ISO 45001)

- ☑ Report ANY unsafe act/condition immediately
- ☑ Stop work if unsafe—work must not continue until safe
- ☑ Maintain correct manual handling technique
- ☑ Comply with Working at Height rules—do not climb on unsafe structures
- ☑ Use the correct equipment for the task (towers, MEWPs, scaffolding)
- ☑ Wear appropriate respiratory protection when working with dusts, silica, insulation or chemicals
- ☑ All plant must undergo pre-use checks and be used only by authorised trained operatives
- ☑ Follow PUWER and LOLER regulations for tools and lifting equipment

COMPETENCE REQUIREMENTS

Before being allowed to work on any Olive site, all operatives must provide:

- ☑ In-date CSCS card (or CPCS/NPORS/IPAF/PASMA where relevant)
- ☑ Evidence of relevant skills and training
- ☑ Evidence of right-to-work in the UK
- ☑ Signed RAMS, Induction, Handbook, and Good Practice Guide
- ☑ Any trade-specific certifications required by the task
- ☑ Workers may be removed from site if competence cannot be demonstrated.

ALCOHOL, DRUGS & FITNESS FOR WORK

- ✓ Zero tolerance for drugs and alcohol
- ✓ Prescription medication that impacts alertness must be disclosed confidentially
- ✓ Fatigue, illness, or unfitness for work must be reported
- ✓ Workers suspected of being unfit may be removed pending Occupational Health review

DISCIPLINARY & REMOVAL FROM SITE PROCEDURE

Workers may be removed immediately for:

- ☑ Unsafe work or refusal to follow RAMS
- ☑ Violence, threats, bullying or harassment
- ☑ Breach of site rules or legal requirements
- ☑ Possession of drugs or alcohol
- ☑ Repeated poor performance or defects
- ☑ Tampering with safety systems
- ☑ Olive reserves the right to terminate subcontractor engagement for breaches.

ACKNOWLEDGMENT**

I confirm that I have read, understood and agree to comply with the Olive Building Contractors Ltd Company Handbook, RAMS, Good Practice Guide, and all relevant policies.

Name:

Signed:

Date:



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