



## CDM Policy

This policy outlines company arrangements for compliance with Construction Design and Management Regulations 2015. As a company we undertake role of Designer and Contractor. This policy applies to all employees and operations defined as construction under the CDM Regulations 2015. The Regulations apply to almost all construction works including new-build construction, alteration, maintenance and renovation, site clearance, demolition and dismantling, temporary works and design work carried out for construction.

The Managing Director will ensure that when CDM applies to a 'construction project' the company's role within CDM is clarified. The Managing Director will ensure that adequate resources are allocated to ensure it can discharge the legal duties placed upon the Company by the CDM Regulations 2015. We may undertake work as either a Designer or Contractor.

The term 'Designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. Sai Engineering Associates Ltd undertake Designer duties for some projects.

Where appointed as a Designer, as designer Sai Engineering Associates Ltd will:

- Eliminate hazards and risks during design
- Provide information about remaining risks

Where projects are notifiable under the Regulations, designers must also check that the Client is aware of their duties and that a Principal Designer has been appointed.



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## As a designer, we will:

- Provide information needed for the health and safety file as agreed with the Principal Designer.
- Provide / allow sufficient resources to enable control and consideration of Health and Safety issues in design activities.
- Consider avoidance and / or reduction of risk when preparing designs that relate to manufacture, construction, maintenance, future alteration and/ or demolition.
- Ensure that sufficient information is included either on or with designs to enable persons carrying out works to take measures that will reduce residual risks to acceptable levels.
- Ensure that organizations / persons undertaking design activities are competent in the tasks involved.
- Co-operate with the Principal Designer and designers so that all parties can comply with the regulations.
- Ensure that design personnel supply the Principal Designer with their information needed for inclusion in the Construction Phase Health and Safety Plan (CPP).
- Give priority to health and safety measures that will protect everyone on site, and not just those that solely protect individuals.

## When we work as a contractor the requirements listed below shall be adhered to.

- Co-ordinate and co-operate with the Principal Contractor in regard to all aspects of Health and Safety.
- Ensure that all relevant parties are aware of the risks associated with their works and the hazards associated with interface arrangements.
- Plan, manage and monitor our work and that of our workers.
- Check the competence of all our appointees and workers.
- Train our employees.
- Provide information to our workers.
- Ensure that there are adequate welfare facilities for our workers

## In addition, where projects are notifiable under the Regulations, as a Contractors we must also:

- Check that the client is aware of their duties, check that a Principal Designer has been appointed and ensure that HSE has been notified before the work starts.
- Co-operate with the Principal Contractor in planning and managing work, including reasonable directions and site rules.
- Provide details to the Principal Contractor of any contractor engaged in connection with carrying out work.
- Provide any information needed for the health and safety file.
- Inform the Principal Contractor of any problems with the Construction Phase Health and Safety Plan.
- Inform the Principal Contractor of reportable accidents, incidents, diseases and dangerous occurrences.

We shall ensure our staff obey the site rules established by the Principal Contractor through both supervision and site inspections.

## Managing Other Contractors

All contractors are required to carry out activities on our behalf in a safe manner. How they carry out their activities must not endanger our staff and members of the public, on or near our premises. All contractors who undertake work on behalf of Sai Engineering Associates Ltd have duties under health and safety legislation and as such will:



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- Comply with Sai Engineering Associates Ltd ' Health and Safety and Environmental Policy and ensure the requirements of the relevant legislation are met
- Use and follow the correct safe working methods as agreed;
- Use the correct and agreed tools, plant and equipment for the job;
- Report any defects to site management and take reasonable steps to keep tools in good condition;
- Develop a personal responsibility for their own safety and that of others;
- Co-operate with management and follow all reasonable requests;
- Not interfere with or misuse any equipment provided for safety;
- Not operate any plant or equipment that they have not been trained and/or authorised to use;
- Wear all appropriate PPE and report any defects or reasons why the PPE is not suitable or working efficiently;
- Report any unsafe acts, practices or hazardous situations to site management;
- Maintain site welfare facilities in a clean, tidy condition;
- Obey warning notices and safety posters and refrain from horseplay
- Make sure that at all times they sign in and out of the premises using the visitors book.

If any substances or equipment or activities that will take place exposes people to risk from that activity, Sai Engineering Associates Ltd nominated representative must be made aware of the dangers and what precautions have to be taken. If the Company is not satisfied that, in their opinion, the contractor is carrying out work safely, they have the authority to stop all works immediately.

If the activity endangers member of staff or the public, they must be told to stop work immediately until a safer method can be used.

## At site level follow these general rules:

- Make sure all contractors sign the visitors book at all times and receive a site induction before starting work.
- Inform all contractors of any risks on site that they need to be aware of, e.g. special evacuation procedures, changes to hazards in the work environment etc. This may be daily or weekly.

All workers and managers are responsible for following the requirements set out in this policy.

The Managing Director is responsible for ensuring that Sai Engineering Associates Ltd is formally appointed as a duty holder under the CDM Regulations 2015 where construction works are undertaken.

The Project Manager is responsible for contact with the Client, the Principal Designer, Principal Contractor and other Designers, and is the nominated contact for other organisations when Sai Engineering Associates Ltd undertake responsibilities under the CDM Regulations.

This policy will be reviewed annually or when circumstances indicate a change is needed.

**Rupen Radia**

**Managing Director**

**Sai Engineering Associates Ltd**

**January 2026**