

COMPANY INDUCTION

MIDA

MIDA Civils Company Induction



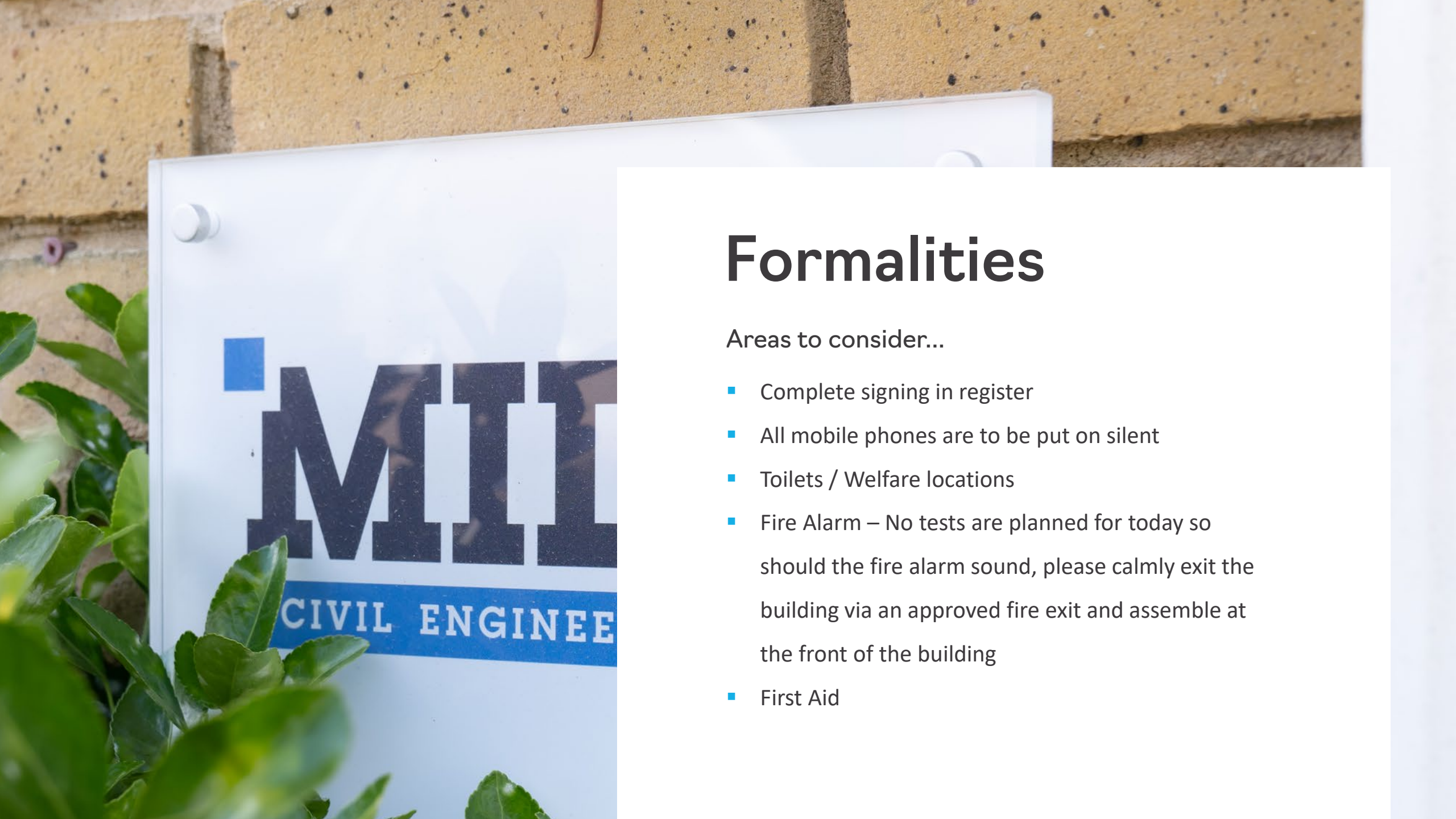
Engineering a new standard
of excellence

MIDA

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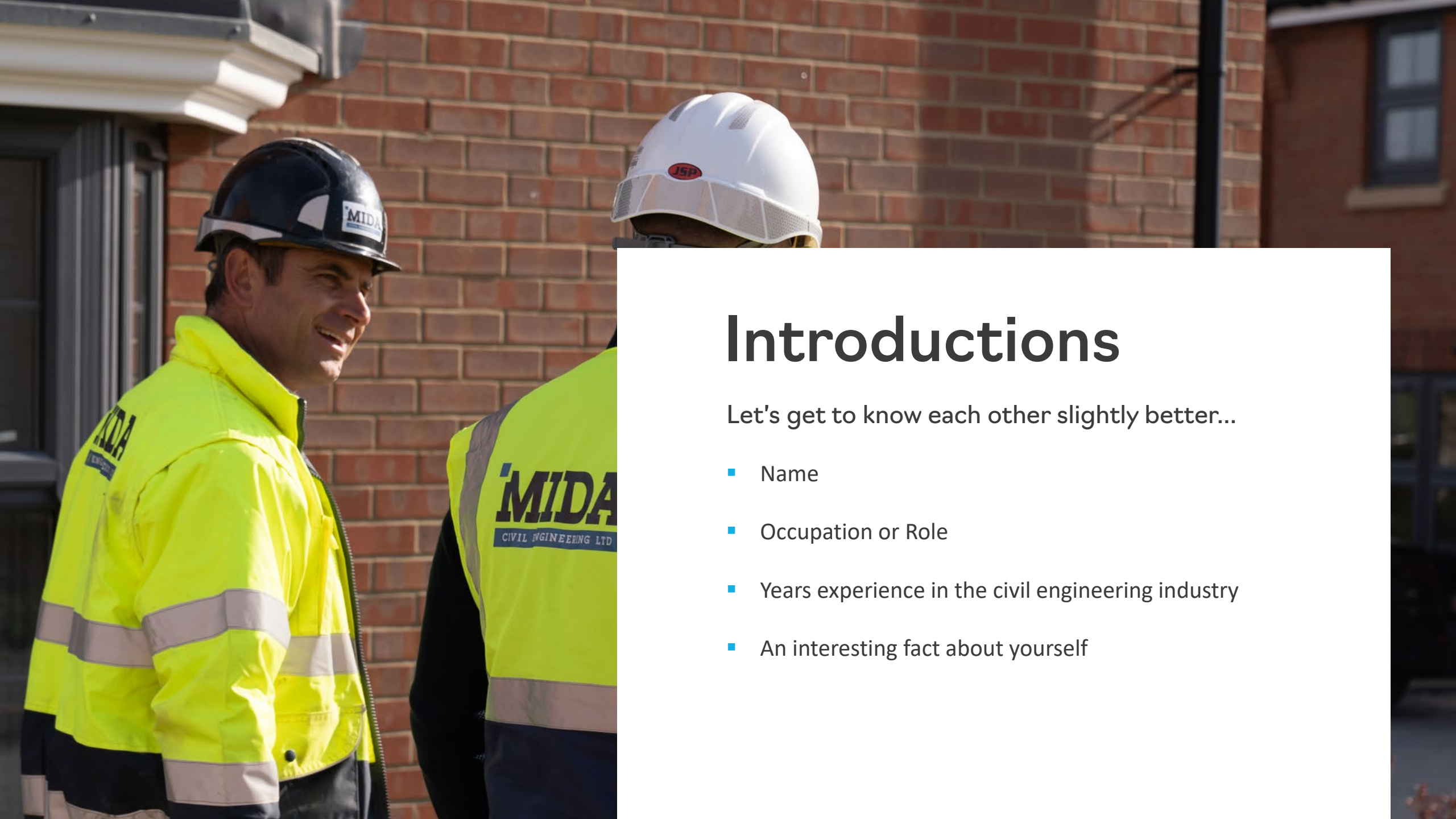




Formalities

Areas to consider...

- Complete signing in register
- All mobile phones are to be put on silent
- Toilets / Welfare locations
- Fire Alarm – No tests are planned for today so should the fire alarm sound, please calmly exit the building via an approved fire exit and assemble at the front of the building
- First Aid



Introductions

Let's get to know each other slightly better...

- Name
- Occupation or Role
- Years experience in the civil engineering industry
- An interesting fact about yourself

Personal Information

Please confirm that you've completed the company induction form before attending this induction. You should have now provided the following;

- Emergency Contact Details
- Valid Drivers License
- NI Number
- Passport and if applicable Right to Work Share Code
- Competency Cards (CSCS, CPCS, NPORS, etc.)
- Training Certificates (Degree, HND/C, NVQ, CITB SMSTS/SSSTS, CITB TWC/TWS, etc.)



About MIDA

Our Beginning

Established in June 2020, by Michael Clorley & Danny Murphy.

Our Purpose

To positively contribute to the built environment – providing value to our people, clients and community.

Our Vision

To become the most in-demand residential housing civil engineering company.

Our Mission

To engineer a new standard of excellence.

We don't want to be the biggest, but we want to be the best, engineering a new standard of excellence

Michael Clorley & Danny Murphy



Our Values



People-focused



Engineering Excellence



Health, Safety & Wellbeing



Innovative



Sustainable Environments



Client-focused

Fairness, Inclusion & Respect

At MIDA we treat everyone fairly and respectfully.

- We will not tolerate bullying, harassment or discrimination of any kind, for any reason.
- We believe our differences make us a stronger team, and we strive to create an inclusive working environment where every person feels valued.
- This means we give everyone **equality** of opportunity, we celebrate **diversity** and we aim for **inclusion**.

MIDA Directors

Management Services

Our Directors

MIDA thrives in a challenging industry entirely because of the people who make up our team.

Led by our Board of Directors, whose shared ambition, talent and commitment to excellence makes us stand apart from our competitors.

"Founding MIDA was the actualisation of a professional and personal need to deliver excellence. The ambition that we all share – to create something brilliant – underlies every step we take as a company, and I am incredibly proud of MIDA's continued success and the team who achieve every goal we set."
- Michael



Michael Clorley
Director

Experience and Education

- BSc (Hons) in Quantity Surveying
- 5+ years' experience in heavy civils
- 13+ years' experience in residential groundworks and strategic infrastructure



James Brown
Operations Director

Experience and Education

- Dual chartership with Chartered Institute of Building (CIOB) and Institute of Occupational Safety and Health (IOSH)
- BSc (Hons) in Occupational Safety, Health and Environment and MSc in Occupational Hygiene
- 15+ years' experience as a health & safety professional working in build and infrastructure sectors



Danny Murphy
Director

Experience and Education

- Highly skilled in civil engineering works
- Experience of managing projects up to the value of 50 million
- 20+ years' experience in construction civils and groundworks



Daniel Doyle
Finance Director

Experience and Education

- BSc in Accounting & Finance
- Masters in Business Administration
- 12+ years' experience in corporate finance and strategy

Business Capabilities Organisation Chart



Key Department Contacts

Directors

- Michael Clorley
- Danny Murphy
- James Brown (Operations Director)
- Daniel Doyle (Finance Director)

Construction

- Sam James (Head of Engineering, Technical & Quality)
- Steve Moran (Contracts Manager)
- Sean Harvey (Contracts Manager)
- Liam Kirk (Contracts Manager)
- Chris Barber (Contracts Manager)

Buying & Plant

- Vicky Carr (Procurement Manager)

Engineering & Technical

- Steve Wallis (Engineering Manager)

Estimating & Commercial

- Tom Inchbald (Estimating Manager)
- Conor Manson (Senior QS)
- Adam Fountain (Senior QS)
- Michael Button (Senior QS)

Accounts & Payroll

- Julie Lawler (Accounts Manager)

Customer Care

- Michaela Fontenelle (Customer Care Manager)
- Darren Ewington (Customer Care Works Manager)

HSEQT

- Dan Bailey (Head of HSE&T)



Working Hours, Payroll & Expenses

Our working hours are as follows:

- Monday to Friday Only (7.30am – 4.30pm)
 - Saturdays are only permitted if approved by the Directors
 - Break at 10am for 30mins, 1pm 30mins
 - *Note that the working hours do not change during the winter months*
-
- Bishopsgate Contracting manage our weekly payroll – please ensure you have completed the registration
 - Wages are paid weekly (every Friday between 12.01 & 11.59) by Bishopsgate Contracting
 - Expenses are paid bi-weekly and all forms must be submitted to accounts@midacivils.co.uk by 5pm Friday evening



Health & Safety - Company Policy

The following Policy statements are permanently placed on display and can be found on the office notice board. H&S, Env & Quality Policies can also be accessed via the Website. All staff should familiarise themselves with their content:

- Health and Safety Policy
- Environmental Policy
- Quality Policy

Additional Policies can be found on the company shared drive here:

15-ISO Management System - Shared Data\01_ISO Manual and Policies and these include:

- Corporate Social Responsibility Policy
- Drug and Alcohol Policy
- Equal Opportunities Policy
- GDPR Policy
- Harassment and Bullying Policy
- Right to Work Policy
- Whistleblowing Policy
- Mental Health - Stress and Fatigue Management Policy
- Health, Safety & Welfare Policy
- Anti Tax Evasion Policy
- Purchasing and Procurement Policy
- Anti Bribery Policy

Health & Safety - Legal Responsibilities

If you feel unsafe at any time, please stop and raise your issue with the site manager

Employer Duties

- The Health and Safety at Work Act 1974, and other regulations place duties on MIDA as an employer to provide you with suitable and sufficient information, instruction, training and supervision.
- MIDA are required to ensure that you fully understand all Hazards and Risks you may encounter in the workplace.

Your Duties

- To co-operate fully with any safety measures in place, use all equipment provided for their intended purpose.
- Follow instructions and training given by your employer.
- To take reasonable care of yourself and others.



ISO 9001 Accreditation

- **ISO 9001** is a globally recognised standard for **quality management**. ISO 9001 provides a framework for MIDA to consistently deliver high-quality products / services, enhance customer satisfaction, and drive continuous improvement.
- ISO 9001 defines how to establish, implement, maintain, and continually improve a **Quality Management System (QMS)**. A QMS helps to ensure we provide a consistent product or level of service quality.
- While certification to ISO 9001 is not mandatory, it is the most widely used quality management standard in the world.

Benefits

- **Customer Confidence:** Ensures that we have robust quality control processes in place, leading to increased customer trust and satisfaction.
- **Effective Complaint Resolution:** The standard offers guidelines for resolving customer complaints efficiently, contributing to timely and satisfactory problem-solving.
- **Process Improvement:** Helps identify and eliminate inefficiencies, reduce waste, streamline operations, and promote informed decision-making, resulting in cost savings and better outcomes.
- **Ongoing optimisation:** Regular audits, inspections & reviews enable us to continually refine our QMS, stay competitive and achieve long-term success

ISO 14001 Accreditation

- **ISO 14001** is an internationally agreed standard that sets out the requirements for an **environmental management system (EMS)**. It helps us improve our environmental performance through more efficient use of resources & reduction of waste, gaining a competitive advantage & the trust of stakeholders.
- By adhering to this standard, we are taking proactive measures to minimize our environmental footprint, comply with relevant legal requirements, and achieve our environmental objectives.
- The framework encompasses various aspects, from resource usage and waste management to monitoring environmental performance and involving stakeholders in environmental commitments.
- In an age of heightened environmental consciousness and increasing global challenges such as climate change, biodiversity loss, and resource depletion, we have a pivotal role to play.
- By adopting this standard, we signal a commitment not only to regulatory compliance but also to ongoing environmental improvement. This proactive approach to environmental management can result in tangible benefits, such as reduced waste, energy conservation, and cost savings. Furthermore, it enhances our reputation, fosters stakeholder trust, and often constitutes a critical step for engaging in global trade and supply chains.

ISO 45001 Accreditation

- **ISO 45001** is an international standard that specifies requirements for an **Occupational Health and Safety (OH&S) management system**. It provides a framework for MIDA to manage risks and improve OH&S performance.

ISO 45001 aims to reduce occupational injuries, illnesses, and promote worker health and safety. It covers all sizes and sectors of organisations.

Benefits of Implementing ISO 45001:

- **Risk Reduction:** Assessing hazards and implementing control measures.
- **Demonstrated Commitment:** Boosting reputation and morale.
- **Legal Conformity:** Ensuring compliance with regulations.
- **Resilience:** Strengthening organisational response to safety threats.
- **Long-Term Improvement:** Continual evolution of OH&S system.

In summary, ISO 45001 enables us to better protect our workers & manage OH&S risks, making it an essential standard worldwide.

Health & Safety - SSOW & PPE

The Health & Safety of our staff and customers is **ALWAYS** our number one priority

Ensure you follow your task specific SSOW at all times:

- RAMS – all documentation needs to be read, understood and signed prior to the works commencing!
- DABS – listen to your site manager and pay attention the risks highlighted within the Daily Activity Briefing's
- Permits – break ground (HSF_45), working under overhead services (HSF_45A), hot works (HSF_44), confined space entry (HSF_46)
- Competency Cards (CSCS, CPCS, NPORS, etc.)
- Training Certificates (Degree, HND/C, NVQ, CITB SMSTS/SSSTS, CITB TWC/TWS, etc.)

MIDA will provide you with the PPE listed below - Please ensure you look after what you have been given:

- Hi-Visibility Vest
- Hard Hat
- FFP3 Mask
- Goggles
- Ear Defenders

MIDA's High 5 Campaign

- As part of our 2024 – 2025 objectives and targets MIDA have identified our top 5 High risks to our site teams.
- A Targeted risk Audit will be carried out on the 5 high risk areas across the year to improve our processes and safety standards.
- Additional information and training will be provided throughout the year to support these developments.
- Please familiarise yourself with MIDA'S High 5 campaign and help us to improve our standards.



MIDA's High5 

The High5 are important to MIDA as they capture the hazards that present the highest levels of risk. We need to make everyone aware of these high risk activities as they help us to protect our people, clients and community.



People-Plant Interface



Service Avoidance



Street Works



Sustainable Environments



Temporary Works

H&S - Underground Services

Plan Ahead

Always be mindful of what services lie below ground when excavating utilising any form of mechanical plant. Ensure that you've been issued with an in-date Permit to Break Ground by a MIDA Site Manager. The Permit must be supported by a current service drawing i.e., an as-laid service drawing or other existing service drawing/information.

Locally Assess the Risks

Ensure that your work gang have identified the dangers & hazards associated with the excavation and put controls in place to manage them i.e., barriers, signage, shoring/access equipment etc.- this should be discussed as part of the Daily Activity Briefing (DABS).

Scan and Locate

Take care when digging, always locate underground cables before digging with the use of cable avoidance tool and genny operated by a competent person. This process may need to be completed several times throughout the dig, depending on the depth of the excavation.

Use Safe Digging Techniques

Before using any form of mechanical excavation, you must ensure that safe digging techniques (hand digging using insulated tools) are used to dig trial holes and expose known services.

Permit to Break Ground

1. Project Information

Project Contractor	Period issued by
Project No.	Permit Start Date
Project Name	Works Break Code
Site Address	Location of Works

2. Description of Work

3. Location of Work

1. Order of preference

1. Obtain a drawing of the area to be excavated, showing the location of any services, including the depth of the services.
2. Obtain a drawing of the area to be excavated, showing the location of any services, including the depth of the services.
3. Obtain a drawing of the area to be excavated, showing the location of any services, including the depth of the services.

4. Risk Assessment

Major Risk	Minor Risk	Permit Type
Major Risk	Minor Risk	Permit Type

5. Risk Assessment

Major Risk	Minor Risk	Permit Type
Major Risk	Minor Risk	Permit Type

Permit to Break Ground

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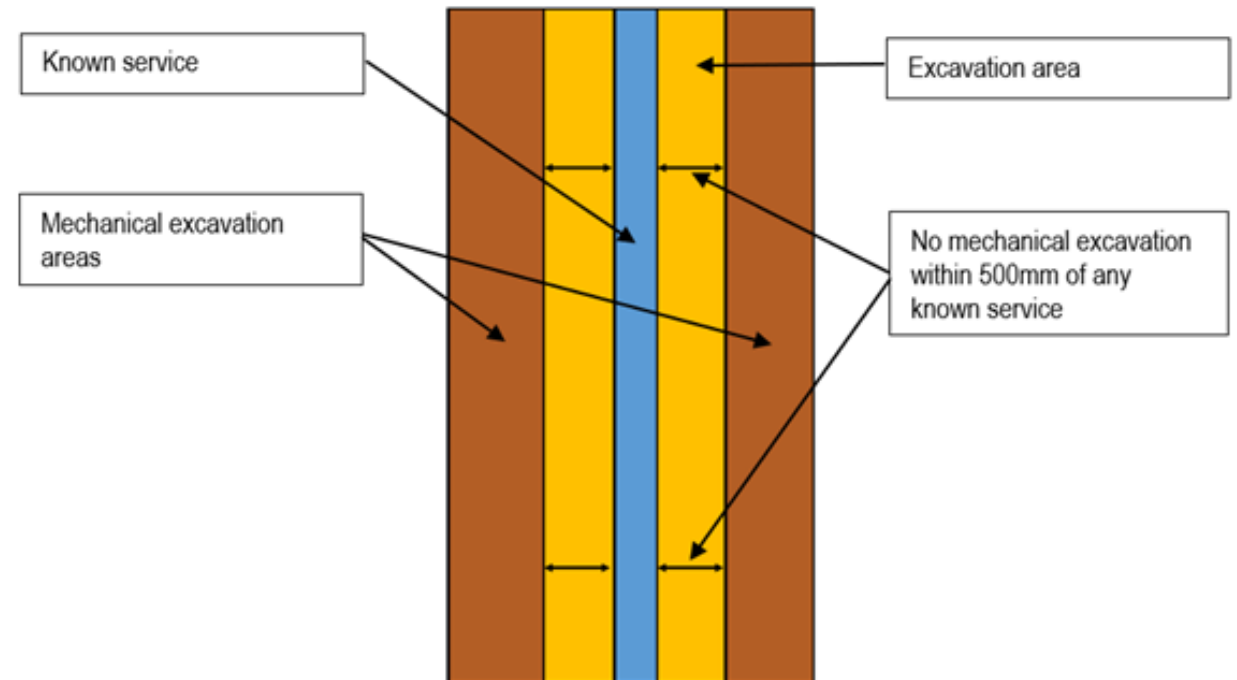
5. Risk Assessment

Major Risk	Minor Risk	Permit Type
Major Risk	Minor Risk	Permit Type

H&S - Underground Services

Think before you dig!

- Never utilise mechanical excavation techniques within 500mm of any known live/operational services. Vac ex or hand dig with insulated tools only!
- It's the responsibility of Plant Operators not to put a bucket in the ground before being satisfied that the controls within the Permit to Break Ground have been adopted!
- Always assume, that underground services are live/in operation!



H&S – Working Around Plant

- Remember your responsibilities in relation to exclusion zones.
- When plant is working obey instructions from the Banksman regarding your safety
- When plant is working make sure you are visible to the Machine Operator at all times
- Never stray towards the blind side of the Machine.
- When passing plant gain assurance from the Machine Operator/Banksman that it is safe to pass Via the thumbs up Method.

Exclusion Zone



An area defined on site where no personnel will be allowed to enter under any circumstances i.e. plant working area (slew radius).

Restricted Area



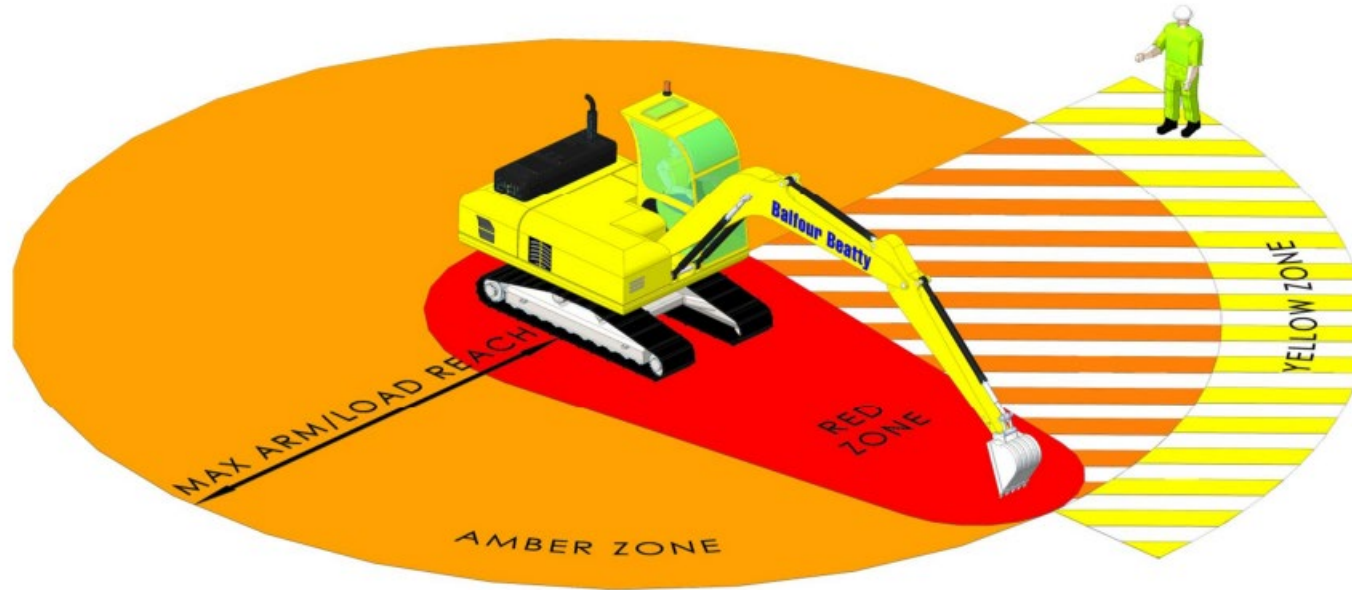
(gated access) – an area demarcated on site where there is authorised access for defined personnel only i.e. deep drainage / confined spaces.



H&S – Working Around Excavators

Safe Zones

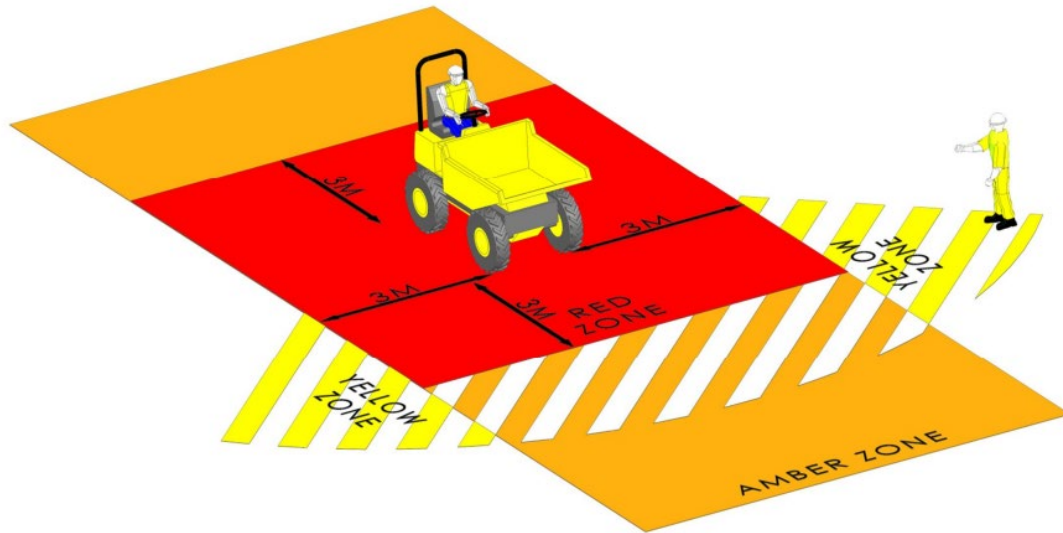
360 Tracked Excavator



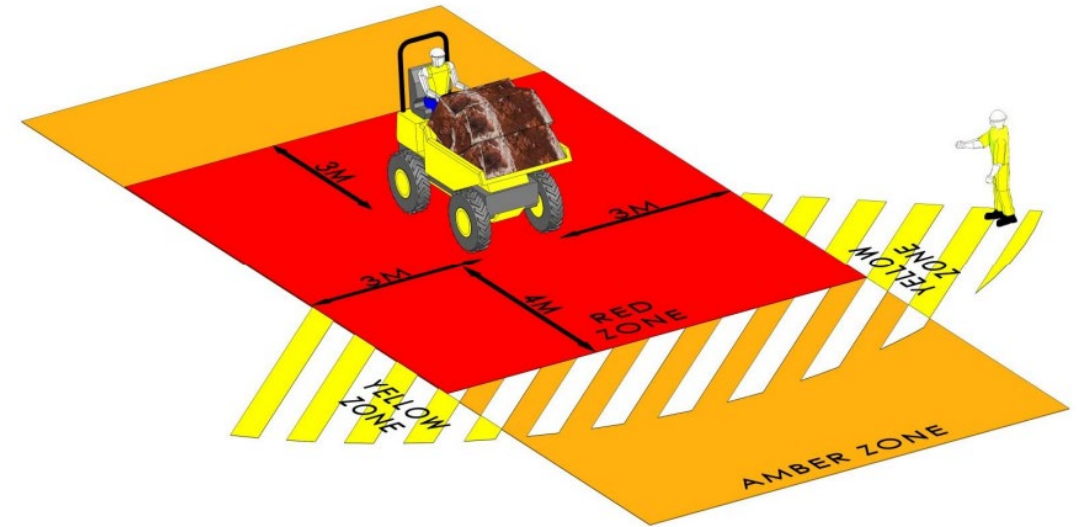
H&S – Working Around Dumpers

Safe Zones

Forward/Swivel Tipping Dumper



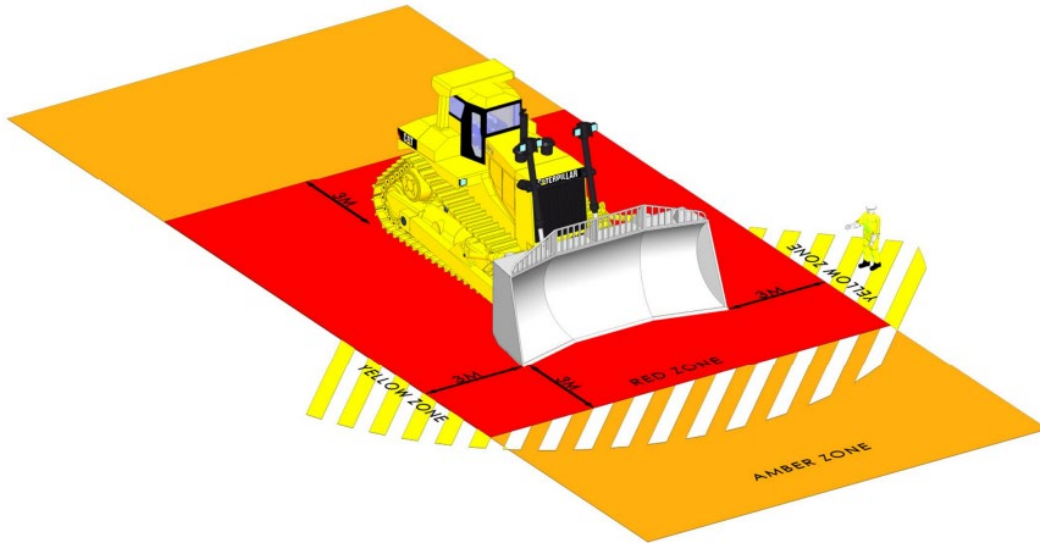
Loaded Forward/Swivel Tipping Dumper



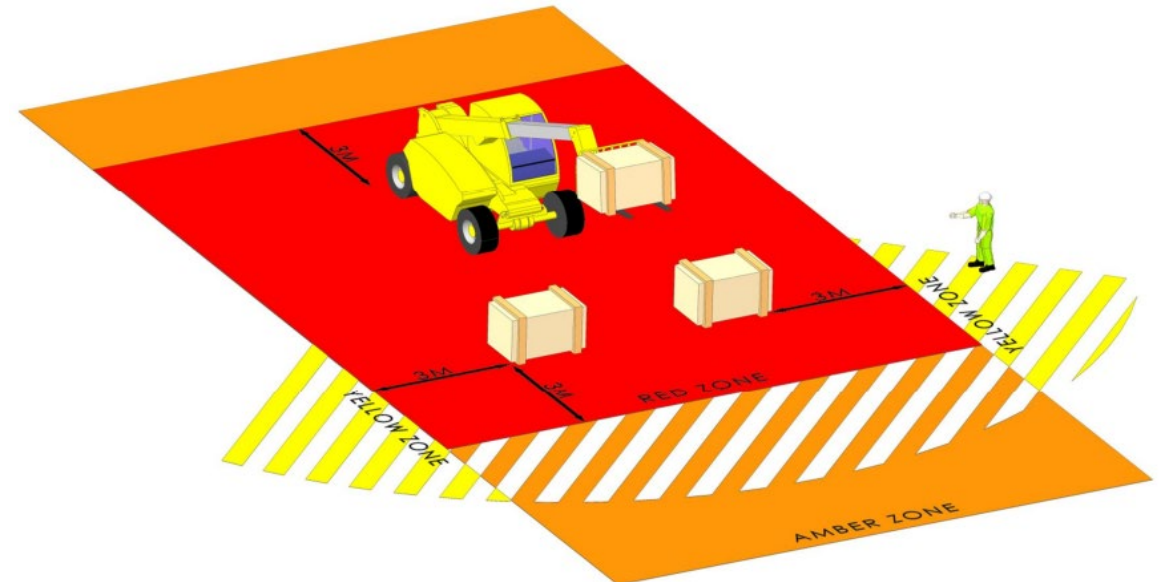
H&S – Working Around Dozers and Telehandlers

Safe Zones

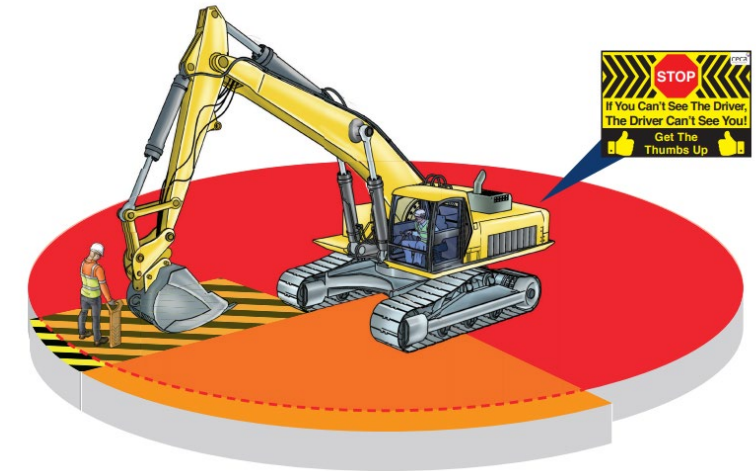
Dozer



Telehandler



H&S – Working Around Plant



To enter the restricted (red) zone:

- Make **eye contact** with the operator.
- **Indicate** that you wish to approach.
- Wait for the operator to **ground the excavator's bucket**.
- Wait for the operator to apply the **deadman's lever**.
- Only approach once the operator indicates with a **thumbs-up** that it is **safe** to do so.
- Only approach through the **orange zone**.
- Leave by the same way you entered.
- The operator can only move when you are outside the restricted area.

H&S - Excavations

Health and safety considerations when planning, setting up and working within excavations;

- Suitable edge protection to form a physical barrier preventing falls of persons, machinery or vehicles
- Ensure stability of excavations by battering/sloping or providing a temporary system of support designed by a competent person
- A safe means of access/egress must be established and maintained
- Ensure sufficient working space is provided for spoil heaps, material laydown areas and machinery or vehicles
- Where required equipment to facilitate emergency evacuation on injured personnel must be provided
- Considerations must be given towards groundwater removal and ensuring that the relevant permits are obtained/adhered to
- Arrangements must be in place for statutory inspections of all excavations



Occupational Health & Wellbeing

MIDA strives to protect and improve both the physical and mental wellness of all stakeholders, and recognises that almost all aspects of wellbeing can impact (directly or indirectly), on the safety of its team within the workplace.

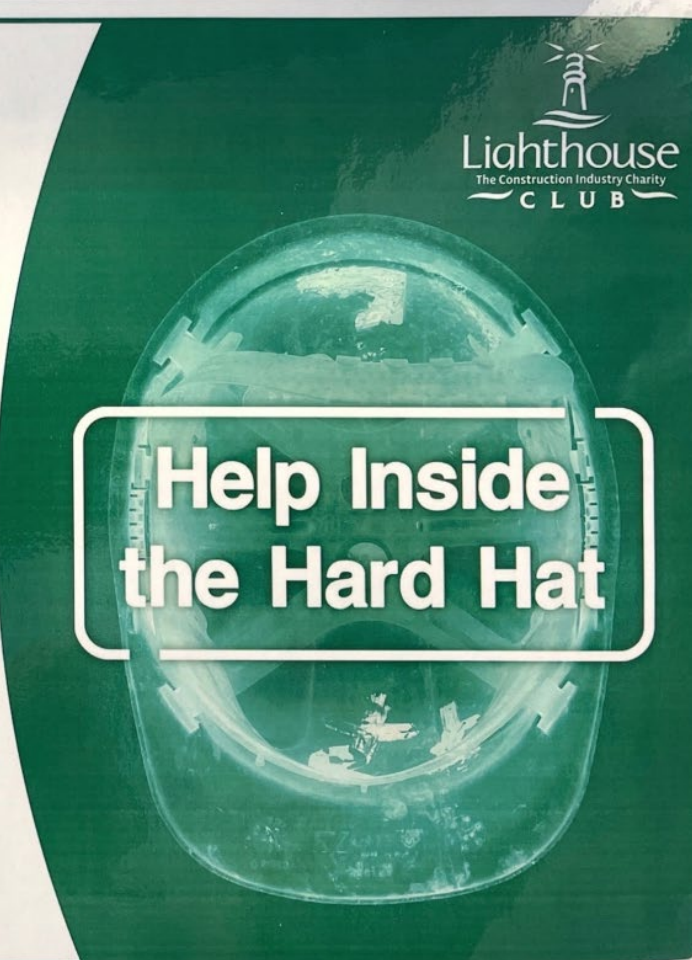
The company has invested in additional occupational health & wellbeing services, including;

- Health and wellbeing talks for all staff around diet, stress, exercise, fatigue, etc.
- Wellbeing checks - 'mini-medicals' for all staff
- Safety critical medicals for Plant Operators
- Health surveillance for all personnel/roles who require it

As part of the Being Well Together Programme, MIDA have become a supporter of the Mates in Mind charity, who exist to improve the mental health and wellbeing of workplaces across the UK.



Occupational Health & Wellbeing



MIDA
CIVIL ENGINEERING LTD

PROUD TO SUPPORT
The Lighthouse Construction Industry Charity and their Help Inside the Hard Hat Campaign

Providing emotional, physical and financial support to construction workers and their families across the UK and Ireland.

Construction Industry Helpline
UK 0345 605 1956
ROI 1800 939 122

Supported by
CONSIDERATE CONSTRUCTORS SCHEME
CONSTRUCTION INDUSTRY FEDERATION

Lighthouse
The Construction Industry Charity
CLUB

Every working day, two construction workers take their own life. We have to educate everyone in our industry to recognise the signs and symptoms of our colleagues that are suffering from stress, anxiety or depression and start the conversation to assist in their recovery



Health & Safety Site Rules

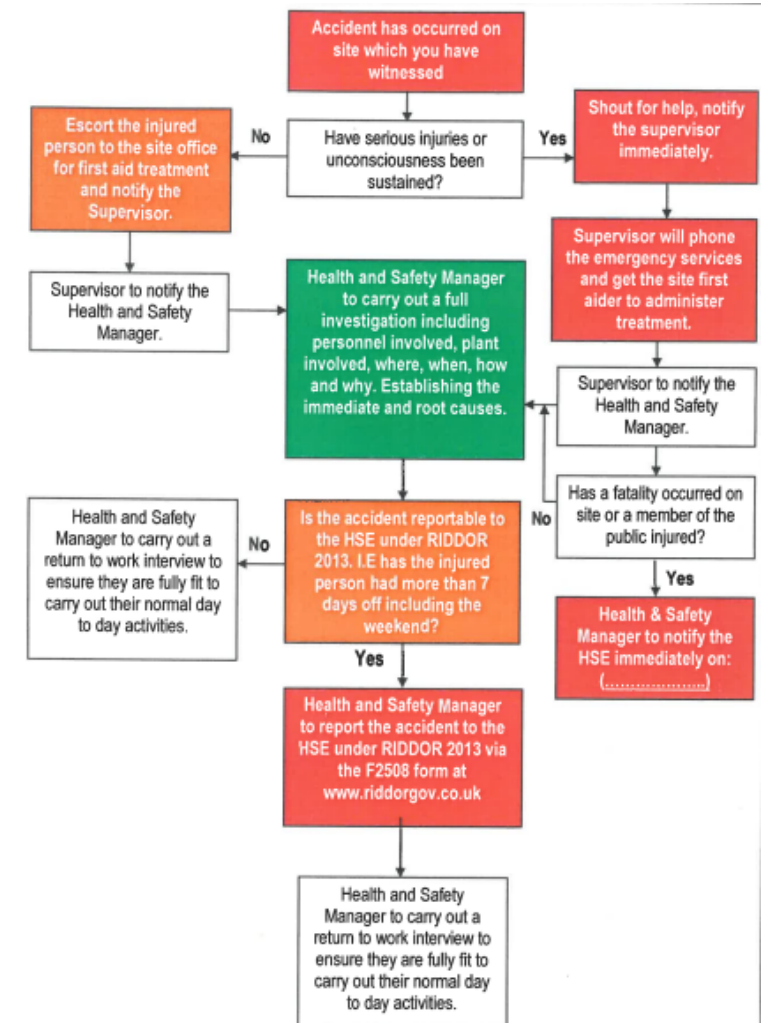
In addition to complying with your site-specific RAMS we draw your attention to MIDA's specific site rules:

- MIDA operate a zero-tolerance policy on drugs & alcohol
- Full site PPE must be worn at all times – Hard Hat, Hi-Viz, Safety Footwear
- Task specific PPE must be worn in instances where your RAMS dictate – i.e.: goggles and ear protection when cutting, safety harness for Pipe layers - **DO NOT CARRY OUT WORKS WITHOUT THE CORRECT PPE**
- No hats or hoodies are to be worn under your hard hats
- Seatbelts are to be worn when operating plant
- Keys are to be removed from plant when the operator exits
- No dumpers are to be driven on spoil heaps
- All dumpers must be dismounted when loading
- All excavator buckets and attachments are to be kept in the designated bucket changing areas
- MIDA operate a zero-tolerance policy on the use of mobile phones whilst operating plant
- No mobile phones are to be used outside of the designated areas
- Please use the pedestrian walkways, crossing points and pods at all times
- Adhere to local emergency arrangements i.e., fire, first aid, etc.
- Adhere to vehicle trafficking routes and site speed limits

H&S – Reporting Incidents

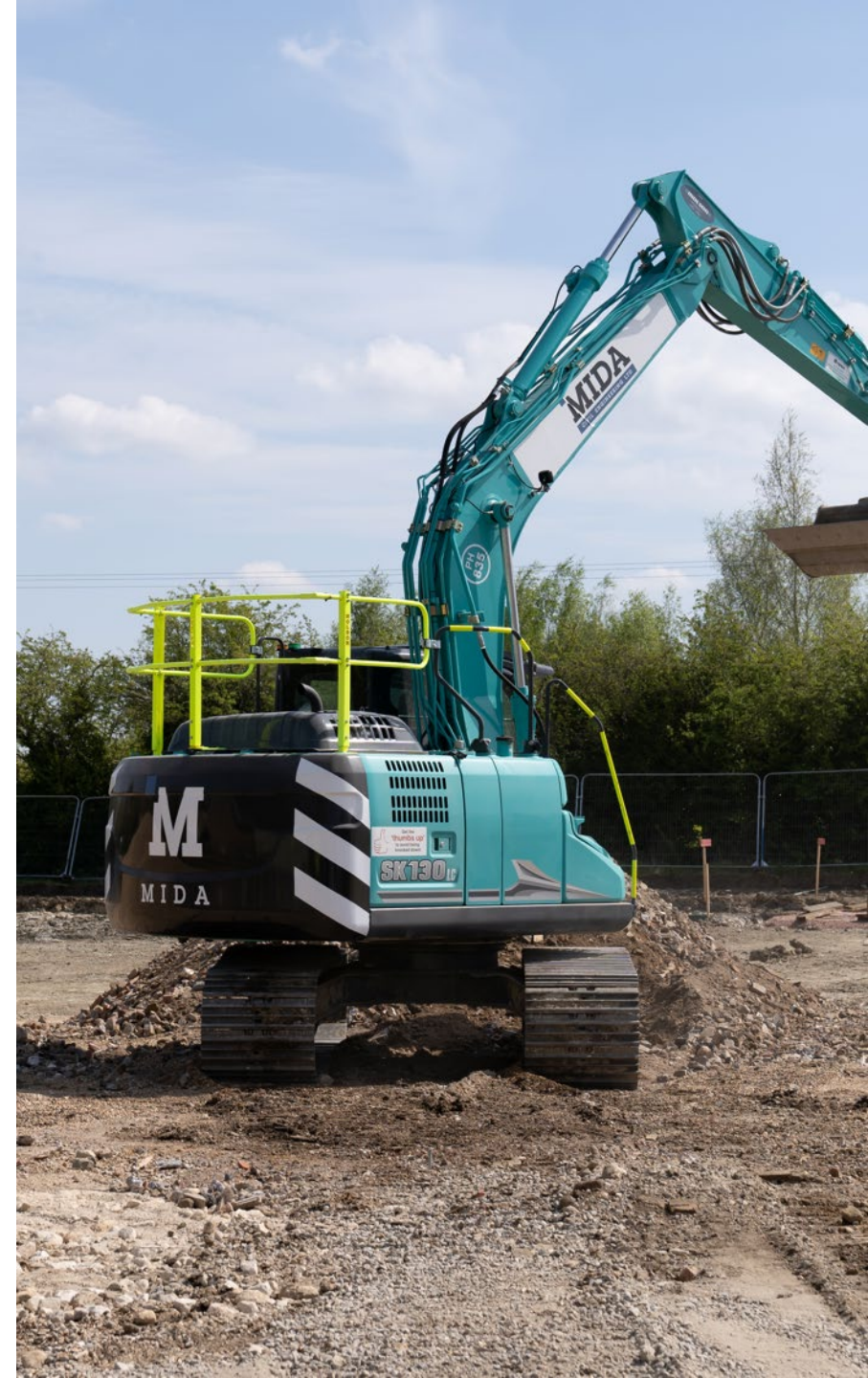
Our procedure

- All near misses, incidents, accidents and dangerous occurrences **MUST** be reported to the Site Management Team as soon as possible at the time of the event and before anyone leaves the site.
- MIDA's incident reporting procedure will be displayed at the site office
- All injuries **MUST** be reported to the Site Manager and First Aider for assessment
- The First Aiders will be identified at the Site Induction
- The First Aid boxes are held within all MIDA site offices (supplemented by Client arrangements)



Plant Operation

- Only trained and authorised personnel holding appropriate CPC/CPORS cards to operate plant
- All plant must be visually inspected before work commences; no defective plant or machinery is to be operated on site unless under strict controls to enable repairs
- Daily Operator machine checks must be completed for all plant on site whether MIDA Plant owned or externally hired
- LOLER & PUWER inspections
- Security & Parking Up Procedures
- Operator Safety Critical Medicals



Environment & Sustainability



MIDA recognise the importance of sustainability, and we strive to make a positive contribution to local communities. Continuously improving our sustainable responsible practices, performance and contribute positively to the environment.

Environmental Objectives:

- Improve energy efficiency, decarbonise and reduce air emissions and other pollutants from operations
- Use resources more efficiently, maximising their lifecycle to drive a circular economy
- Elimination waste disposal to landfill and minimise consumption of energy, water and fuel
- Protect the environment and enhance biodiversity to ensure we leave a better environment than the one we found
- Be a neighbour-friendly business (no complaints) supporting local communities

Quality

“Quality – Without Compromise” & “Right First Time”

- MIDA operate a zero blame culture – we understand that mistakes get made, but if we are all up front and open about them, we’ll be able to learn and then educate to ensure that we don’t make the same mistake twice
- Your Site Manager, Engineer and Contracts Manager will be using a select number of hold points and checks to ensure that the works we are carrying out are 100% correct before we hand them over to the client
 - Foundations & Substructure Inspection
 - Oversite Handover
 - CML Handover
 - Pre-Tarmac Inspection (Roads)
 - Manhole Inspection (Roads)
- If you see something that isn’t correct, don’t walk past it, highlight the errors and ensure that everyone understands and learns from the mistake
- Familiarise yourself with NHBC, Client & MIDA quality requirements
- Don’t kick back – embrace

Training

“Development and growth through training”

- All personnel attending and working on site must hold a minimum of CSCS/CPCS/NPORS (CSCS endorsed) or equivalent appropriate to their trade, health and safety training and receive a site-specific Daily Activity Briefing (DAB's) prior to commencing work on site.
- Where specific requirements arise, MIDA will invest in the necessary training required to ensure that our workforce is fully qualified.

Please take note of the following points:

- All training undertaken on Saturdays will be unpaid where it's forms a mandatory requirement of your role.
- All Sub-Contractors CSCS, CPCS & NPORS competency cards (Including all CPCS and CSCS Plant categories) must be kept up to date – repeated failure to comply with this requirement will result in removal from all MIDA sites.
- Where there is any requirement for further training that falls outside the Sub-Contractors' core role requirements, the training costs will be covered by MIDA Civil Engineering Limited. However, if the training is missed or not cancelled in sufficient time (detailed within the course booking confirmation), any subsequent charges will be deducted from the Sub-Contractors' wages via the Accounts Team.
- Should a Sub-Contractor cease working for the business, any core training costs covered by MIDA Civil Engineering Limited from the preceding 12-month period, will be recovered from the Sub-Contractors wages via the Accounts Team.

Training

Continued

- If you have not been contacted by the HSEQT team and a Sub-Contractors cards/competencies are due to expire within 8 weeks, please email: HSE&T@midacivils.co.uk (cc'ing in the Site Contracts Manager) or call Sarah Moody (HSEQT Coordinator) on 01525 659997 Ext. 212, so arrangements can be made for touch screen tests and the renewal of competency cards and training.
- When confirming Sub-Contractor/Staff Learning, Development or Training bookings, please advise if there is a preference on the day, time, or location of tests and if any assistance is needed in the form of a language voiceover or interpreter and we will endeavor to put this in place.



Social Media

Please refrain from posting anything on your social media pages unless it has been signed off by Danny Murphy - this is so that everything is checked to ensure compliance with both our own and our clients health, safety & quality procedures

All good news stories can be passed to a Director, Contracts Manager or HSEQT Representative to be posted on the Company Website/Social Media



Vans & Transport

Areas to consider...

- Fleet
- Drivers Handbook
- Drivers License Checks
- Insurance
- Fuel Cards
- Vehicle allocation - sign out and in procedure
- Monitoring – trackers, costs
- Driver daily check procedure



COMPANY INDUCTION

MIDA

Thank you for your time

Please complete our Induction Declaration to complete your induction and gain access to MIDA's Knowledge Hub.



Induction Declaration



Knowledge Hub



Any Questions?