

## HEALTH AND SAFETY INFORMATION

Casey recognises that good health and safety is good business and provides and promotes corporate governance meeting legislative controls and this extends to the recording of certain information required by relevant regulations, recognised industry practice and company best practice. This extends in some cases to the recording of employees and subcontractor personal data. Casey will treat this data with the utmost care and confidence. Examples include, but are not limited to:

- Signing-In Book
- Record of Site Inductions / Toolbox Talks
- Next of Kin Forms
- Qualifications / Competence Cards
- Medical Questionnaires
- Accident Book entries
- Accident Investigations

On occasion, and for the purposes of fulfilling its legal obligations, Casey may have a requirement to share certain personal data with 3<sup>rd</sup> parties to meet its legal obligations. Examples include, but are not limited to:

- The Health and Safety Executive (HSE)
- Training providers, such as the CITB
- Insurers and Solicitors; and
- Clients

Casey will only record, keep or share information if it meets one or more of the following GDPR approvals:

1. **Consent:** The individual has given the organisation clear consent to process their personal data for a specific purpose.
2. **Contract:** The data processing is necessary for a contract with the individual, or because they asked for specific steps before entering into a contract.
3. **Legal obligation:** The data processing is necessary for the organisation to comply with the law - not including contractual obligations.
4. **Vital interests:** The data processing is necessary for the organisation to protect an individual's life.
5. **Public task:** The data processing is necessary to perform a task in the public's interest or for the organisation's official functions, and the task or function has a clear basis in law.
6. **Legitimate interests:** The data processing is necessary for the organisation's legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data that overrides those legitimate interests. (Note: This cannot apply if the organisation is a public authority processing data to perform own official tasks.)

## Relevant Procedures:

- **Signing-In Book:** Signing-in sheets will be loose leaf bound (ring binder) and stored under lock and key at the end of each working day until collected / delivered to head office for scanning and archiving on the k:drive, until deletion.
- **Record of Site Induction / Toolbox Talks:** Record sheets will be loose leaf bound (ring binder) and stored under lock and key at the end of each working day until collected / delivered to head office for scanning and archiving on the k:drive, until deletion.
- **Next of Kin Forms:** On immediate completion Next of Kin Forms will stored under lock and key until collected / delivered to head office for scanning and archiving on the k:drive, until deletion.
- **Qualifications / Competence Cards:** Qualifications / Competence Cards will be photocopied and stored under lock and key but available for inspection and verification by relevant stakeholders such as Casey Management, HSE, Clients etc. On completion of a project the photocopied Qualifications / Competence Cards will be collected / delivered to head office for scanning and archiving on the k:drive, until deletion.
- **Medical Questionnaires:** On immediate completion Medical Questionnaires will stored under lock and key until collected / delivered to head office for scanning and archiving on the k:drive, until deletion.
- **Accident Book entries:** On completion, the Accident Book entry will be removed from the book and stored under lock and key until collected / delivered to head office for scanning and archiving on the k:drive, until deletion.
- **Accident Investigations:** On completion, the Accident Investigation will be stored under kept under lock and key until collected / delivered to head office for scanning and archiving on the k:drive, until deletion.
- **Other:**
  - **Emergency Procedure:** Employee Consent will be obtained if a personal number is used
  - **First Aid Poster:** Employee Consent will be obtained if a personal number is used
  - **Health and Safety Contact Poster:** Consent will be obtained if a personal number is used
  - **Health and Health and Safety Law Poster:** Employee Consent will be obtained if a personal number is used