

1. General Health And Safety

1.1 Introduction

It is the policy of Company Name organisation because we believe health and safety are necessary for company efficiency and competitive advantage.

To achieve this the company will identify all workplace hazards and take appropriate measures to eliminate or reduce the risk to employees and others affected by our operations by applying positive supervision as needed.

Employees at all levels are responsible for ensuring that the company's health and safety policy is followed.

- To take reasonable care for themselves and others affected by their actions, or those who may be affected.
- To co-operate with their employer and others in the safety imposed upon their employment.
- To co-operate with any other employers working at our premises (workplaces) as far as is needed.
- Not to intentionally, or recklessly, put health, safety or welfare at risk.
- To report to supervisory staff any unsafe conditions or arrangements.

The company recognises that it is the responsibility of the Managing Director for the implementation. In turn all levels of the organisation must carry out those health and safety duties. The safety plan includes sufficient resources to ensure the successful implementation of the Health and Safety Management Policy.

Development of the Health and Safety Policy will be conducted through normal business meetings where health and safety is a standing equal to other activities of the business.

The company will appoint a number of people to assist the company directors in implementing this policy. The Safety Committee will provide independent and authoritative advice to managers with individual responsibilities for health and safety.

Name:	
Position:	
Signature:	
Date:	

1.2 Health And Safety Objectives

The objectives to be met in ensuring the health and safety policy are:-

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- To actively involve employees in the development of a competent workforce that continually improves. This will reduce lost time from accidents, sickness and absence with the result of high morale and increased productivity. It will also help to build a well-run, safe and trusted business.
- To set standards that will address safety, product safety and environmental issues for customers, contractors and the public at large.
- To review and, where appropriate, update standards in the light of changes in technology, industry practice and statutory requirements for health and safety.
- To co-operate with the appropriate technical organisations on the formulation of standards and means of compliance.
- To ensure that the potential hazards of all new products, activities and processes and environmental effects are assessed and controlled.
- To inform employees of the hazards to which they are exposed and the measures to be taken to avoid them.
- To ensure that contractors within the group are informed of its standards and procedures for compliance without detracting from the company's reputation.
- To ensure that the company encourages employee participation on matters affecting health and safety.
- To ensure as far as reasonably practicable the elimination of any foreseeable risks to property damage, process loss and environmental damage.
- To ensure that these objectives are achieved through auditing company activities.

2. Individual Responsibilities

2.1 Managing Director - Name of Managing Director

• Policy Makers

The key role of the Chief Executive is to devise and formulate the company safety policy, establish the general business mission, and to review, auditing and implementing the policy.

Their key Tasks regarding Policy Makers is to devise and formulate the company safety policy, establish the general business mission, and to review, auditing and implementing the policy.

- Formulate and issue a written policy on health and safety objectives that will give direction to the company's safety culture.
- Provide a policy for the systematic identification of risks and the allocation of resources to control them, with a view to minimising unplanned events.
- Set up an effective organisation for controlling and implementing the arrangements for health and safety with a clear definition of the responsibilities of each individual.

Their key Tasks regarding Organisations is to ensure that the company has a clear definition of the responsibilities of each individual.

Their key Tasks regarding Co-operation is to ensure that the company has a clear definition of the responsibilities of each individual.

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e co-operation between all levels within the company and ensure that the company has a clear definition of the responsibilities of each individual.

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Their key Tasks regarding Co-ordination of health and safety policy, discussion with the organisation to communicate health and safety policy throughout the Group.

Their key Tasks regarding Co-ordination of health and safety objectives which take account of all business activities.

- Set measurable and achievable health and safety objectives which take account of all foreseeable risks connected with business activities.
- Provide sufficient resources to achieve health and safety objectives.
- Direct resources for suitable implementation of health and safety objectives as regards the identification and elimination or reduction of risks.
- Require monitoring and review of health and safety standards implementation by means of

2.2 Functional Directors and Departmental Managers

• *Planners*

The key role of functional directors and departmental managers is to: produce plans to support the Health and Safety Policy; identify health and safety objectives to be achieved within fixed time periods; establish standards; arrange for reviewing and auditing the safety policy; co-ordinate special arrangements; co-ordinate special arrangements and participation in health and safety legislation and practice relevant to the organisation; and allocate responsibilities for health and safety within their area of authority.

Their Key Tasks regarding Policy and Standards are to: manage the implementation of health and safety standards by visible leadership; ensure that employees or others from work are not exposed to risks to health and safety; and ensure that training that ensure employee compliance with standards concerning recruitment and

Their Key Tasks regarding Organisation of Health and Safety are to: ensure that the organisation for implementing the health and safety policy is adequate to ensure effective monitoring/reviewing of standards.

Their Key Tasks regarding Control of Health and Safety are to:

- Allocate responsibilities for health and safety to individuals with the necessary authority and competence, allocating their resources to carry out their duties effectively.
- Delegate health and safety responsibilities to individuals with the necessary authority and competence, allocating their resources to carry out their duties effectively.
- Ensure that employees are aware of their health and safety responsibilities and are motivated by target setting.
- Provide adequate supervision and training to ensure that health and safety standards are indicated by reports on performance.
- Take appropriate remedial action to ensure that health and safety standards are indicated by reports on performance.
- Arrange, where necessary, for the health and safety of the organisation.

Their Key Tasks regarding Co-operation of employees and safety representatives by:-

- Involving them in departmental health and safety planning, implementing, measuring, monitoring and reviewing of health and safety objectives; and
- Complement any general health and safety policy by issuing departmental rules for specific operational activities.
- Ensure that co-operation between employees and safety representatives occurs at all stages of projects and works.

Their Key Tasks regarding Communication of Health and Safety are to: ensure effective communication by means of written material and face-to-face briefings, etc.

Their Key Tasks regarding Compliance with Health and Safety are to:

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- Ensure competence by appropriate transfer, training and the provision of specialist advice; and
- Award works contracts to competent and meet the standards set by the company.

Their Key Tasks regarding Planning are to:

- Set targets for achievement and safety objectives;
- Set standards for actions needed to maintain a positive health and safety culture in four key areas – communication and co-operation; and that the control measures
- Ensure that hazard/risk assessments considered necessary are brought to meet current legislation and
- Maintain the necessary health and safety standards.

Their Key Tasks regarding Risk Assessment are that arrangements exist for:-

- Briefing of employees on risk assessments.
- Briefing of employees who are exposed to serious or imminent danger.
- Provision of information to management on-site hazards.
- Provision of information to employees on hazards brought on site by contractors.
- Co-operation and exchange of information with contractors, sub-contractors and the

Their Key Tasks regarding Training and Safety are that health and safety training of all employees should be that set out in the company training plan.

Their Key Tasks regarding Performance Monitoring are to:

- Ensure that active and reactive measures are necessary from such monitoring measures are reviewed; and
- Co-operate with the Group on the application of standards are applied and, where identified as measures, systems of work and other control

2.3 Managers – Engineers – Supervisors

• Implementers

The key role of managers, engineers and supervisors is to ensure that the company's Health and Safety management Policy with standards, procedures or systems are implemented and policy makers on performance standards, procedures or systems are implemented.

Their Key Tasks regarding Policy and Procedures are that all employees are aware of the company's Health and Safety Management Policy and that employees are briefed on all sections of the policy relating to their employment and have reasonable access to this policy document.

Their Key Tasks regarding Organisation are that the means and support necessary for employees (and others reporting on-site hazards) are provided and carry out their duties in a safe manner and without risks to health and safety.

Their Key Tasks regarding Implementation are that all employees are aware of the company's Health and Safety Management Policy and that employees are briefed on all sections of the policy relating to their employment and have reasonable access to this policy document.

- Take personal responsibility for their own safety and the safety of others within their areas of responsibility and others who are exposed to serious or imminent danger.
- Implement the company operational procedures for their area of responsibility inclusive of those for serious or imminent danger.
- Ensure safe and healthy working conditions for all employees within their areas of responsibility and others who are exposed to serious or imminent danger.

on recruitment, selection, placement, transfer, training and the provision of specialist advice; and

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maintain a positive health and safety culture in four key areas – communication and co-operation; and that the control measures

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employees are aware of the company's

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of all employees within their areas of

company operations.

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- Ensure that the company's
- Ensure health and safety co

Their Key Tasks regarding Perf
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meet the requirements of all rel

2.4 Group Safety Officer

The key role of the Group Safet
Management Policy formulation
secure effective implementation
and monitor and review the con
of safety systems as necessary

Their Key Tasks regarding Polic
communication of the health an
systems to keep abreast of rele
safety management practice.

Their Key Tasks regarding Impl
authoritative health and safety a

Their Key Tasks regarding Impl

- Establish and maintain a he
- Establish and keep up-date
plant, substances, equipme
- Establish and maintain proc
accidents and incidents.
- Establish and maintain ade
management and safety pe
- Keep managers informed o
standards.

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monitoring, and provide feedback on
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advise their functional managers when
protective and preventative measures

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the policy makers on Health and Safety
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control standards in relation to premises,
and people.

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systems for monitoring and auditing safety

wise of health and safety performance

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- Arrange or carry out safety
- Impromptu visits to operations and the relevant managers and

Their Key Tasks regarding Performance measurement through management systems and preparation

Their Key Tasks regarding Co-operation

- Encourage co-operation of the culture at all times;
- Liaise with contractors on health
- Provide all necessary information on operations and gain information on work activities; and
- Provide information to all personnel on safety standards.

Their Key Tasks regarding Communication

- Secure effective communication, attendance at departmental and adequate internal training
- Liaise externally with organisations, Health Officer, Local Authorities to health and safety.
- Produce a quarterly health and safety report to elected safety representatives

Their Key Tasks regarding Competence, and keep abreast of standards, etc.

2.5 All Employees

The key role of employees is to support the company's Health and Safety Management System of their elected representative and to ensure that they are not at risk or in imminent danger.

Their Key Tasks regarding Policy and health and safety and meet those

Their Key Tasks regarding Organisation and company in meeting their duties and safety rules within the company

Their Key Tasks regarding Implementation by co-operation with supervisors and they should also:

- Report all potentially hazardous
- Report all injuries and dangerous
- Ensure that company work is reported to their supervisor and
- Be aware of risks to themselves
- Co-operate with changes in plant, procedures, systems
- Ensure that they are aware of imminent danger.

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and contractors as required by managers. Engineering projects, reporting deficiencies to company sites.

are to implement the procedures for the company health and safety action plans for managers.

promotion of a positive health and safety

regarding risks to them by company to risks to employees from contractors'

or implement the company health and

of written material, publicity promotions, health and safety leaflets, circulars, etc.

Health and Safety Executive, Environmental Health Officers in our industry on all matters relevant

information to managers and employee-

that the company policy relating to of practice, official guidance, recognised

plans, procedures and systems in the where necessary, to bring to the attention which could place employees or others

is aware of their responsibilities regarding aspects of their duties.

their supervisors, managers and the actively participating in all aspects of health

in ensuring safe and healthy work sites aspects of health and safety. In addition

cause injury or damage.

services do not create risks to anyone and

necessary due to changes in materials,

emergency procedures for serious and

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Their Key Tasks regarding Co-ordination

- Participate, when required, in health and safety.
- Participate in ballots for electing their views at safety committees

Their Key Tasks regarding Communication

- Digest the health and safety information from the company.
- Report to their supervisors/managers safety management or risks

Their Key Tasks regarding Competence
where they consider that insufficient training has been given to enable them to carry out work without placing the company at risk, and further to be aware of the specific duties under health and safety. (e.g. First Aiders, Fire Officers, Safety Officers)

Their Key Tasks regarding Risk Assessment
health and safety connected with the systems they must apply to minimise risk when required in identifying and assessing associated risks and risk controls

3. Principal Arrangements for Health and Safety

3.1 Health and Safety Assistance

As required under The Management of Health and Safety Regulations 1992, the following have been appointed as 'competent persons':

Group Safety Officer	
Group Personnel Manager	

3.2 Consultation with Employees

The Group will ensure that procedures for consultation with employees on matters of health and safety are given training and allowed the opportunity to express their views during their normal work

Employee-elected representatives will be consulted on matters of health and safety unless they wish to resign at any time. If a resignation is received, the departments concerned will elect a replacement. Meetings between representatives and management will be held quarterly to discuss health and safety matters in need of discussion.

- *Duty To Consult And Provide Information*

Regulations held by management and safety representatives must be consulted with these details. The Management of Health and Safety Regulations during company training

3.3 Guidelines For Raising Matters

The procedures to be applied in raising matters are:

1. Individual employees are encouraged to raise matters themselves with their immediate supervisors as far as they are able to within the

any other meeting which discusses health and safety.

Employees or welfare representatives to present matters to the

instructions provided to them by the

ons or concerns as regards health and safety

their supervisors/managers of any situation where they consider that insufficient training have been given to enable them to carry out work without placing the company at risk, and further to be aware of the specific duties under health and safety. (e.g. First Aiders, Fire Officers, Safety Officers)

main aware of the significant risks to health and safety of the controls, procedures and systems they must apply to minimise risk to themselves and others. Assist the company in any investigation or assessment of the

Management

By Regulations 1992, the following have been appointed as 'competent persons':

consult with employees and provide information. Selected safety Representatives will be consulted on matters of health and safety including reasonable time to carry out

Representatives shall hold office for a period of 2 years. In the event of a resignation the departments concerned will elect a replacement. Meetings between representatives and management will be held quarterly in September and December when health and safety matters will be on the agenda.

matters on which employees or their representatives are to familiarise themselves with these details. The Management of Health and Safety Regulations during company training

Safety

The procedures to be applied in raising safety matters locally are:

1. Individual employees are encouraged to raise matters themselves with their immediate supervisors as far as they are able to within the company that they consider relevant to health and safety. Management will quickly settle such matters as far as possible.

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2. Individuals not satisfied with the Safety Representative will refer the matter on behalf of the individual to the elected representatives the individual represents.
3. Should a Safety Representative consider the matter reported to them, it should be placed on the agenda of the next Health and Safety Committee meeting.
4. Notwithstanding the above, if a matter is serious enough to require immediate action by an employee at any time, the employee, however, that line manager must take appropriate safety problems.
5. Where Safety Representatives are elected, they shall arrange the timing of the inspection. On completion of the inspection, they shall agree any actions to be taken and record to this effect. Representatives shall report back to the employees they represent and, if necessary, to the Health and Safety Committee.

Department Managers and Safety Representatives shall discuss any general safety topics within the department on an informal basis but one of the parties shall record what action can be expected. Health and Safety Representatives shall report back to the employees they represent in item (4) of the above Guidance.

Safety Representatives are to provide advice and support where there is a need for remedial action to be taken (or to be considered) prior to returning the matter to the line manager. They then consider the decision with the line manager. A copy of the endorsed report is to be filed in the Health and Safety file. He may keep the Health and Safety file implemented throughout the Group.

3.4 Health And Safety Essentials

In the design and selection of plant, laboratory equipment, protective clothing and safety equipment of such plant, equipment and structures.

Design, operating and general health and safety procedures manuals or posted copies of such rules. These rules cover statutory, company and industry best practice.

It is essential that all employees are aware of the rules. By the issue and up-dating of such rules, the company aims to ensure that no failure in the rules which refer to work activities.

- Relevant legislation and standards
- Codes of practice/regulations
- Manufacturers' instructions
- Subsidiary Company or Group rules
- Subsidiary Quality Manuals
- Plant and 'site' operational procedures
- Risk Assessments as recorded
- Industry best practice standards

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Where a matter (1) are to refer the matter to their line manager or with the department/function managers where there are no elected representatives, the matter up directly with their manager. If the matter is serious enough to require immediate action, the action taken under (2), or if they are not satisfied, a matter may be placed on the agenda of the next meeting.

Where a matter is serious enough to require immediate action, the action taken under (2), or if they are not satisfied, a matter may be placed on the agenda of the next meeting.

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3.5 Employee Involvement

Every employee has a general responsibility for their own safety and the safety of themselves and others who may be affected by their actions or omissions, and to co-operate with their employer, so far as is necessary to fulfil the statutory obligations.

The successful implementation of the Management Policy depends on the active support and co-operation of all employees. Arrangements to ensure the continuing involvement and co-operation of all employees are described in this document. It is essential that all employees perform their work duties in doing so they: comply with the issued rules and work permits; take care of their own safety and health; and report to the appropriate person any occurrence or defect which appears to present a risk to safety or health.

Employees are reminded that contravention of safety legislation is a criminal offence that could result in prosecution of the individual as well as or instead of the Company.

3.6 Health And Safety – Good Practice

No machine, item of plant or equipment shall be operated by any person unless the person has been trained and authorised to do so. Only persons of 18 years of age may only operate machinery, equipment or plant under the supervision of a competent authorised person.

- All machine guarding is to be maintained and in good working order.
- Competent and authorised persons only are to operate machinery, plant or equipment.
- All defects, malfunction or damage to machinery, plant or equipment must be reported immediately.
- No machine, plant or equipment is to be operated in this manner unless it is designed for such use.
- Substances are to be used, stored and disposed of in accordance with written instructions on the container and/or set out in the information file.
- All hazard notices, warning labels and safety information displayed on machinery, plant or equipment are to be read and the instructions are to be followed.
- Safety equipment, clothing and PPE are to be used in accordance with the instructions and not wilfully damaged.
- Site housekeeping is to be maintained at all times and waste disposed of by the appropriate person.
- All spillage of materials or substances is to be cleared up immediately.
- All emergency procedures must be known and exits and equipment kept free at all times.
- Report all used or damaged PPE immediately.
- Report all accidents/incidents and seek first aid or medical assistance where necessary.
- Workstations provided are to be maintained and not put at risk the health or safety of employees or others.
- Plant, equipment and machinery are to be inspected/examined at the appropriate intervals.

3.7 Work At Other Companies' Premises

Employees who are required to work at other companies' premises are to be made fully conversant with the safety rules and procedures of those premises. Those employees attending premises where specialist training is required, are to attend training and be assessed prior to carrying out work on the premises/site concerned.

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Safety equipment, clothing and PPE are to be used in accordance with the instructions and not wilfully damaged.

Site housekeeping is to be maintained at all times and waste disposed of by the appropriate person.

All spillage of materials or substances is to be cleared up immediately.

All emergency procedures must be known and exits and equipment kept free at all times.

Report all used or damaged PPE immediately.

Report all accidents/incidents and seek first aid or medical assistance where necessary.

Workstations provided are to be maintained and not put at risk the health or safety of employees or others.

Plant, equipment and machinery are to be inspected/examined at the appropriate intervals.

Employees who are required to work at other companies' premises are to be made fully conversant with the safety rules and procedures of those premises. Those employees attending premises where specialist training is required, are to attend training and be assessed prior to carrying out work on the premises/site concerned.

3.8 First Aid Facilities

The company will provide first aid facilities in accordance with the Approved Code of Practice.

The company standard is to provide first aid facilities at all principal work places where people are employed and first aid kits on vehicles under transient/peripatetic conditions, at transient sites or vehicles.

Sufficient numbers of qualified first aiders are appointed at those departments where employed. Transient/peripatetic workers will be provided with immediate response skills in the form of first aid training.

Safety information notices are provided in the form of first aiders' names and locations. In an emergency, contact the person in charge of the first aid facilities.

First aid boxes and kits will be regularly checked and updated. The checks are to be carried out by the first aider.

Managers at principal workplaces are responsible for the first aid facilities under their control.

Maintenance and upkeep of vehicles is the responsibility of the employee to whom the vehicle is allocated.

The duties of the first aider/appointed person are to:-

- Ensure stocks of first aid items are maintained.
- Ensure accidents are recorded.
- Inform managers of all treatment given.

3.9 First Aid Kit Contents and Checks

First aid kit checks are necessary to ensure the equipment is available.

Appointed persons and/or vehicles are responsible for ensuring the contents updated.

This form when completed is to be used to report any deficiencies.

First Aid Box Contents

Kit A - stock for up to 50 persons	
• Medium Sterile Unmedicated Dressings	8
• Large Sterile Unmedicated Dressings	4
• Extra Large Sterile Unmedicated Dressings	4
• Sterile Eye Pad:	4
• Triangular Bandage:	2
• Individually wrapped sterile Gauze Pads: WATERPROOF:	2 (10 in packet)
• Individually wrapped sterile Gauze Pads:	2 (10 in packet)
• Safety Pins:	2 (6 in packet)
• Safety Pins:	10 (2 in packet)
• Guidance Card:	1

at least to the standard laid down in the Approved Code of Practice.

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f the equipment for emergencies.

kits are checked at least 3 monthly and the contents updated.

ervisor/manager to obtain the equipment in an emergency.

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	♦ 4
	♦ 4
	♦ 4
	♦ 2
	♦ 2 (10 in packet)
RIC:	♦ 2 (10 in packet)
	♦ 2 (6 in packet)
	♦ 10 (2 in packet)
	♦ 1

• Non-alcohol sterile wipes:
• Non-alcohol sterile wipes:
• Aids Hygiene Kit:
Additional Items Where Risk Assessment Them Necessary (Not Held Inside)
• Eyewash 500mm diffuser:
• Eyewash double diffuser holder:

All Operational Vehicles Are Transported

Kit B Vehicle Kit:
• Medium Sterile Unmedicated
• Large Sterile Unmedicated
• Extra Large Sterile Unmedicated
• Sterile Eye Pad:
• Triangular Bandage:
• Individually wrapped sterile WATERPROOF:
• Individually wrapped sterile
• Safety Pins 6 in packet:
• Safety Pins 2 in packet:
• Guidance Card:
• Non-alcohol sterile wipes 10
• Non-alcohol sterile wipes 6
• Aids Hygiene Kit:
• Additional Items Where Risk Assessment Them Necessary (Not Held Inside)
• Eyewash 500mm diffuser:
• Eyewash double diffuser holder:

All Operational Vehicles Are Transported

3.10 Health Surveillance

Where risk assessments of companies handling hazardous chemicals, etc., employ a manager/supervisor of any exposure, the necessary action may be taken to prevent a recurrence of exposure.

The services of the company do not necessitate a medical inspection. Where necessary, the services of the External Occupational Health Advisers will be used for company works activities.

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♦ 1 (6 in packet)
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♦ 2
♦ 1

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	♦ 1
	♦ 1
	♦ 1
	♦ 2
	♦ 2 (10 in packet)
RIC:	♦ 1 (10 in packet)
	♦ 1
	♦ 3
	♦ 1
	♦ 1
	♦ 1
	♦ 1
Them	
	♦ 2
	♦ 1

ities

a need for health surveillance due to the need to co-operate and inform their management so that the necessary action may be taken.

the exposure to substances/chemicals and the exposure effects. Where considered necessary, the services of the External Occupational Health Advisers or that of competent authorities will be used for particular health problems arise from company works activities.

The company will actively promote health and safety by the Health Education Authority and, wherever possible, ensure that employees may take advantage of these services.

Procedures

A number of operations/activities will be monitored for signs of ill health within the workplace.

Illness
Noise induced deafness / Tinnitus - constant noise in the ears.
Repetitive Strain Injury or Upper Limb Disorder
Vibration White Finger
Carpal Tunnel Syndrome
Leptospirosis
Asthma
Skin/Acne/Rashes etc

Where risk assessments indicate a need for health checks, ensure that health checks are carried out.

3.11 Manual Handling Operations

Many work activities include the manual handling of materials. The company will provide training on manual handling techniques and assessment of risks to employees. Employees who suffer from health problems that may affect their ability to perform manual handling tasks are required to report to their managers how these may affect their work. Managers shall confirm if employees have problems affecting their life and prepare any assessment.

3.12 Emergency Plans

The company has prepared an emergency plan. All employees and all relevant staff should familiarise themselves with any requirements of the plan. Incident rehearsals/practice of procedures will take place from time to time and be co-ordinated by the Technical Assistant.

3.13 Vehicles and Plant

Company-owned vehicles or plant must be driven by an appropriate valid driving licence holder. This applies on private roads. Company commercial vehicles are to be used only for company business. Employees are not to be carried as passengers.

Health checks will be sponsored by the Health Education Authority and, wherever possible, ensure that employees may take advantage of these services.

The company will require monitoring by managers for signs of ill health within the workplace. Problems which may occur are:-

	Sources
Periodic tests.	Noisy machinery or equipment.
Upper limb or	Use of VDU equipment or other repetitive work.
Good conditions	Use of road breakers and percussive equipment
ingers.	
er	<ul style="list-style-type: none"> VDU work. Use of vibratory machinery/equipment.
d	Work in areas where employees come into contact with rats' urine.
	Dusty work or vehicle/machinery fumes.
ness,	Corrosive chemicals, tar, bitumen etc.

Where risk assessments indicate a need for health checks, ensure that health checks are carried out.

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Company-owned vehicles or plant must be driven by an appropriate valid driving licence holder. This applies on private roads. Company commercial vehicles are to be used only for company business. Employees are not to be carried as passengers.

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3.14 Provision and Use of Work Equipment

'Work Equipment' is broadly defined as any tool, machine, apparatus or equipment. 'Use' includes starting, stopping, moving, maintaining and cleaning.

- All work equipment provided must meet the requirements at the time of purchase. Those who intend putting any equipment into use must assess the suitability of the equipment from its intended installation.
- Records of all maintenance must be kept throughout the equipment's life.
- User departments are to provide training for the operator but also to those who will be working with the equipment. Workforce are to have easy access to safety instructions about the plant.

3.15 Procurement and Purchasing Controls

The Group subsidiary companies must ensure that lack of information does not lead to damage or premature equipment failure. Considerations in mind right from the start. Apply a purchasing standard/standard of health protection and provision of safety information. This process must be approved. This process must be working group.

The purchasing policy to be applied is:

- All new products, materials, equipment must be reviewed (risk assessed) for safety considerations prior to purchase.
- Safety specifications are obtained from the supplier and included on all orders.
- Suppliers/manufacturers are to be reviewed on a regular basis as well as on revision or renewal.
- Safety information regarding equipment must be obtained from the supplier.
- Data sheets giving the chemical properties of all substances shall be obtained from suppliers.
- An assessment of all substances must be carried out and first aid treatment, shall be obtained from suppliers.
- Where necessary the manufacturer must be directed to carry out training of staff on the operation and maintenance of the equipment.

3.16 Workplace Health, Safety and Welfare

Subsidiary companies will take account of the health and safety of their employees. Restrooms, where provided, are not to be used for smoking. Segregated facilities will be provided for smokers and non-smokers on the company premises. Managers are encouraged to enforce a non-smoking policy at all company premises. Due account will also be taken of the health and safety of the environment. safe and healthy environment.

3.17 Substances/Materials Hazardous to Health

The company is aware that certain substances may cause bodily harm by inhalation, ingestion, skin contact or absorption. Suppliers' Health Hazard Data sheets are to be acquired for all items purchased.

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from a hand tool to a complete plant.

programming, setting, transporting,

with the existing statutory safety requirements. Company specifiers and purchasers must consult the manufacturer/supplier over the suitability of the equipment from its intended installation and operation.

manufacturer/supplier and repairs must be by the user department.

on, instruction and training not only to the operator. This means that the health and safety information and written instructions are operating or using.

procurement procedures incorporate controls to prevent losses through injury, illness, or disease. An effective procedure is to bear safety considerations in mind right from the start. Apply a purchasing standard/standard of health protection and provision of safety information. This process must be approved. This process must be working group.

companies shall ensure that:

equipment are reviewed (risk assessed) for safety considerations prior to being put into use.

supplier supply and included on all orders.

health and safety on a regular basis as well as on revision or renewal.

equipment installation, use and maintenance

hazardous properties of all substances

of safe use, safe storage, safe disposal. Employees informed prior to use of

directed to carry out training of staff on the operation and maintenance of the equipment.

sary to meet current legislation. Restrooms, where provided, are not to be used for smoking. Segregated facilities will be provided for smokers and non-smokers on the company premises. Managers are encouraged to enforce a non-smoking policy at all company premises. Due account will also be taken of the health and safety of the environment. safe and healthy environment.

may cause bodily harm by inhalation, ingestion, skin contact or absorption. Suppliers' Health Hazard Data sheets are to be acquired for all items purchased.

assessment shall be carried out where necessary to guard employees against risks. Assessments are to be recorded on a standard form from the Group Safety Officer. Safety Instructions Manual.

3.18 Safe Systems and Method Statements

Where complex or potentially hazardous work is undertaken by contractors, safe systems of work and method statements are essential. Departmental managers are to ensure that safe system documents are prepared for ensuring that safe system documents are prepared at key points. These documents are covered by the Management Safety Plan (Consolidated) from the Group Safety Officer.

Employees are to be fully briefed on the method of work decided upon and shall be issued with a copy of the documents.

3.19 Permits to Work

Where the nature of the work necessitates a Permit to Work (eg Entry and Work in a Confined Space), guidance for the use of Permits to Work is given in the Safety Instructions Manual. Full use shall be made of this section concerning the various types of Permits to Work.

3.20 Active Monitoring of Safety Performance

Managers and Supervisors are responsible for the safety performance of their department on a continuous basis. Assistance will be provided to employees and, where considered necessary, health and safety consultants.

Active Monitoring

- Inspection of the workplace by managers and supervisors
- Joint inspection on a three-monthly basis will include all plant and work areas to ensure the control measures identified in the assessments are in place
- Actioning of hazard reports
- Regular meetings with employees to discuss health and safety matters.

Procedures Compliance

Each department will have access to and comply with the health and safety instructions. Departmental compliance with the standards set out in the instructions shall be monitored.

Performance Monitoring

All employees with direct duties shall be subjected to performance monitoring by their managers.

Each department will appraise the effectiveness of their control measures, including health surveillance, to ensure they are suitable and sufficient.

Managers and supervisors will ensure that they are complying with the company works procedures and standards. Deviations are to be investigated and, where a serious health or safety hazard is identified, corrective action should be carried out so that the hazard is eliminated.

Functional directors/departmental managers shall submit an annual report on the health and safety performance of their department to the Managing Director.

risks and whether control measures are in place to prevent the substance or material. These assessments are to be recorded on a standard form, stocks of which are available from the Group Safety Officer. OSHH is contained in the Health and Safety Instructions Manual.

Where complex or potentially hazardous work is undertaken by either labour or contractors, safe systems of work and method statements are essential. Departmental managers are to ensure that safe system documents are prepared for ensuring that safe system documents are prepared at key points. These documents are covered by the Management Safety Plan (Consolidated) from the Group Safety Officer.

Employees are to be fully briefed on the method of work decided upon and shall be issued with a copy of the documents.

Where the nature of the work necessitates a Permit to Work (eg Entry and Work in a Confined Space), guidance for the use of Permits to Work is given in the Safety Instructions Manual. Full use shall be made of this section concerning the various types of Permits to Work.

Inspection, Checks and Audits

Managers and Supervisors are responsible for the safety performance of their department on a continuous basis. Assistance will be provided to employees and, where considered necessary, health and safety consultants.

Inspections shall be carried out in conjunction with visits for other reasons.

Joint inspections on a three-monthly basis will include all plant and work areas to ensure the control measures identified in the assessments are in place.

Actioning of hazard reports and from employee representatives. Regular meetings with employees to discuss health and safety matters.

Each department will have access to and comply with the health and safety instructions. Departmental compliance with the standards set out in the instructions shall be monitored.

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Functional directors/departmental managers shall submit an annual report on the health and safety performance of their department to the Managing Director.

A health and safety tour should be carried out on a regular basis. Managers are encouraged to participate in these tours in order to provide an independent view.

Safety Inspection

Safety inspections are to be carried out regularly and should generally be conducted using a checklist. In the case of a general inspection, a copy of the checklist should be completed.

A general inspection of a complete department should be carried out at least once a year.

An inspection of one specific area should be carried out at least once a year for a particular hazard (e.g. fire precautions).

Whatever method is used, the deficiencies identified should be corrected as soon as is reasonably practicable. A deficiency must be corrected as soon as it is identified.

Employee Participation

Employee-elected safety representatives should be encouraged to do so on a voluntary basis. The department manager concerned should be consulted in advance.

Situations where safety representatives should be consulted are:-

- Planned general workplace inspections
- A substantial change in conditions
- Notifiable accidents, diseases and incidents
- Inspection of documents

The employer is required to keep safety representatives informed of health and safety matters. This can be done by allowing them to attend safety meetings.

Inspection/Audit Report Procedure

Audits are to be reported and action taken. Findings of all audits are to be reported to the Group Safety Officer.

The Risk Assessment Form, also known as the H&S Statement, should record information as necessary to identify hazards and assess the risk. The summary and action plan should be included in the Management of Health and Safety Statement.

Hazard reporting is to be conducted in accordance with the policy dealing with Consultation and Reporting of Hazards.

3.21 Plant And Equipment Checks

Department managers are responsible for ensuring that all plant, substances and work systems are checked regularly. Checks should be completed on a 3-monthly rotational basis.

Function managers are responsible for ensuring that all machinery are checked regularly. Checks should be completed on a 3-monthly rotational basis and recorded in the registers.

Static Cranes

Department manager at least on an annual basis. Managers from another department to participate in these tours in order to provide an independent view.

Managers should be encouraged to do so on a voluntary basis and should generally be conducted using a checklist.

operation or controls for a particular hazard (e.g. fire precautions).

Whatever method is used, the deficiencies identified should be prioritised and corrected as soon as is reasonably practicable. A deficiency must be corrected as soon as it is identified.

Employee-elected safety representatives should be encouraged to do so on a voluntary basis. The department manager concerned should be consulted in advance.

their rights to carry out inspections are:-

Planned general workplace inspections (in conjunction with management)

Health and safety under a statutory requirement. Any employee will co-operate with safety representatives during their working hours to carry out their duties.

Audit procedure shown later in this section. Findings of all audits are to be reported to the Group Safety Officer.

Group Safety Officer, should be used to identify the summary and action plan is included in the Management of Health and Safety Statement. Information to employees as required in the Management of Health and Safety Statement.

procedure set out in the section of this document.

the checks of premises, equipment, substances and work systems. The safety management audit record book are to be completed on a 3-monthly rotational basis. They should be checked for inspection on dates below:-

Year

Regular periodic checks of equipment and substances are kept, some of which are prescribed in the Management of Health and Safety Statement.

se.

every 14 months.

and major modifications.

Forklifts
Hiabs
Mobile Cranes
Excavators
Fire Extinguishers
Cable Locators
Portable Electric Tools
First Aid Kits
Air Receivers
Chlorine Pipework

Prescribed registers shown below

Form F31
Form 2346
F91 PT1 B
F91 PT1 D
F91 PT1
F91 PT1 C

In addition to the foregoing registers, test or inspection certificates supplied by examiners are held by the Manufacturer at the premises where the equipment is installed/used.

S

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after major repairs.

after major repairs.

after major repairs.

se.

months.

se.

six or twelve months depending on

six or twelve months.

responsible for vehicle First Aid Kits

written scheme.

months.

work procedure - 1 yearly or 5 yearly (scheme).

register of employee to mount wheels)

on company owned machines

ly),
on Pick-Up Vehicles,

Examination (Pressure Vessels)

test or inspection certificates supplied
the premises where the equipment is

Copies of test certificates relating to air receivers must be forwarded to our insurers (insurer A) so that the schedule of insurance may be up-dated.

All new air receivers/pressure vessels must be entered on the policy and also be notified. These notifications must be sent through the Group Safety Officer.

The Control of Substances Hazardous to Health (COSHH) requires inspection of equipment used in control measures. Those items used by the company requiring inspection are listed below. Function Managers are responsible for ensuring service is carried out.

Equipment	Use
CABA Breathing Apparatus	Treatment Plant
Full Face Cannister Mask	Treatment Plant
Exhaust Fans	Treatment Plant
Gas Leak Detector	Treatment Plant
Fume Extractor	Welding
Fume Cabinets	Chemical Lab

Note: All inspections and service must be recorded in the equipment log book.

3.22 The Control Of Legionellosis

HSE 70, on the control of legionnaires disease, requires employers to:

- Identify and assess sources of risk
- Prepare a scheme for prevention and control
- Implement and manage the scheme
- Keep records of the prevention and control measures

Managers are required to ensure that their control is subject to routine inspection. These inspections are to be carried out by a competent person.

The main problem areas within the premises include emergency showers.

3.23 Fire Prevention and Action on Spills

All subsidiary companies will comply with the Fire Precautions Regulations 1997 which direct owners/occupiers to take fire safety precautions at premises. For premises covered by the Fire Precautions Regulations, the company also requires a Fire Certificate. Any changes to control measures must not be made without the authority of the Fire Authority.

Equipment purchased or re-tested must be entered on the policy and also be notified. These notifications must be sent through the Group Safety Officer.

All new air receivers/pressure vessels must be entered on the policy and also be notified. These notifications must be sent through the Group Safety Officer.

The Control of Substances Hazardous to Health (COSHH) requires inspection of equipment used in control measures. Those items used by the company requiring inspection are listed below. Function Managers are responsible for ensuring service is carried out.

Equipment	Six Months	Twelve Months
CABA Breathing Apparatus	Service	Service
Full Face Cannister Mask	Service	Service
Exhaust Fans	No	Service
Gas Leak Detector	Service	Service
Fume Extractor	Service	Service
Fume Cabinets	Service	Service

Managers are required to ensure that their control is subject to routine inspection. These inspections are to be carried out by a competent person.

The main problem areas within the premises include emergency showers.

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The main problem areas within the premises include emergency showers.

All subsidiary companies will comply with the Fire Precautions Regulations 1997 which direct owners/occupiers to take fire safety precautions at premises. For premises covered by the Fire Precautions Regulations, the company also requires a Fire Certificate. Any changes to control measures must not be made without the authority of the Fire Authority.

Those employees delegated responsibilities shall ensure that fire precautions as listed below are implemented on the premises.

- Undertake a fire safety assessment of the premises.
- Identify and provide an adequate fire alarm system on the premises.
- Implement a visitor/contractor safety procedure where required during their time in the premises.
- Provide and maintain (by regular servicing) adequate fire fighting equipment.
- Draw up and post fire emergency procedures to ensure those using the premises understand how to carry them out.
- Clearly sign all escape routes.

Specific Duties

These duties are common throughout the premises and are mandatory under this policy. Managers in control of premises are required to ensure the following precautions listed are implemented:

- Fire drills are carried out twice a year.
- Fire alarms are tested weekly.
- Emergency lighting is tested monthly.
- Training of staff is carried out annually.
- Fire extinguishers are in position and inspected/serviced by contractor.
- Fire escape routes checked regularly.

Fire Prevention

Fire prevention is the responsibility of all staff. The following precautions taken by staff are as below:

- Keep heat sources (such as kettles, irons, etc.) away from combustible materials separate.
- Do not overload electrical circuits or use faulty or obvious defective electrical equipment.
- **Report all defects.**
- Switch off and isolate where appropriate.
- Ensure good housekeeping.
- Strictly control the use of flammable materials and always follow the manufacturer's instructions for use.
- Hot work carried out by contractor under Permit to Work conditions.
- Use and storage of highly flammable materials must comply with the relevant regulations.

Fire Emergency Action

Fire drills are a necessity to ensure that all staff are aware of what action is expected of them if there is a fire and evacuation procedures. Employees are to ensure that all visitors to the premises are aware of the fire precautions and are posted at all company manned premises showing the relevant fire precautions. Briefly the fire instructions require action as below:

- Raise the alarm.
- Call the Fire Brigade. (Switch on fire alarm)
- Fight the fire if possible. (Do not attempt if not trained)
- Prevent the spread of fire (close doors, windows, etc.)
- Evacuate the building and meet at the assembly point.

premises shall ensure that fire precautions as listed below are implemented on the premises.

control measures necessary.

action and of warning people in the

evacuation procedure where required during

(by regular servicing) adequate fire fighting equipment.

ensure those using the premises

alarm points throughout the premises.

are mandatory under this policy. Managers in control of premises are required to ensure the following precautions listed are implemented:

pt.

records kept.

ot.

ices are in position. Extinguishers are inspected/serviced by contractor. Checks to be carried out quarterly.

ctions.

utions taken by staff are as below.

ustible materials separate.

oved fitments (multi-socket adapter plugs)

appliances at the end of the working day.

ulation of combustible materials.

always follow the manufacturer's

be carried out under Permit to Work

es must comply with the relevant

re aware of what action is expected of them if there is a fire and evacuation procedures. Employees are to ensure that all visitors to the premises are aware of the fire precautions and are posted at all company manned premises showing the relevant fire precautions. Briefly the fire instructions require action as below:

)

assembly point.

Managers with health and safety responsibilities ensure that Fire Officers are appointed to the premises in the event of a fire; and that all other

Employees/visitors/contractors must not enter the building until instructed to do so by the Fire Brigade or the senior person present on site, who will have first ensured the premises are safe to enter.

Treatment Gas Installation Emergency

Emergency instructions for guidance on dealing with stored or generated gas may be displayed at all sites where dealing with such emergencies. Persons not trained in the use of Breathing Apparatus (Compressed Air Breathing Apparatus) are to move away from the premises until told to do so by a

Instructions on dealing with a gas leak must be made conversant with the actions they must take and be exercised regularly.

3.24 Risk Assessment

The Group is committed to achieving high standards of health and safety for all employees, visitors, the public and the environment. Hazards associated with their operations which arise from those hazards must be identified and protected against them. This procedure

Risk assessments will be carried out to identify hazards and standards and relate to the building and the methods of work we employ.

Assessments shall be conducted and analysis, and reference to the **management systems (risk assessment)** shall be used when assessing health and safety risks and supervisors. Employees must be made aware of how a task is performed and where the risk is considered moderate or high. Control measures.

Subsidiary companies are to ensure that all risk assessments are carried out by competent persons and conducted to a plan.

Initial Review:	<ul style="list-style-type: none">Classify the riskIdentify the hazardsIdentify the people at riskRecord the findings
Carry out Generic Assessments:	<ul style="list-style-type: none">Identify the hazardsIdentify the people at riskRecord the findingsReview the findings
Site Specific Assessment:	<ul style="list-style-type: none">Carry out the assessmentRecord the findingsReview the findings

Implement all control measures identified in the risk assessments to be undertaken.

Introduce measures to control the hazards identified in the risk assessments and conditions and tasks to be undertaken.

Managers with health and safety responsibilities ensure that they are aware of their duties in the event of a fire; and that all other

Employees/visitors/contractors must not enter the building until instructed to do so by the Fire Brigade or the senior person present on site, who will have first ensured the premises are safe to enter.

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Carry out Generic Assessments:	<ul style="list-style-type: none">Identify the hazardsIdentify the people at riskRecord the findingsReview the findings
Site Specific Assessment:	<ul style="list-style-type: none">Carry out the assessmentRecord the findingsReview the findings

Implement all control measures identified in the risk assessments to be undertaken.

Introduce measures to control the hazards identified in the risk assessments and conditions and tasks to be undertaken.

All risk assessments are to be assessment content and require other employers' sites will need to be concerned.

Basic steps in risk assessment:

- classify all activities: prepare procedures, and gather information
- identify hazards: identify all

Consider **who** might be harmed

- determine risk: make a subjective planned or existing controls and the consequences
- decide if the risk is tolerable are sufficient to keep the hazard
- prepare a risk control action assessment to require attention are effective;
- review the adequacy of the controls and check that they
- review assessments periodically the activity is done.

Tolerable means that risk has been

Documentation

A number of regulations direct to operations are listed below:-

- Management of Health and Assessments.)
- Manual Handling Operations
- Noise at Work Regulations.
- Display Screen Equipment
- Control of Substances Hazardous
- Protective Clothing and Equipment
- Signing and Guarding for Storage
- Fire Precautions (Workplaces)
- Construction Design and Management
- Control of Asbestos at Work
- Control of Lead at Work Regulations

The proforma for recording of assessment copied for use when carrying out

The use of hazard prompt lists is lists taking into account the changes carried out.

Risk Assessment: New Works And

Designers of structures have duties and The Construction Design and hazards are avoided from construction

For example, a hazard/risk consideration

Employees affected informed of the occasions where work undertaken on providing risk information to the employer

covering premises, plant, people and to each work activity.

associated with each hazard assuming that should also consider the effectiveness of

or existing OH&S precautions (if any) meet statutory requirements. deal with any issues found by the and existing controls are implemented and

the risks on the basis of the updated at change of circumstances affecting how the risk is managed to the lowest level that is reasonably practicable.

carried out, those relevant to Group

General Activity Risk

ons

er in this document and may be freely

diary companies are to draw up prompt lists and locations where the work is

Existing Structures

ment of Health and Safety Regulations ons to ensure wherever possible that maintaining any structure they design.

ing project would be:-

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The positioning of the main, any to account for future repairs may hazard will be in most instances reasonably practicable to protect the above operations. Positioning carrying out the initial laying op

There are many other hazards v documents drawn up to deal with Officer.

3.25 Visual Safety Display Equipment

To secure the health and safety consultation with staff and their

- Carry out an assessment of equipment, the furniture, the
- Take all necessary measure
- Take steps to incorporate c day to prevent intensive per
- Review software to ensure
- Arrange for the free provisio using VDU equipment and t Regulations 1992.
- Arrange for the supply of an that they are required speci
- Advise employees, and age health and how these are a

Eyesight Tests And Provision O

Where an employee experience may be caused by work with a eyesight test.

Job Changes

Where an employee transfers, display screen equipment, he o This entitlement also applies wh work for an employee not prev

Regular Eyesight Tests

Employees who are specifically eyesight test at intervals of not company.

Cost Of Testing

All agreed costs of eyesight tes arranged through the company. the knowledge of the company, company shall not be responsib

Pre-Employment

All new employees with eyesigh provide him/herself with suitable work. Thereafter, regular eyesi paragraphs of this policy.

Provision Of Spectacles

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valves, fire hydrants and washouts etc. ending or repairs. The most significant structures should be positioned as far as of contact with the traffic during any of have a bearing on the risks to which those

Assistance can be obtained from which are available from the Group Safety

reasonably practicable, the company will, in

into account the display screen and the employee.

und as a result of the assessment.

e's work schedule throughout the working

ask.

employee reports a visual problem when ated "User" under the Display Screen

where the appropriate optician confirms display screen equipment.

display screen equipment, of the risks to

has good reason to believe that these any will offer the opportunity for an

se moved, to a job involving the use of n eyesight test should the necessity arise. ment becomes a significant part of the ular user.

equipment will be invited to undergo an such tests must be arranged through the

pany, provided that the testing has been tains a test independently and without cally related to display screen use, the

taken into employment by the Group, g up employment that involves VDU spectacles apply as in all other

- Weekly briefing and staff meetings
- Monthly meetings involving
- Monthly meeting of Departmental
- Subsidiary Company and/or
- Departmental level meetings
- Joint Consultative Committee

Subsidiary Company Departmental

The Group recognises that consultation on health and safety is of high importance and encourages employees to be involved in the improvement of health and safety management and standards. Meetings are a necessary vehicle for communication and addressing problems at the level most affected.

Meetings will take place at agreed times and will have the following objectives:-

- Reviewing the existing arrangements
- Proposing suggestions and improvements
- Monitoring new equipment, materials and processes for health and safety
- Examining safety audit reports
- Monitoring safety training plans
- Keeping up to date and ensuring compliance
- Advising managers on any health and safety issues and assisting with implementing improvements

Health Safety And Welfare Meetings

Elected safety representatives should be consulted on all matters of health and safety affecting employees at the local level. A condition of raising a matter at the local level have been exhausted.

Information To Employees and

Managers are to make arrangements to ensure that relevant information can be obtained by employees. Relevant health and safety information should be made available to all employees. Subsidiary Company Safety Policies and Departmental Safety Information policy documentation must be made available to all employees. Departments may be required to carry out briefings required in the following circumstances:-

- The risks to the employee's health and safety
- The preventative and protective measures
- The procedures for evacuation
- The identity of the appointed person with specific health and safety responsibilities for the evacuation procedure. Other relevant information
- The risks notified by any competent person to company employees.
- The company arrangements for compliance with health and safety laws.
- The planning and organisation of health and safety training.

run by supervisory staff (toolbox talks). Supervisors.

and Safety Committee meetings. representatives.

Committees

Consultation on health and safety is of high importance and encourages employees to be involved in the improvement of health and safety management and standards. Meetings are a necessary vehicle for communication and addressing problems at the level most affected.

Meetings will take place at agreed times and will have the following objectives:-

• Reviewing the existing arrangements for safety improvements
• Proposing suggestions and improvements which may significantly affect employees' health and safety

Information is available to those affected by health and safety arrangements and

When a matter arises which is not covered by the Health and Safety Policy, it dictates, raise at these meetings matters for consideration and which remain unresolved at the local level. Avenues to resolve the matter at local level have been exhausted.

Information To Employees and Safety Representatives Are To Be Consulted.

Managers are to make arrangements to ensure that relevant information can be obtained by employees. Relevant health and safety information should be made available to all employees. Subsidiary Company Safety Policies and Departmental Safety Information policy documentation must be made available to all employees. Departments may be required to carry out briefings required in the following circumstances:-

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- The procedures for evacuation
- The identity of the appointed person with specific health and safety responsibilities for the evacuation procedure. Other relevant information
- The risks notified by any competent person to company employees.
- The company arrangements for compliance with health and safety laws.
- The planning and organisation of health and safety training.

- The health and Safety consequences of new technology or changes to procedures or equipment etc.

Sources of Health and Safety Information

Managers and other employees participate in meetings mentioned and safety information through or display on notice boards of:-

- Various health and safety policies
- Group Safety Officer's quarterly reports
- Reports on health and safety
- Health and Safety Instructions
- HSE (Health and Safety Executive) leaflets
- Environmental Health Department
- Minutes of Health and Safety Committee
- Minutes of Joint Consultative Committee
- Risk Assessments and Health and Safety Audits
- Health and Safety in-house magazines
- Prescribed notices.
- Prescribed registers and certificates
- Company employee Health and Safety leaflets
- Statutory Instruments and Regulations

4.2 Employee Competence

It is the policy of the Group to recruit the right people. This can only be achieved by good selection. The Group's selection planning shall implement systematic selection procedures, information provision and special selection procedures and safely at all times. The extent of selection shall be individual's specific health and safety requirements.

Recruitment And Placement

The Group Personnel Manager is responsible for the formulation and implementation of recruitment. The effectiveness of recruitment shall be monitored.

- Individuals involved in recruitment shall be trained.
- All jobs are analysed for physical and mental requirements prior to interview.

This procedure will:-

- Minimise the risk of placing unsuitable people in jobs.
- Identify any pre-existing problems.
- Provide a database for future recruitment.
- Reduce the possibility of absenteeism.
- Improve quality, efficiency, and cost effectiveness.
- Interviewers have available information on the duties and of tasks where response is required.
- Interviewers keep complete records of interview experience, skills or knowledge.

Pre-Employment Health Checks

new technology or changes to procedures or equipment etc.

in health and safety matters through meetings. Further communication of health and safety information is disseminated as necessary by circulation of notices.

for other relevant companies.

(Procedures).

ices and other publications.

es and other publications.

orts.

Booklets.

ent employees. Effective job performance can only be achieved by good selection of staff. Managers in their business shall implement systematic selection of education, skills training, and information provision in carrying out their duties effectively. The extent of selection required will depend upon the specific health and safety nature of their work.

artment Managers, is responsible for the formulation and the competence of all involved in recruitment. The effectiveness of recruitment shall be continually monitored to ensure that:

- Interviewers have the necessary interviewing skills.
- All jobs are analysed for physical and mental requirements (such as lifting ability) and mental requirements.

are incapable of doing;

aggravated;

son;

e turnover;

s, including details of any critical tasks where the recruit is particularly important.

ake follow up checks on any claims of illness or injury in the selection.

Recruits will be required to undergo certain tests as set out in section 4.2 of the Assurance Department. A pre-employment test subject to an audiometry and vision test.

Other staff recruited into the Group will be required to complete a health questionnaire (the profile of the staff from the Personnel Department).

Competence Of Managers

Managers are expected to ensure that situations with potential to cause harm are prevented or protective action taken. The safety will depend on the extent of the implementation of risk assessment.

Competence Of The Safety Officer

The Group Health and Safety Officer is responsible for the management of Health and Safety in the Group with statutory requirements and the Group's health and safety policy.

Competence is to be demonstrated by a technical qualification or by working towards a standard and level of experience.

Job Descriptions

Where specific duties regarding health and safety are written into their job description. The responsibilities as set out for various roles in the "individual responsibilities".

4.3 Health and Safety Training

The Group shall provide employees with training in accordance with recognised standards necessary for efficient production, quality and safety. The Group shall also meet their own training needs.

- Identifying the training needs of employees for each post.
- Formulating training plans and programmes.
- Measuring the effectiveness of training where necessary.

Training Needs Identification

Responsibility for ensuring that training needs are identified rests with the employee's manager. The Safety Officer will assist in identifying training requirements.

- Specified individuals with critical roles
- Managers and supervisors
- Employee-elected Safety Representatives
- New recruits, younger inexperienced staff
- Employees exposed to new or changing risks
- All other employees

Subsidiary company/department training shall be co-ordinated with the assistance of the Group Personnel Manager and the relevant Managing Director. Training plans must be approved by the relevant Managing Director. Training plans may take advantage of training opportunities available throughout the Group so that all subsidiaries

medical and, when necessary, to undergo a hygiene Code distributed by the Quality Assurance Department. The main objective of operational employees is that they are competent to perform their duties.

At the time of employment, be required to complete a health questionnaire (the profile of the staff from the Personnel Department).

Managers are expected to ensure that situations with potential to cause harm are prevented or protective action taken. The safety will depend on the extent of the implementation of risk assessment.

The Group Health and Safety Officer is responsible for the management of Health and Safety in the Group with statutory requirements and the Group's health and safety policy.

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Training Requirements

Training is an important means of ensuring safe work practices. Situations where training is required are listed below:-

- A statutory requirement.
- Induction into the company
- Emergency procedures (reg)
- A change of work equipment
- A change of responsibility of
- As necessary for on-going p
- Where an employee takes o
- Where a risk assessment id

Induction Training

Induction of new and young employees is covered later in this policy document in a section on "induction of new employees".

On-going Training

Effective job performance depends on a NVQ assessment, which is a system of standard within a job function, valid for all companies. Training in other areas will be carried out using a modular approach with the objective that all employees obtain a similar level of competence in a time span set by the company.

Line managers and supervisors have a key role in reaching implications of this responsibility.

- Apply the relevant health and safety regulations
- Formulate and implement safety measures
- Apply effective supervision
- Identify any areas of weakness
- Apply the procedures of discipline
- Recognise their own limitations and seek assistance.
- Communicate with all levels of the company relating to health and safety

Other employees (operatives, clerical, etc.) need to fully understand the requirements and the arrangements to discharge their responsibility. They also need to know how to use the company health and safety arrangements. Their training will include:

- What their duties are under the company policy
- What the in-house safety and evacuation rules.
- Safe working practices relating to the use of equipment.
- Hazard identification and avoidance
- Specialist training (e.g. CITB, etc.)
- How to report health and safety

S

A

M

P

L

E

and helps convert information into safe work practices. Situations where training is required are listed below:-

technology

(eg first aider)

on work experience programmes etc, is covered later in this policy document in a section on "induction of new employees".

training and development of staff. The purpose and aims to achieve a universal standard within a job function, valid for all companies. Training in other areas will be carried out using a modular approach with the objective that all employees obtain a similar level of competence in a time span set by the company.

actions of employees and, due to the far reaching implications of this responsibility.

company policy.

activities.

health and safety arrangements.

in health and safety compliance.

knowledge and where/from whom to get assistance.

ent within the company on matters relating to health and safety

s etc.) need to fully understand the requirements and the arrangements to discharge their responsibility. They also need to know how to use the company health and safety arrangements. Their training will include:

g company policy and any emergency procedures.

use of personal protective clothing and equipment.

ent, NRASWA, etc.)

Employee Elected Safety Representative monitoring the health and safety to:

- Carry out their role as required by the Regulations 1996.
- Hazard spotting and reporting
- Communicating with management

Means Of Training

- External courses at venues
- In-company training carried out by competent staff
- On the job training.
- Manufacturers' training courses
- Distance learning courses.

4.4 Reactive Monitoring of Safety

Reporting

All injuries, dangerous occurrences and diseases are to be reported to management in order that the correct corrective action applied to prevent recurrence.

All Employees

- Each employee is responsible for reporting any injury sustained at work, or arising from work.
- Each employee is responsible for reporting any incident or potential source of danger. A hazard/potential hazard report form is provided for use on this policy dealing with Guidance.

Managers

- Managers are responsible for ensuring that all accidents are reported to the Group Safety Officer to enable, where necessary, an investigation to be carried out.
- The accident reporting system for Dangerous Occurrences Report (DOR) be followed by managers and supervisors.

Analysis Of Accidents And Incidents

It is the Group policy that a record shall be kept of all accidents and that these records shall be analysed to identify causes or systems. Where such deficiencies are identified, corrective practices/procedures, substituting training to update employee competence and, where necessary, improved

Accident Reporting

Company procedures following an accident or incident are as below:-

Incident	
Death	<ul style="list-style-type: none"> • Manager • Department • Safety • HSE (E)

role which supports management in monitoring the health and safety must be trained in addition to the above

Safety (Consultation with Employees)

ms.

recognised training organisations.

from recognised organisations and/or

Incident Report and Investigation

disease are to be reported to management in order that the event can be investigated and corrective action applied to prevent recurrence. The duties are as follow:-

delay any injury or ill health condition arising from work.

Supervisor or manager, any accident, or dangerous occurrence. A hazard/potential hazard report form is provided for use on this policy dealing with Guidance. The details of the report is shown in the section of this policy dealing with Guidance and Safety Matters.

Accidents are reported to the Group Safety Officer to enable, where necessary, an investigation to be carried out.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R) is set out later in this section and is to be followed by managers and supervisors.

Accidents and dangerous occurrences shall be kept on file and that these records shall be analysed to identify causes or systems. Where such deficiencies are identified, corrective practices/procedures, substituting training to update employee competence and, where necessary, improved

as below:-

Other Action or Documentation
<p>Keep incident scene undisturbed and safe until accident has been investigated.</p> <p>Assist HSE with investigation.</p> <p>Log incident/accident in Accident Book B1 510</p>

		<ul style="list-style-type: none"> • Send completed company • Accident Report to Safety Officer (within 5 days) • Form 2508 sent by Safety Officer to HSE
Major Injury	<ul style="list-style-type: none"> • Company Managing Director • Department Manager • Group Safety Officer • HSE (By Telephone) 	<ul style="list-style-type: none"> • Keep incident scene undisturbed and safe until accident has been investigated. • Assist HSE with investigation. • Log incident/accident in Accident Book B1 510 • Send completed company Accident Report to Safety Officer (within 5 days) • Form 2508 sent by Safety Officer to HSE
Notifiable Dangerous Occurrence	<ul style="list-style-type: none"> • Company Managing Director • Department Manager • Group Safety Officer • HSE (BY TELEPHONE) 	<ul style="list-style-type: none"> • Keep incident scene undisturbed and safe until accident has been investigated. • Assist HSE with investigation. • Log incident/accident in Accident Book B1 510 • Send completed company Accident Report to Safety Officer (within 5 days) • Form 2508 sent by Safety Officer to HSE
Injury resulting in over 3 days off work or unable to carry out normal duties	<ul style="list-style-type: none"> • Department Manager • Group Safety Officer 	<ul style="list-style-type: none"> • Complete Documentation as above
Accident -- no time off	<ul style="list-style-type: none"> • Department Manager • Safety officer 	<ul style="list-style-type: none"> • Log in Accident Book B1 510 • Forward completed company Accident Report to Safety Officer
Reportable Disease	<ul style="list-style-type: none"> • Department Manager • Group Personnel Manager • Group Safety Officer 	<ul style="list-style-type: none"> • Report disease to HSE after doctor's written diagnosis/statutory sick form • Complete all documents as for major injury etc.

HSE CONTACT TELEPHONE NUMBERS ARE DISPLAYED ON POSTERS IN EACH WORKPLACE

4.5 Accident Investigation

The Group policy concerning accident investigation is that all 'time off' accidents be investigated and their causes determined. The objectives of a company investigation are:-

- To ensure appropriate action is taken to prevent recurrence of similar incidents.
- To gather information for use in any criminal or civil proceedings.

- To confirm or refute industry practice
- To prepare notifications to the relevant enforcing agency.
- Laying the blame is not an objective and should be avoided. Where necessary, disciplinary action is necessary to follow employment policy on most occasions.

Accident investigations will be conducted by the Group Safety Officer. Managers and other employees will be expected to assist the investigation and make available all information, including witness statements, which have a bearing on the incident. The investigation can be considered complete when the following questions have been answered:

- What are the root causes of the incident?
- Who was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

If all seven questions cannot be answered, it may be necessary to re-examine certain witnesses with a view to obtaining further information.

The incident investigation will, in addition to identifying underlying causes, involve measures to prevent recurrence, such as changes to practice and implementing changes to procedures.

- Review of the risk assessment
- Further formal procedures to be followed
- Training programmes to be implemented

Guidelines prepared for operational procedures or training programmes should be reviewed and updated as necessary.

- Instructions more clearly defined
- The introduction of new measures
- Improving or extending previous measures
- Introducing additional checks

Accident Follow-Up Action

Should any change to existing procedures be required, it is the responsibility of the Department to ensure that the necessary changes are made. Elected Safety Representatives shall be given the opportunity to comment on any proposed changes.

Any deficiency still apparent must be reported to the Group Safety Officer for further review and, where necessary, for action to be taken.

Employee Elected Safety Representative

Elected Safety Representatives are responsible for investigating accidents and hazardous situations. They are entitled to carry out such an investigation once the accident has been reported. Safety Representatives may wish to carry out an investigation and keep the results confidential for future use.

5. Personal Protection

5.1 Personal Protective Clothing & Equipment

The Group will provide personal protective equipment where the risk is from a work activity and cannot be adequately controlled by other means such as engineering controls.

incident.

the relevant enforcing agency.

the investigation and should be avoided. Where necessary, disciplinary action is necessary to follow employment policy on most occasions.

the Group Safety Officer. Managers and other employees will be expected to assist the investigation and make available all information, including witness statements, which have a bearing on the incident. The investigation can be considered complete when the following questions have been answered:

it may be necessary to re-examine certain witnesses with a view to obtaining further information.

underlying causes. Dealing with the investigation will involve measures to prevent recurrence, such as changes to practice and implementing changes to procedures.

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Guidelines prepared for operational procedures or training programmes should be reviewed and updated as necessary.

- Instructions more clearly defined
- The introduction of new measures
- Improving or extending previous measures
- Introducing additional checks

monitoring of certain operations.

Should any change to existing procedures be required, it is the responsibility of the Department to ensure that the necessary changes are made. Elected Safety Representatives shall be given the opportunity to comment on any proposed changes.

Any deficiency still apparent must be reported to the Group Safety Officer for further review and, where necessary, for action to be taken.

entitled to carry out an investigation of accidents and hazardous situations. They are allowed to carry out such an investigation once the accident has been reported. Safety Representatives may wish to carry out an investigation and keep the results confidential for future use.

Safety Appliances

The Group will provide personal protective equipment where the risk is from a work activity and cannot be adequately controlled by other means such as engineering controls.

engineering controls. Training on correct use of the equipment and its limitations will be carried out as follows:

The implementation of this policy will involve the involvement of elected Safety Representatives and the provision of equipment. Departmental Management will ensure that the following Health And Safety Arrangements are in place:

Health And Safety Arrangements

Subsidiary companies and/or departments must:

- Carry out an assessment of the risks identified by the use of PPE.
- Where two or more items of PPE are required, ensure that no item reduces the protection provided by the other.
- Implement steps for the maintenance and repair of PPE for ensuring the PPE does not become defective.
- Provide or replace necessary PPE for all employees.
- Inform all employees of the correct use of PPE and the works process or substance to be used.
- Investigate complaints and defects.

Employee Responsibilities

Employees must:

- Use PPE only for its intended purpose.
- Not misuse any PPE issued.
- Carry out maintenance and repair of PPE.
- Inform a responsible person of any defects.
- Keep statutory records up to date.

Information And Training

Subsidiary companies and/or departments must ensure the health and safety of employees by providing experience personnel and controlling the use of PPE. Supervisory staff responsible for the use of PPE must ensure that the following minimum information and instruction is provided:

- The risks the PPE is controlling.
- The way the PPE controls the risks.
- The way to use the PPE so that it is effective.
- The pre-use tests necessary to ensure the PPE is functioning correctly.
- How to maintain the PPE in good condition.
- Any documentation to be completed.

Safe System Of Work

The use of PPE is an important part of a safe system of work. Employees are to be instructed in the correct use of any equipment provided and the procedure below is to be observed when using PPE:

- Ensure that the PPE fits properly.
- Carry out all pre-use tests/controls.
- Report all defects. Do not use defective PPE.
- Ensure items of PPE are correctly stored and their effectiveness is not compromised.
- Inform your manager/supervisor of any defects.

correct use of the equipment and its limitations will be carried out as follows:

The implementation of this policy will involve the involvement of all employees and the provision of equipment. Departmental Management will ensure that the following Health And Safety Arrangements are in place:

Subsidiary companies and/or departments must:

- Carry out an assessment of the risks identified by the use of PPE.
- Where two or more items of PPE are required, ensure they are compatible and do not reduce the protection provided by the other.
- Implement steps for the maintenance and repair of PPE for ensuring the PPE does not become defective.
- Provide or replace necessary PPE for all employees.
- Inform all employees of the correct use of PPE and the works process or substance to be used.
- Investigate complaints and defects.

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- Carry out all pre-use tests/controls.
- Report all defects. Do not use defective PPE.
- Ensure items of PPE are correctly stored and their effectiveness is not compromised.
- Inform your manager/supervisor of any defects.

this equipment, however users must ensure contaminated masks are disposed of.

Full face canister respirators provide a higher level of protection, such as maintenance and repair. This equipment requires checks and must be monitored and enforced by managers. These are to be issued for the recording of these checks.

Compressed air breathing apparatus is used by trained employees in an emergency situation, such as entry into a confined space entry necessitates record keeping are statutory requirements for managers.

In all instances, managers/supervisors must ensure the risk to employees is sufficiently by other controls.

5.5 Foot Protection

Employees shall be issued with safety boots where injuries to the foot could occur. Employees must provide protection against sharp objects. Protection to minimise the risk of shock is achieved from purchasing safety boots with high resistivity soles. Safety boots should give protection against ingress by diesel and/or lubricating oils, etc.

5.6 Body and Hand Protection

The Construction (Health, Safety and Welfare) Regulations 1966 require provision of adequate and suitable clothing to employees and where employees are exposed to specific hazards identified in risk assessments.

Hand protection of various types shall be provided as required by the company activity risk assessments.

5.7 Head Protection

The requirements are laid down in the 'Safety Helmets' Regulations 1989. All employees are to wear safety helmets where there is a foreseeable risk of injury to the head other than by falling. Certain work activities, such as working in excavations 1.2 m or more deep, on other construction plant, on site, in confined space work and any other work where the need is identified in risk assessments.

Safety helmets are not to be used if the helmet is over two years old. Supervisory staff are to ensure that the helmet is over two years old and implement a change programme.

5.8 Hi-Visibility Clothing

It is a requirement of 'The Code of Practice for the Working on or near the Carriage of Goods by Road' that those attending worksites covered by the Code must wear high-visibility clothing.

5.9 Safety Harnesses

Where it is not practicable to provide other means of fall protection, safety harnesses are to be worn. Where they are worn, safety harnesses shall be worn.

Company risk assessments identify where it will be necessary to use safety harnesses. Where they are used, the responsibility of the owner of the equipment is to ensure that the provision of suitable anchorage-points is

ensure contaminated masks are disposed of.

exposure is likely to need a higher level of protection, such as maintenance and repair. This equipment requires checks and must be monitored and enforced by managers. These are to be issued for the recording of these checks.

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Company risk assessments identify where it will be necessary to use safety harnesses. Where they are used, the responsibility of the owner of the equipment is to ensure that the provision of suitable anchorage-points is

At locations where fixed ladders are used as an alternative safety measure, inspection of these systems is to be carried out by a competent person.

6. Contractors

6.1 Control of Contractors

Where the Group retains occupation, control and monitor the risks presented to employees and others, it will only use contractors who have the capability to safeguard their employees and others. This will be administered in the form of an approved list, then their competence and capabilities and limitations. Should a contractor not be on the approved list, then their competence and capabilities should be assessed by provision of information as listed on the contract.

Provision of Information

The company recognises that contractors must have adequate health and safety resources if they are to be able to tender. Therefore, the company undertakes to provide the necessary information prior to tender.

Safety Rules and Procedures

Where the Construction Design and Management Regulations (CDM) are applicable, the contractor selected to carry out the work shall be responsible for all health and safety aspects of construction work prior to construction.

The subsidiary company representing the project shall, prior to construction work, arrange that contractors are informed of the hazards and safety procedures relevant to the site.

In shared work places, the principal contractor shall be responsible for all health and safety aspects of construction work. Contractors shall be informed of the hazards and safety procedures relevant to the site.

Reporting

All subsidiary company employees shall be instructed to stop the work if serious danger from whatever source to their health and safety is foreseen, and to notify the person appointed to coordinate the work, by telephone followed by a written report.

Where contractors' employees are employed on the subsidiary company/department, the subsidiary company/department will be responsible for all health and safety aspects of construction work.

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Supervision

The Group recognises its duty to ensure that the primary responsibility to supervise construction work and workforce lies with the contractor. Provision of adequate supervision will be a key factor in all contracts.

Where contractors are employed on the subsidiary company/department, the subsidiary company/department will be responsible for all health and safety aspects of construction work.

At locations where fixed ladders are used as an alternative safety measure, inspection of these systems is to be carried out by a competent person.

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these terms are to be briefed by procedures before starting work

Safe Systems of Work

Accountabilities must be clearly they are responsible for in advance such as permits to work.

All plant, equipment, personal protection unless exceptional circumstances company need written authority and the contractor must be competent

Elements of Contractor Site Rules

The Group/contractor pre-work shown below:-

- Site safety policy and activities
- Procedures for high risk activities work, excavations, etc.
- Method statements.
- Communication arrangements
- Site access arrangements,
- Local emergency procedures
- Accident and dangerous occurrences
- Risks from company plant, equipment
- The existing environment, etc.

Project Record Keeping

To demonstrate its commitment company/department will, for all projects

- Information provided by the contractor
- Contractor works specifications
- Records of all safety communications
- Minutes of all meetings with the contractor
- Copies of agreements enabling contracts.
- Copies of any statutory inspection contractor.
- Agreed product quality protection apparatus and structures with
- Copies of all risk assessments Management of Health and Safety Regulations.
- Copies of Permits to Work (if applicable)
- Copies of all site safety audits
- The Project Safety File to include and maintenance manuals

6.2 The Construction (Design and Management)

Application Of The Regulations

Major construction/building projects companies or persons in all duties

plant in-house health and safety

must know, accept and understand what they agree of a method and systems

are to be provided by the contractor in which case any such items loaned by the contractor. The item must be in sound condition

site rules are to include the elements

confined spaces, work at heights, electrical

company appointed person.

material storage areas.

arrangements.

which may affect the contractor staff.

structures, etc.

list of contractors the subsidiary following records:-

of his competency in health and safety.

incidents.

contractor.

representatives.

lifting, etc. supplied and erected under other

certificates, etc. supplied by or to the

connection and test running of new

contractor in compliance with the Construction Design and Management

regulations and implementation).

contractor's appointed competent person.

equipment and materials incorporated. Operation

is

to state the employment of outside competent persons in the various configurations of combined

duties which can take place on to conditions concerning combination the Group Safety Officer.

Application Of The CDM Regulations

- Will the construction work involve any demolition work?
- Will the construction phase be a new project or a renovation project?
- Will the work involve any demolition work?
- All demolition work.
- Designer's duties will apply to all projects.

Responsibilities

Managers planning projects that require CDM compliance must determine, with the aid of the Group Safety Officer, where compliance is found to be necessary. Where compliance is found to be necessary, the work must take place 'as soon as reasonably practicable' and competency enquiries are available from the Group Safety Officer.

Managers issuing competency enquiries must ensure that relevant checks are carried out in accordance with the Group Safety Officer's requirements.

Where compliance with CDM is required, the work must not begin prior to a suitable and sufficient assessment by the Contractor.

Conditions Of Appointment

Duties placed upon appointees must be understood clearly by all parties. Conditions of appointment are the company's Conditions of Appointment Forms available from the Group Safety Officer and signed by the parties concerned. The documents are to be agreed in writing. If the text dictates, the text may be altered to suit the project, but the Principal Contractor's Contract prepared by the Company must be understood clearly by all parties.

Competence

Managers are required to ensure that all personnel are competent, either internally or from outside agencies, to carry out designer and planning supervisor responsibilities.

Notification

All projects/works where the construction phase involves more than 30 days or 500 person days are to be notified to the HSE. Notification forms are available from the Group Safety Officer.

Documentation

All projects/works, whether direct or indirect, will require varying levels of documentation governed by the nature of the work.

Documentation packs available from the Group Safety Officer include:

- Project Pre-Tender Safety File
- Project Construction Safety File
- Construction Work Pre-tender Safety File

Provision of Information

The subsidiary company (client) must ensure that the necessary information is provided to the planning supervisor to ensure that the work can be carried out safely and efficiently.

should be agreed at the outset. Reference should be made to the publications available from the HSE.

at any one time?

or 500 person days? (HSE notifiable)

numbers of workers?

works programmes are required to ensure that CDM compliance is necessary. The appointment of competent duty holders must be confirmed by completion of competency questionnaires to assist with the Group Safety Officer.

sure, with assistance from the Group Safety Officer, that relevant checks are carried out.

must ensure that construction work does not begin prior to a suitable and sufficient assessment developed by the Principal Contractor.

must be understood clearly by all parties. The company's Conditions of Appointment Forms are to be agreed in writing. If the text dictates, the text may be altered to suit the project, but the Principal Contractor's Contract prepared by the Company must be understood clearly by all parties.

that persons/organisations are available to carry out designer and planning supervisor responsibilities.

30 days or 500 person days are to be notified to the HSE. Notification forms are available from the Group Safety Officer.

ut, will require varying levels of documentation governed by the nature of the work.

on Plan. (OS format)

necessary to enable the appointed planning supervisor to ensure that the work can be carried out safely and efficiently.

information file distributed to the
what is to be included in the safe

Legislation

Not all works will fall within the f
managers are required to apply
ensure safe operational sites.

Other regulations which should
works are:-

- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Personal Protective Equipment Regulations 1992
- Manual Handling Operations Regulations 1992
- Chemicals (Hazard Information and Packaging for Supply) Regulations 1994
- Supply of Machinery (Safety) Regulations 1994
- Control of Substances Hazardous to Health Regulations 1994
- Electricity at Work Regulations 1989
- Noise at Work Regulations 1988
- Construction (Health, Safety and Welfare) Regulations 1996
- Construction Head Protection Regulations 1996

7. Induction of New Employees

7.1 Induction Training

The Group will ensure that all new employees, with no work experience, are given sufficient induction training on health and safety risks associated with the work. This will be carried out at company/department level using Form SC/Induction 001. The employee's induction training progresses. Any relevant information shall be given to the employee at the initial briefing.

Subsidiary companies are to be aware of the restrictions imposed upon work undertaken by young persons and ensure that during any placement, the young person will be given similar restrictions.

The Personnel and Departmental Management will ensure that the provisions of this policy are met.

7.2 Health and Safety of Pupils on Visits

The department and school/college will ensure that:

- the department and school/college are aware of the health and safety risks associated with the activities in which the young persons will be employed.
- the activities in which the young persons will be employed.
- activities which the young persons will be employed.
- any special arrangements (e.g. for young persons with disabilities such as hearing impairment etc.)
- time and place of the induction training.
- issue of protective clothing and equipment.
- levels of supervision and visitation.
- how incidents involving young persons will be dealt with and review of the placement.

panies/departments gives guidance on

regulations. Should this situation arise, the Health and Safety Regulations 1992 to

signing and/or carrying out construction

1992

1992

supply) Regulations 1994

ons 1994

ns 1996

young persons on schemes such as to ensure they are conversant with the health and safety risks associated with the work they will be employed. The training will cover the general information listed on Form SC/Induction 001. The employee's induction training progresses. Any relevant information shall be given to the employee at the initial briefing.

restrictions imposed upon work undertaken by young persons and ensure that during any placement, the young person will be given similar restrictions.

responsibility for ensuring that the

advance:-

es.

employed.

as hearing impairment etc.)

with and review of the placement.

7.3 Risk Reduction

Areas and/or activities to which no one should be exposed (unless undergoing recognised training with suitable supervision) and to which children are not to be exposed at any time are:-

- dangerous machinery. (eg power tools, equipment etc).
- mechanical lifting operations.
- work over or adjacent to deep excavations.
- climbing operations.
- construction site visits (unless accompanied by a Principal Site Contractor).
- activities involving high noise levels.
- work or entry into excavations or confined spaces.
- work or entry into areas where hazardous substances is foreseeable.
- climbing operations.
- construction site visits (unless accompanied by a Principal Site Contractor).
- activities involving high noise levels.
- work or entry into excavations or confined spaces.
- work or entry into areas where hazardous substances is foreseeable.
- entry into areas isolated for maintenance work, eg around open panels etc.
- work involving possible exposure to hazardous chemical agents, or any substance categorised as a carcinogen.

7.4 Safe Systems of Work

All new employees shall be fully briefed on any placement. The briefing shall be undertaken by the Subsidiary Company's Supervisory staff and shall include:-

- introduction to the manager.
- introduction to the Health and Safety Officer.
- issue of any relevant safety rules.
- prohibited areas and/or activities.
- hazardous substances (warning labels).
- lifting heavy objects.
- housekeeping.
- electrical equipment hazards.
- use of protective clothing and equipment.
- emergency procedures (fire, evacuation).
- first aid and accident reporting.
- hygiene.
- how to obtain further information.

7.5 Provision Of Information

Schools and colleges etc may request information to protect their placement. Should this information be completed and available, they shall be provided when placements are initiated.

Definitions

Young Person under the age 18

Child under the age of 16 not yet reaching school leaving age.

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8. Lone Working

8.1 Management Guidance

Whilst generally there is no legal intention to place any of its employees when working alone. The Group employees, including those who

The purpose of this section is to implement specific procedures for

working alone, it is not the Group's any employee to place him/herself at risk, the health, safety and welfare of all

enables managers to develop and appropriate situations.

8.2 Assessing the Risk

Managers are to ensure assess activities are being carried out using work methods are safe. Where activities include:-

The Task

Can the job be done safely by the systems of work, procedures and

Even if the main work content of equipment, covers or materials/

Is the person medically suitable health problems that could pose

all work activities to determine which and as to check whether existing considerations in assessing their

, taking into account present safe has been given?

worker, can one person safely handle any

know which of your employees have

The Area

Are there special problems associated location or away from the vehicle

Some safe systems of work and for gas operations, already specified

Managers' risk assessments must so that employees may be able supervisors can monitor lone workers

work is to be undertaken? (eg. Remote locations, difficult access etc.)

those for confined space entry and those working and must be enforced by managers.

provide extra communication equipment in event of emergencies and so that about the day.

8.3 Planning the Work

All work is to be properly planned employees are required to work companies or those belonging to commercial customers. Those in advance of the work as to whether and take these into account when

Where practical the movements would be a reasonable method if employee keeps supervision information initially recorded. There are other sheet or diary into which the employees are recorded and checked periodically

Managers must ensure that at the end of the normal working exists where lone workers are

is becomes especially important when is on sites operated by subsidiary property developers, domestic or enquiries with the owner/occupier in for lone working at the site or premises

recorded. A 'daily whereabouts record' can be implemented, provided the the order of attending sites from that employee whereabouts, such as a log time, expected job duration and finish time to confirm the employee's safety.

confirm that all lone workers are safe at also ensure that a reporting system and the end of the normal working day.

8.4 Methods of Checking Employees

Regular communication between well being and safety can be checked departmental operations, acquiring

means is a means by which lone workers' identify the method suitable to their and implement the system.

S

Some systems which may be in

- Twinning with a partner or p
other's task location and ex
completion of work at a loca
physical check by a supervi
- Radio and/or telephone con
pattern, especially at the en
- Where work is pre-schedule
their working day and log of
log at the end of the day an
- There should be a method/s
to return or report in, there s
being and safety.

8.5 Implementing Measures

Department managers are resp
departmental operations, that w

A review of any procedures in p
or whenever there is a significa

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te and keep each other informed of the
They would also contact each other on
communicate as planned would involve a
yee.

e or the control centre on an agreed
g day, shift or period of working late.

employees should log on at the start of
A nominated person should check the
have returned safely.

ivities of employees. If an employee fails
procedate to check the employee's well

M

implementing procedures, suited to the
e worker to a tolerable level.

by managers periodically (eg. annually)
es.

P

L

E