

1. Introduction

- 1.1 <<Insert Company name>> recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 including the responsibility to:
 - 1.1.1 provide and maintain safe places of work wherever the site is located.
 - 1.1.2 provide information, training and supervision to allow works to be carried out safely.
 - 1.1.3 provide and maintain safe equipment and safe systems of work.
 - 1.1.4 ensure safe working conditions in all places of work.
 - 1.1.5 work to prevent occupational related ill health.

2. General Health and Safety Policy

- 2.1 The Management of the Company is committed to achieving the highest standards of health and safety with monitoring performance and continuous improvement throughout the Company.
- 2.2 The Management of the Company is committed to the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company such as CDM 2007 and the Work at Heights Regulations.
- 2.3 The Management of the Company recognises that the talent and energy of the men and women who work for the Company are its most valuable assets. They are therefore committed to providing safe and healthy working conditions and adequate welfare facilities for all employees no matter the location. The Management of the Company is committed to ensuring that the work done by the Company does not compromise the health and safety of any other person.
- 2.4 The Company will encourage all employees to take an active interest in health and safety matters and in this respect, all employees are encouraged to co-operate with the management in identifying hazards and reduce the risk. All employees are encouraged to report any condition which may appear dangerous or unsafe. The Company will at all times consult with the employees on health and safety matters.
- 2.5 The Company will, where practicable, ensure that it provides satisfactory financial support needed to meet these objectives and that it provides the necessary resources and arrangements which ensure the effective planning, control, monitoring and improvement of health and safety.
- 2.6 Copies of this policy will be made available to all Company employees and other interested parties.

3. **Company Duties:**

- 3.1 To comply with the relevant legislation, Notes, and recommendations of the Health and Safety Officers during visits.
- 3.2 To ensure that requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation are met and to co-operate with any Local Authority recommendations.
- 3.3 To ensure the provision of safe plant and systems of work especially in relation to the design, installation and maintenance of safe plant and systems of work.
- 3.4 To ensure the correct handling, storage and the transportation of materials and substances.
- 3.5 To ensure that Risk Assessments are carried out as necessary and that method statements are prepared as required.
- 3.6 The identification and provision of information, instruction, training and supervision to ensure the safety of employees and all other persons.
- 3.7 To ensure the provision of Personal Protective Equipment (PPE) as necessary.
- 3.8 To encourage discipline and safety matters both in and outside the organisation.
- 3.9 To permit safety representatives to inspect employees in accordance with such regulations as the Safety Regulations prescribe.
- 3.10 To ensure the provision of First Aiders/Appointed Persons and facilities and to provide adequate provisions required by the relevant statutory provisions.
- 3.11 To ensure that there is no injury or damage to any person or adjacent property.
- 3.12 To ensure proper reporting of Injuries, Diseases and Dangerous Occurrences in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, are in place.
- 3.13 To ensure, as far as is practicable, that it will not allow its employees, subcontractors and visitors to carry out work or operations whilst under the influence of alcohol or drugs (substances).
- 3.14 To ensure that all employees (and relevant) comply with relevant statutory obligations.

4. **Directors' Duties:**

- 4.1 The Directors will have a knowledge and understanding of the Health and Safety Regulations and its associated Regulations and Approved Codes of Practice.
- 4.2 The Directors take responsibility for health, safety and welfare throughout the Company. The responsibility for health and safety lies with the Managing Director. [Name] is responsible for day to day health and safety issues. [Name] is the Director responsible for health and safety issues.] OR [Name] is the Director responsible for health and safety issues.]
- 4.3 It will be the responsibility of the Directors to keep all employees advised as to the current status of the Company's health and safety policy.

S

A

M

P

L

E

to their responsibility

and safety matters.

- 4.4 In order to protect members of the public and employees, the Directors will:

of employees and contractors or company's operations, the Directors

- 4.4.1 Take reasonable steps to control risks associated with the Company which need to be controlled.

themselves with the hazards and risks of the Company and with the precautions necessary to control those risks.

- 4.4.2 Establish procedures for dealing with emergencies.

emergencies.

- 4.4.3 Appoint a competent person to assist them in carrying out their duties.

competent person to assist them in carrying out their duties.

- 4.4.4 Ensure that all employees and contractors receive adequate training and information so that they can carry out their work safely and competently. Ensure that adequate facilities are available for this purpose.

sufficient training and information so that they can carry out their work safely and competently. Ensure that adequate facilities are available for this purpose.

- 4.4.5 Before entrusting any work to employees, take into account their capabilities and ensure that suitable Risk Assessments are carried out for any hazardous activity.

employees, take into account their capabilities and ensure that suitable Risk Assessments are carried out for any hazardous activity.

- 4.4.6 Ensure that all employees and contractors are assessed for their competence both in their work and in their health and safety management.

assessed for their competence both in their work and in their health and safety management.

- 4.4.7 Initiate the development of the Health and Safety Policy and ensure that it is communicated to all employees and where relevant, to the public and contractors.

of the Health and Safety Policy and ensure that it is communicated to all employees and where relevant, to the public and contractors.

- 4.4.8 Ensure that all employees and contractors are instructed in health and safety matters.

direct or sub contract carry out the work allocated to them.

- 4.4.9 Ensure the safety of the Company is monitored and take action to remedy any deficiencies.

the Company is monitored and take action to remedy any deficiencies.

- 4.4.10 Ensure that adequate first aid facilities are provided.

adequate for welfare facilities and that adequate first aid facilities are provided.

- 4.4.11 Ensure that all employees and contractors are provided with the necessary instruction and information.

provided to employees, and that all employees and contractors are provided with the necessary instruction and information.

5. Health and Safety Director's Duties:

Director's Duties:

- 5.1 To ensure that all employees and contractors are aware of their responsibilities.

Supervisors and Staff and where relevant, to the public and contractors their individual Health and Safety responsibilities.

- 5.2 To report to the Directors any changes in the training requirements of employees and contractors.

relating to safety, including new legislation or changes in the law.

- 5.3 To initiate and/or recommend changes to the policy as and when necessary.

, developments and amendments to the Health and Safety Policy.

- 5.4 To monitor the effectiveness of the Health and Safety Policy against the Welfare of the Company, and report to the Board accordingly.

Company's Policies for Health, Safety and Welfare of the Company, and report to the Board accordingly.

- 5.5 To inform the Health and Safety Committee of all notifiable accidents and incidents and recommend means of preventing re-occurrence.

of all notifiable accidents and incidents and recommend means of preventing re-occurrence.

- 5.6 To arrange appropriate training for employees and where appropriate for contractors.

employees and where appropriate for contractors.

- sub contractors.
- 5.7 To create and maintain a safe working environment for all staff.
- 5.8 To carry out Risk Assessment where appropriate, COSHH, Noise, Manual Handling etc. in accordance with the relevant legislation as needed.
- 5.9 To promote an international attitude towards Health and Safety matters throughout the company.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new equipment.

Name: <<Insert Full Name>>
Position: <<Insert Position and Department>>
Date: <<Date>>
Signature:

S

A

M

P

L

E