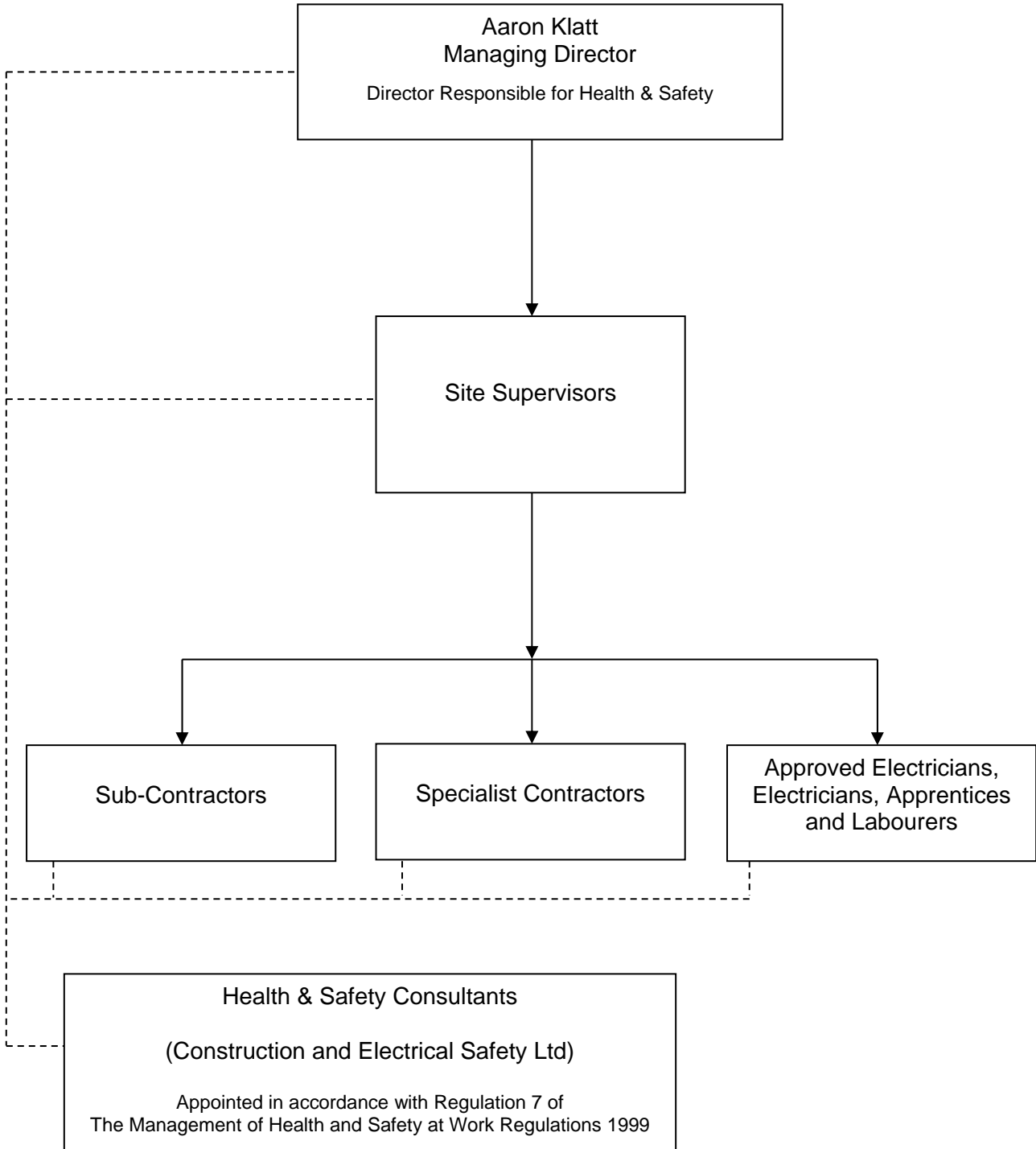


# Health and Safety Policy

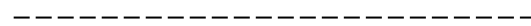
## Organisation

# Management Structure



Lines of Responsibility/Reporting

Lines of Health & Safety Communication



The Managing Director responsible for Health & Safety will ensure that: -

- They have a good understanding of the main requirements of the Health and Safety at Work etc Act 1974.
- All levels of management within the company fully understand the arrangements for the implementation of the Health and Safety policy.
- The policy is reviewed for compliance with the objectives for Health and Safety.
- Sufficient funds are available for the requirements of Health, Safety & Welfare provisions.
- All Managers, Supervisors and employees fully understand safe systems of work, rules, procedures and suitable records are kept.
- The organisational structure is appropriate in order to manage Health and Safety.
- Health and Safety is integrated into the company's management systems.
- Regular Health and Safety audits and inspections are carried out in accordance with company's Health and Safety monitoring procedures.
- Adequate Health and Safety training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe systems of work and training required to perform their duties and work related tasks.
- Qualified First Aid personnel and facilities are provided to address potential hazards within the company.
- Employees and any other relevant persons are informed of the location of First Aid personnel, facilities and the importance of recording all accidents/incidents in the accident book.
- All accidents/near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out and recorded.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the company and those relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient Personal Protective Equipment is provided for employees at no cost and the relevant statutory signs and notices are provided and displayed in prominent positions.
- Regular Health and Safety meetings are held to ensure effective Health and Safety consultation.
- Records are compiled for statutory inspections, testing, or maintenance undertaken on all work equipment and services within the premises.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carryout work safely on behalf of the company.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work and that a system is implemented to ensure contractors have the necessary competence and resources in order to carryout work safely on behalf of the company.
- All welfare facilities, including temperature, lighting, and ventilation levels, are adequate for all company premises.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

- They set a personal example when visiting sites by complying with all established rules, legislation requirements and the company Health and Safety Policy and making site management aware of any unsafe conditions or practices.
- They discourage operatives from taking risks.
- A personal example is set, and in particular wear the appropriate clothing and P.P.E.
- They do not allow “horseplay” or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Suitable Risk Assessments have been carried out for the tasks undertaken.

### Supervisors will ensure that: -

- All employees under their control fully understand the safe systems of work, rules, procedures and suitable records are kept.
- Employees and any other relevant persons are informed of the location of First Aid personnel, facilities and the importance of recording all accidents/incidents in the accident book.
- All Health and Safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- They have a good understanding of the main requirements of the Health and Safety at Work etc Act 1974.
- All levels of management within the company fully understand the arrangements for the implementation of the Health and Safety policy.
- They set a personal example when visiting sites by complying with all established rules, legislation requirements and the company Health and Safety Policy and making site management aware of any unsafe conditions or practices.
- They discourage operatives from taking risks.
- A personal example is set, and in particular wear the appropriate clothing and P.P.E.
- They do not allow “horseplay” or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Suitable Risk Assessments have been carried out for the tasks undertaken.

### Employers Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by the company. Consideration will also be given to our neighbours and the general public.

### Management will ensure they: -

- Assess all risks to worker’s Health and Safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the company.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with Health and Safety law.

### Employees Responsibilities inc Contractors

The Health and Safety at Work etc Act 1974 details two main sections which employees are required to comply with.

These are: -

1. Every employee working for the company has a duty of care under the Health and Safety at Work etc Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.
2. In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with BA Electrical Ltd and any other person to ensure all aspects of Health and Safety legislation are adhered to.

### Employees inc Contractors are obliged to:-

- Always follow safety rules, avoid improvisation and comply with the Health and Safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Managing Director Responsible for Health & Safety and the First Aider of all accidents that occur.

### The Management of Health and Safety at Work Regulations 1999 require all employees inc Contractors to:-

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

### Information for Employees inc Contractors

Information regarding Health and Safety law is provided by a number of methods as follows:

- Employees are provided with a copy of the company Health and Safety Policy.
- The approved poster Health and Safety Law – “What You Need To Know” is displayed in the Head Office. These posters will always be kept in a legible condition with:
  1. Your Health and Safety Representative details.
  2. Your Health & Safety Consultants details (*Construction & Electrical Safety Ltd*).
- Management has access to a 24 hour helpline to *Construction & Electrical Safety Ltd* Health and Safety consultants who will advise on all aspects of Health and Safety.
- Management and employees have access to the company Health and Safety general policy that contains all relevant information with regard to recording and monitoring.

### Direct Employed & Sub-contract Personnel

- Will be made aware of the company's Health and Safety Policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation.
- Will comply with all instructions given by the Management of the company.
- Will co-operate with the company in ensuring a high standard of Health and Safety on all contracts with which they are involved. If the standards stipulated by the company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the company.

### Joint Consultation

The Health and Safety (Consultation with Employees) Regulations 1996 require all employers to consult with their employees who are not represented by safety representatives under the (Safety Representatives and Safety Committees Regulations 1977).

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to Health and Safety is communicated by means of consultation between management and employees.

It is the responsibility of the Managing Director Responsible for Health & Safety to ensure that consultation takes place in good time on matters relating to employee's Health and Safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purposes of such consultation.

*Construction & Electrical Safety Ltd* along with other professional bodies will inform the Managing Director of any relevant changes to Health and Safety. This information will be disseminated to the Managing Director Responsible for Health & Safety who in turn will inform the appropriate employees

If any visitors/customers raise any concerns with regard to Health and Safety, the Managing Director Responsible for Health & Safety will investigate the issue and either deal with it themselves or with guidance from *Construction & Electrical Safety Ltd*.

If required, senior management will request that *Construction & Electrical Safety Ltd*, the company's external Health & Safety consultants will liaise with the local enforcing authority on the company's behalf.

Health and Safety matters will be discussed at meetings or "toolbox talks" or "safety briefings" on an informal but frequent basis. These will be carried out by the Management. Employees will be encouraged to put forward suggestions for improvements in Health, Safety, Welfare and Environment provisions.

### **IF IN DOUBT ALWAYS ASK**

Failing to comply with the company's Health and Safety Policy, instructions on safe working procedures or training may lead to the matter being dealt with as a disciplinary matter. That could lead to the individual being warned, receiving a written warning, suspended from work or in the event of a serious infringement of safety requirements, dismissed.