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| **Health & Safety Policy**  J Anderson & Son Limited  Rockingham Lodge  Wathwood Drive  Swinton  Mexborough  S64 8 UN |

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| Author | Name | Position | Signature |
| Author | Kevin Sayers | Health & Safety Manager |  |
| Reviewer | Mark Sockett | TW Co-ordinator |  |
| Approver | Paul Anderson | Project Manager |  |

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| 01 | 30.01.2014 | Issued for review |
| Revision Number | Date | Status |

GENERAL STATEMENT OF POLICY

It is the policy of J Anderson & Son Limited (JAS) to comply with the terms of the Health and Safety at Work etc. Act 1974 and all subsequent legislation, and to provide and maintain a healthy and safe working environment. Our health and safety objective is to minimise work related accidents and illnesses and ultimately to achieve an accident-free work environment.

We recognise and accept our duty to protect the Health and Safety of all employees and contractors, as well as any members of the public who might be affected by our operations.

We recognise that health and safety are an integral part of the company’s overall performance and will not be compromised over production or costs, the duty lies with management to ensure this.

We appreciate that people are our most important asset and will constantly strive to improve health and safety within the organisation.

Health and safety at work is the responsibility of each and every individual associated with the company. Every employee and contractor has a moral and legal responsibility to take care of their own and other people’s health and safety and to report any situation which has the potential to result in an accident, incident or ill health.

The Company will make suitable arrangements to:

* Communicate and consult with our employees on matters affecting their health and safety.
* Provide well maintained vehicles, plant and equipment as well as safe systems of work.
* Ensure the safe handling and use of substances and materials.
* Provide information, instruction and supervision for employees.
* Ensure that all employees are competent to do their tasks and to give them adequate training where required.
* Monitor the ongoing effectiveness of this policy.
* Undertake a review of this policy annually or as dictated by work load or type.

The responsibilities for implementation of the policy are detailed under organisational responsibilities.

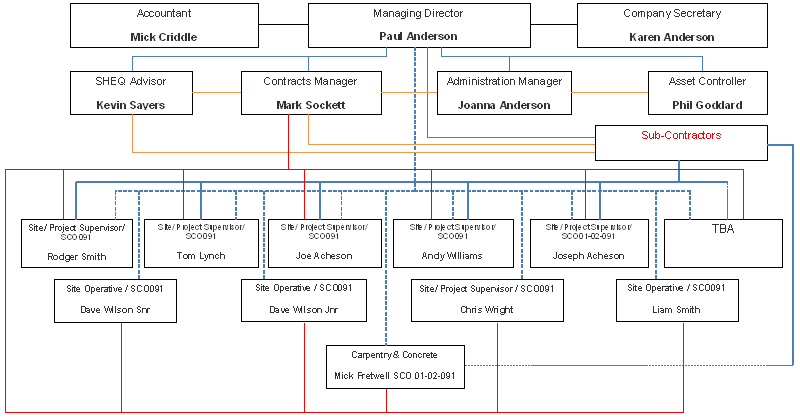
The company gives full backing to this policy statement and all support will be given to those who enforce and undertake it.

Signed Date: 30th January 2014

Paul Anderson

Managing Director

Company Organogram



1 ORGANISATION

Management Control

Final responsibility for Health and Safety rests with Paul Anderson, Director. Competent health and safety advice is provided by the SHE Advisor. The day to day safe running of our operations is controlled by Paul Anderson in his role as Project Manager. Responsibility for the safe running of individual work sites is delegated to Project Supervisors.

Co-operation and Consultation

All workers whether employees or self-employed are encouraged to participate and take ownership of health and safety within the company.

Practically this will be achieved by management, project supervisors and workers co-operating to identify and control health and safety issues. This will include:

* Inductions, briefings, tool box talks and pre-job discussions
* Off the job training courses and assessments
* On the job training and coaching

Workers are encouraged to be involved and suggest improvements to procedures, working practices, equipment, etc. that would give health and safety benefits.

The mobile workforce will be encouraged to raise any health and safety issues with management during toolbox talks.

Communication

Effective communication about health and safety, with our workers, suppliers and customers is a key part of our management arrangements. Communication can be through verbal instructions, discussions and training, written Method Statement & Risk Assessments and work procedures, drawings and by the personal example of Management and Project Supervisors.

Important health and safety information will generally be in writing with workers asked to sign a record to say they received and understood it. We aim to keep communication to workers short, relevant and specific to the audience, task and job.

Competence

Workers are selected for their skills, experience and aptitude for the work and projects we undertake. The skills and training for particular roles are identified in the relevant procedures and Method Statement & Risk Assessments. Where additional training is required this will be provided by the company either as off the job training with a training provider registered with a nationally recognised scheme or through on the job training and coaching.

Construction (Design & Management) Regulations 2007

JAS will for all construction projects, plan, manage and monitor our own work. Check the competence of all our appointees and workers. Train and provide information to our workforce. Comply with the specific requirements in part 4 of the regulation. Ensure that there are adequate welfare facilities for our employees.

For notifiable projects JAS will, check that it’s Client is aware of his duties and that a CDM Coordinator has been appointed and the HSE has been notified before starting work. Co-operate with the Principal Contractor in planning and managing the work, including reasonable directions and site rules. Provide details to the Principal Contract of any contractor we engage in connection with carrying out the work. Provide any information that may be required for the health and safety file. Inform the Principal Contractor of any problems with the plan and any reportable accidents, diseases or dangerous occurrences

On projects where JAS is Principal Contractor we will, plan, manage and monitor the construction phase in liaison with the contractor. Prepare, develop and implement a written plan and site rules and ensure that the contractor is passed the plan. Ensure that suitable welfare facilities are provided and maintained throughout the project. Check the competency of all appointees. Ensure that all workers receive a site induction, any further information as may be required and training needed for the work. Consult with the workforce and liaise with the CDM coordinator regarding on-going design. Ensure that the site is secure.

**1.6 Management Meetings, Planning, Targets and Review**

The company management team will hold monthly meetings to discuss the current operating strategy, workload and subsequent manning levels.

As well as looking at future work there will also be a review of recently completed work for any lessons learnt that may assist in work going forward.

Targets for projects, where applicable will be set and monitored by this team.

ARRANGEMENTS

The following arrangements address the significant risks encountered during our normal operations. They are not hard and fast rules but common sense guidance for all staff. These arrangements may not be practical or applicable in all circumstances, staff should exercise judgement and seek advice from managers where required. In general all work should be covered by a Method Statement & Risk Assessment and or Work Procedure and supporting Risk Assessment.

Planning

The Project Manager is responsible for ensuring that all site work is properly planned and carried out. The Project Manager will liaise with the Client, Designer, Principal Contractors and other Sub Contractors as required. Site visits, inspections and design meetings will be arranged as required.

JAS has General Construction Procedures covering their main site work activities. These are supported by site or job specific Method Statement & Risk Assessments and Risk Assessments. The Project Manager is responsible for planning the work with due consideration for safety requirements.

Standard procedures will be adopted wherever possible with deviations and site details included in the Method Statement & Risk Assessment(s). All Procedures and Method Statement & Risk Assessments together with supporting documentation will be assembled into a job file and sent to site for reference by the Project Supervisor, Operatives and 3rd Parties.

Training

All employees and contractors will receive the JAS company induction which will include the information in this policy, our procedures, and our risk assessments

JAS will monitor training needs on a job by job basis and ensure that employees and contractors are suitable trained to carry out their duties. Training will be accredited where available and meet the requirements of Clients and Principal Contractors. Training records will be maintained in the office and available in the site job file. Typical training includes:

* Plant Operators (NPORS)
* New Roads and Street Works Act – NRSWA
* CSCS Safety Test
* EUSR
* Cable Detection – CAT and Genny

Internal on the job training includes:

* Excavation support and safe working practice
* Safe digging practice near underground services

All employees and contractors will receive a site induction at the start of each new job. This will include the Principal Contractors project induction and then a job specific briefing regarding our activity on this project. All inductions will include fire and emergency procedures. This will include relevant procedures, Method Statement & Risk Assessments. A record sheet will be completed for all training.

Regular Tool Box Talks will be delivered to all operatives. Topics will reflect current site activities, Principal Contractor’s requirements, accidents and incidents or updates to standard working practices.

Site Set Up

The Project Manager or Project Supervisor is responsible for ensuring that a site is established in a safe and efficient way. All relevant information will be contained in the project documentation file.

During site establishment priority must be given to any measures required to ensure the safety of members of the public and other workers who may be affected by our activity.

Excavations and Buried Services

JAS acknowledges the risks from buried services and work in excavations. Written Procedures cover all site survey work and excavation. Job specific Method Statement & Risk Assessments will also be prepared to supplement these procedures where required.

The Project Manager will ensure that designs for work involving excavation are suitable and are accompanied by sufficient information for the work to be planned and carried out safely.

The Project Manager will ensure that all information is available (i.e. 3rd part owner plans) and be satisfied with the findings of the site survey and any trial holing before excavation work starts.

**2.4.1 Unexploded Ordnance**

All efforts shall be made at the quotation stage of the project to establish if UXB’s are likely to be encountered.

In the event of UXB’s being discovered on site all plant and equipment shall be shut down and the site cleared of personnel.

The appropriate emergency services shall be notified and a guard mounted to ensure that persons are kept clear.

Workplace Transport – Vehicle and Pedestrian Safety

The Project Manager will ensure that where available the Principal Contractors traffic management arrangements are incorporated into work planning and communicated to the Project Supervisor. The Project Manager will ensure that vehicle and pedestrian safety measures are implemented.

Where possible reversing will be avoided on site and designated turning areas will be used.

Excavators and similar plant operating in restricted spaces should have a dedicated trained banksman. Unrelated work activity should not take place in areas where plant or vehicles are operating unless the two tasks are physically separated by barriers or similar.

All drivers must be trained and authorised for the vehicle or plant they are driving.

Mobile phones are not be used whilst driving vehicles or plant unless an approved hands free kit is installed.

Under no circumstances should mobile phones be used when operating any item of plant.

Traffic Management at Street Works

Traffic Management for street works will be set up by New Roads and Street Works Act (NRSWA) trained operatives following the ‘Safety at street works’ approved code of practice. For work on high speed roads (70 mph) traffic management will be provided by a specialist contractor.

Plant and Work Equipment

JAS will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is to be used. Assessments will be undertaken before work equipment is purchased to determine the best and safest equipment for the task.

All workers will be provided with information, instruction and training to enable them to use work equipment safely. The use of higher risk plant and equipment will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair. Operators will ensure that all guards and safety devices are properly fitted and in full working order before use. Defective equipment will be taken out of service and reported to the Project Manager/Supervisor. All work equipment will be clearly marked with health and safety warnings where appropriate.

Records and logs of statutory inspections will be maintained in the offices/site cabins, these will be made available for inspection by interested parties.

**Calibration of Work Equipment**

Where required, any work equipment that requires periodic calibration shall be listed on a specific register. This register shall be monitored and arrangements made for the item to be returned to the office for calibration by the manufacturer or specialist service provider. On completion of the calibration the test date and next due date shall be entered on to the register.

**Hired Plant & Equipment**

Hired plant and equipment is sourced from reputable companies. Supervisors will visually check hire equipment when it arrives on site, defective equipment will be quarantined and reported to the supplier.

Work at Height

The Project Manager will ensure that where work at height is required and cannot be avoided it is properly planned. The Project Manager/Supervisor will ensure that the correct equipment and trained personnel are available to carry out work at height.

Where the activity is not covered by a standard procedure, e.g. excavation procedure for falls into excavations, a Method Statement & Risk Assessment will be produced. Straightforward operations may be covered by pre job discussions between the Project Supervisor and Operatives.

Lifting Equipment and Lifting Operations

Cranes or Forklifts are not generally required for our work. Where large lifting operations are required this will be sub contracted to a specialist lifting company as a contract lift. JAS will satisfy its self that all relevant documentation for the lift is in place prior to the lift taking place.

Confined or Restricted Spaces

A confined or restricted space is defined in the Confined Spaces Regulations 1997 and is used to describe a working place that has restricted means of access and that may have little or no ventilation or there are other difficulties which could result in the atmosphere becoming toxic or dangerously low in oxygen content.

All work in Confined Spaces is high risk. Work will be planned and carried out in accordance with a Job specific Method Statement & Risk Assessment. Work in confined spaces will be controlled by a Permit to Work.

Any confined space work should have been identified at the planning stage and detailed in the site health and safety plan. No entry will take place until the work has been properly assessed and planned.

All persons entering confined spaces will be trained and competent and authorised by the company.

A permit to enter will be compiled for all entries.

Demolition and Structural Alteration

All demolition work and structural alteration must be approved by the Project Manager. The Project Manager will ensure that the work has been properly planned, designed and a Structural Engineer consulted where required. Task specific Method Statement & Risk Assessments and drawings will be produced.

Major demolition work will be carried out by a specialist subcontractor. Public protection is a significant consideration and adequate lead time should be left for road and footpath closures that may be required.

Cutting & Hot Work

The Project Manager will obtain from the Client or Principal Contractor information on any hazardous area, process or plant. Any restrictions and precautions required for hot works will be identified and include, clearance certificates for pipes and tanks, hot work permits and fire precautions. Specific Method Statement & Risk Assessments will supplement procedures for hot work in hazardous areas.

Noise

Noise assessments will be made of all the company activities, plant and equipment.

Normal work activities do not give rise to continuous levels of noise that may damage hearing. Certain items of plant and equipment will give rise to localised high noise levels for short durations. Equipment operators and those in the immediate area will use the correct hearing protection when required.

Plant and equipment requiring the use of hearing protection will be identified in the relevant construction procedure or Method Statement & Risk Assessment and or the equipment will be labelled.

Vibration

Equipment such as Wacker plates, road breakers and angle grinders expose workers to vibration during normal operation. Use of this equipment will be in accordance with the manufacturer’s instructions and assessments of the vibration risk from equipment will be made.

Where possible vibration will be eliminated for example by use of a road saw instead of a Stihl saw or an excavator mounted breaker instead of a hand held breaker.

Vibration performance will be an important consideration when selecting equipment for hire or purchase. Equipment will be regularly maintained as wear increases vibration.

Where exposure cannot be avoided it will be controlled to below the action level by limiting exposure time.

All workers will complete regular screening questionnaires. Training will be given on the vibration risks and the correct use of equipment to reduce vibration exposure.

Electricity

Risks from buried cables are covered above in excavation.

Working near overhead electric power lines will not take place until it has been planned with the Principal Contractor. It will be carried out in accordance with HSE publication GS6. Information will be obtained from the electricity companies on the required separation distances. Where work cannot be avoided goal posts, bunting and barriers will be erected as required, mobile plant will be fitted with height restrictors and or controlled by a banksman.

All mains electrical tools and site lighting will be 110 volt. All portable electrical equipment will be subject to regular Portable Appliance Testing. Fixed electrical installations will be periodically inspected and tested.

Electrical work will only be undertaken by qualified electricians.

Asbestos

Asbestos may be present in numerous materials and locations in existing structures. Asbestos should be identified during site survey, usually by the Principal Contractor, and either clearly labelled or removed by a competent contractor.

The Project Manager will obtain information from the Principal Contractor or Client on any asbestos left in situ. The Supervisor will ensure this is labelled and workers made aware of its location before work starts so the asbestos is not disturbed.

JAS will not handle or remove asbestos or work in areas contaminated with asbestos. Any employee who suspects he may have found previously unidentified asbestos should stop work and inform the Supervisor immediately.

Personal Protective Equipment

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective Personal Protective Equipment (PPE). All PPE provided by JAS will be properly assessed prior to issue.

All workers provided with personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment.

Employees found to be in breach of their duty in regards to Personal Protective Equipment will be subject to the Company Disciplinary Procedure.

**Hard Hats**

These items are subject to a ‘shelf life’ if treated correctly of 5 years. Many will be replaced before this time limit is reached. Any employee who believes their helmet is approaching its expiry date should contact the company SHE Advisor. This may apply to items of specialist PPE.

Manual Handling Operations

Where there is a risk of injury manual handling operations will be avoided as far as is reasonably practicable. Normal planning will identify mechanical or assistive devices that can eliminate or reduce the risk.

It is not possible to avoid all manual handling operations. The variety of locations and tasks involved in our work often makes written manual handling assessments impractical. Site Supervisors and Operatives will therefore be trained in safe lifting techniques and making on the job assessments. These will take into account the task, the load, the working environment and the capability of the individual concerned.

Where team lifting is required one person will take control and coordinate the lifting task.

Control of Substances Hazardous to Health

JAS recognises the risks from the use of chemicals whilst at work. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on the manufacturers’ and suppliers’ health and safety guidance and our own knowledge of the work process.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

We will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will work with hazardous substances will receive training and information on the health and safety issues relating to the substance and the precautions to be taken.

If identified as necessary in the assessment health surveillance will be carried out and records maintained for the required periods.

Fire Safety and Emergency Procedures

A fire risk assessment will be completed for all fixed facilities and a generic assessment made for construction activities. Construction procedures will incorporate fire safety precautions where appropriate.

All workers must work in such a way as to minimise the risk of fire. This involves observing smoking rules, correctly storing and using flammable substances, controlling sources of ignition and avoiding unnecessary accumulation of rubbish and combustible materials.

All fires, smoke, fire hazards and flammable liquid spills must be reported immediately to the Supervisor and Principal Contractor. Operatives should exercise extreme caution in deciding whether to tackle fires and spillages. If in any doubt they should evacuate the area of all persons and call the fire brigade.

First Aid

First aid kits are located on all work sites as well as in site based company vehicles.

Specific operatives identified to each site are responsible for the proper use and maintenance of each first aid kit. There will always be at least 1 Appointed Person on site at all times. First aid kits will include eye wash facilities.

Accident Investigation & Reporting

JAS see accident investigation as a valuable tool in the prevention of future incidents. All accidents, incidents and property damage must be reported as soon as is practical. The accident book and a preliminary report will be completed by the Supervisor or Project Manager detailing:

* The circumstances of the accident including photographs and diagrams wherever possible
* The nature and severity of the injury sustained
* The identity of any eye-witnesses.
* The time, date and location of the incident.
* The date of the report

Paul Anderson, the SHE Advisor and/or the Principal Contractor will be informed as soon as possible. An in depth investigation will be completed by the SHE Advisor.

JAS is responsible for ensuring cases of accident and diseases are reported to the relevant enforcing authority under the Reporting of Injury, Disease or Dangerous Occurrence Regulations 1995 (RIDDOR) where applicable.

Sub-Contractors

Where sub-contractor organisations are used to carry out work on behalf of JAS, the Project Manager will provide any safety related information, instructions or procedures required.

Sub-Contractors will be required to supply to the company in advance or on request certain information relating to their services. This includes proof of insurance, Method Statement & Risk Assessments, procedures, training records and plant and equipment inspection records.

Welfare

Welfare facilities will generally be provided by the principal contractor. Where no Principal Contractor is appointed, JAS will provide facilities for its own works and ensure these are suitable and sufficient.

Where shared facilities are utilised JAS will maintain high standard as if it were their own.

Safety Systems, Method Statements & Risk Assessments

For particular activities comprehensive Method Statements and Risk Assessments will be issued as necessary by the company for general application to our undertakings, and enforcement of these are required by managerial, technical and other supervisory staff and observed totally by all employees and sub-contract personnel working on our company sites.

Risk Assessments will be undertaken in relation to company premises and generic site activities. Site health and safety advisers and managers will undertake a risk assessment for their specific on site activities.

**2.26 Emergency Preparedness**

As a large amount of the projects undertaken by JAS take place on Clients sites then their published emergency response plan will be adopted. This is identified at the site induction.

Where JAS is carrying out a project on behalf of its Client in open ground then the emergency response plan as detailed in the Method Statement shall be enforced.

In all cases it is the Project Supervisors responsibility to ensure that the emergency response plan is understood.

At various times throughout the year random checks will take place to ensure the effectiveness of emergency response plan.

MONITORING, AUDIT AND REVIEW

Monitoring

Monitoring of normal site operations will be carried out by the Project Manager and Supervisor who will ensure works are conducted in accordance with agreed procedures, Method Statement & Risk Assessments and this policy.

Audit

Periodic audits will be undertaken by the SHE Advisor. The findings of audits will be actioned and closed out. Reports will be forwarded to the Director for inclusion in the review and forward planning process.

Review and Company Targets

A bi-annual review will be carried out by the Director with assistance from the SHE Advisor. There will be minutes produced from this meeting as a record of achievement.

The meeting agenda will include:

* Findings from investigations of any incidents or accidents
* Audit reports
* Changes in legislation and best practice
* Suggestions from consultation with employees
* Issues arising from completed projects
* Achievement against set targets

The review will be used to update policies and procedures, plan training requirements and inform the forward planning process.

4.0 HEALTH AND SAFETY RESPONSIBILITIES

4.1 Directors Responsibilities

**GENERAL**

The objectives of the Health & Safety Policy are fully understood and observed by all levels of Management and employees.

Delegating certain responsibilities for health and safety to the appropriate managers and supervisors

**COMMUNICATION**

Adequate communication channels are maintained so that health and safety matters are directed to and dealt with by the appropriate member of staff

Advise the Company Board of any health and safety issue involving a breach of statutory requirement or issue that cannot be effectively remedied in the short term.

**SYSTEMS OF WORK**

Agreeing safe systems of work and ensuring they are implemented so that all work activities are carried out in accordance with statutory regulations, codes of practice and company rules and procedures.

**TRAINING**

Ensuring that all staff understand, accept and fully carry out their responsibilities for health and safety and they are adequately trained and instructed to enable them to do so.

**FORWARD PLANNING**

Make health and safety a prime consideration in all forward planning.

**INSURANCE**

Ensure that the appropriate cover, for statutory and business needs is obtained.

**FINANCIAL PLANNING**

Budget suitably to ensure that adequate funds exist as well as materials and equipment are available to meet the on-going health and safety requirements of the Company.

**MONITORING, AUDIT AND REVIEW**

Monitoring and auditing of company policies and procedures for effectiveness and suitability for tasks being performed. Periodic review with changes being made where required.

**Health and Safety Responsibilities**

4.2 Project Managers Responsibilities

**GENERAL**

The objectives of the Health & Safety Policies and procedures are implemented and maintained.

Supervisors understand and observe all aspects of the organisations Health & Safety Policies and Procedures.

**COMMUNICATION**

Adequate communication channels are maintained so that health and safety matters are directed to and dealt with by the appropriate member of staff

Advise the Company Director of any health and safety issue involving a breach of statutory requirement or issue that cannot be effectively remedied in the short term.

**SYSTEMS OF WORK**

Agreeing and implementing safe systems of work so that all work activities are carried out in accordance with statutory regulations, codes of practice and company rules and procedures.

**TRAINING**

Ensure that all staff understand, accept and fully carry out their responsibilities for health and safety and that they have received adequate training and instruction.

**FORWARD PLANNING**

Make Health and Safety a prime consideration in all forward planning.

**FIRST AID & ACCIDENT REPORTING**

Ensure that an appropriate number of trained First Aiders with equipment are in place. At least 1 appointed first aider will be on any site at all times.

That all accidents arising out of work activities are reported, recorded and investigated as per the accident procedure.

**PLANT, EQUIPMENT AND FACILITIES**

Ensure that suitable access and egress is provided and maintained in a safe condition.

Ensure that all, plant, equipment and welfare facilities are maintained in a clean and safe condition and ensuring a preventative maintenance plan is in operation and working to full effectiveness.

**HAZARDOUS SUBSTANCES**

Ensure that any hazardous substances are identified, stored and handled correctly. All hazardous substances should be assessed, monitored and controlled keeping records as appropriate.

**RISK ASSESSMENT**

Ensure that risk assessments are completed recorded and communicated to the appropriate staff and contractors.

**MONITORING**

Monitoring of company policies and procedures for effectiveness and suitability for tasks being performed and making changes where required.

**FIRE & EMERGENCY EVACUATION PROCEDURES**

Ensure adequate provisions are made for fire prevention and safety, and emergency evacuation procedures are in place.

**Health and Safety Responsibilities**

**4.3 SHE Advisor**

**GENERAL**

To ensure that the company has resource to current and future health, safety and environmental legislation that may impact on the business that it undertakes.

To monitor the working activity and environment to ensure that a healthy, safe and environmentally sound workplace exists for all persons engaged therein.

To produce Method Statements and Risk Assessments that detail and assess all activities that the company performs.

To assess, review and select suitable PPE for the use in specific tasks.

To assist the director to ensure the company operates effectively in health, safety and environmental matters.

**COMMUNICATION**

Adequate communications channels are maintained so that health, safety and environmental matters are directed to and dealt with by the appropriate member of staff.

Advise company management on current and future legislation that may impact on the business and its operations.

Liaise with employees at all levels on matters regarding health and safety.

Ensure that company operations are undertaken in compliance with current legislation, guidelines and procedures.

**SYSTEMS OF WORK**

Assist in the development of and the implementation of safe systems of work to ensure that they comply with current legislation, codes of practice and company rules and procedures.

**TRAINING**

Review the training needs of all levels of employees to ensure compliance with current and forthcoming legislation and client developed systems of work.

**FORWARD PLANNING**

Review current and forthcoming legislation and the impact on the company and the business that it undertakes.

Make known the above to all levels of employees.

**FIRST AID and ACCIDENT REPORTING**

Ensure that the company has sufficient suitably qualified first aiders relative to the amount and type of projects being undertaken.

Encourage the reporting of all incidents and accidents within all levels of employees.

Actively investigate all incidents and accidents using no blame culture. Where necessary develop tool box talks or training sessions to highlight the outcome and best way forward to avoid reoccurrence of similar events.

**PLANT, EQUIPMENT and FACILITIES**

Review and research plant and equipment available to assist the company in its positive purchasing policy to ensure that the most appropriate plant and equipment is purchased or hired.

**HAZARDOUS SUBSTANCES**

Research products used to ascertain if a more suitable less hazardous product is available for the task.

Prepare and circulate COSHH data information to employees.

**RISK ASSESSMENT**

Carry out Risk Assessments of the companies activities and apply suitable mitigation to reduce the risk to all employees.

Monitor activities to ensure suitability of and compliance with mitigation measures.

Continue to monitor for suitability.

**MONITORING, AUDITING and REVIEW**

Monitor work procedures and company policies for effectiveness and suitability.

Monitor by way of auditing work activity to ensure compliance with legislation and company policy and procedure.

Review with Directors company achievement against targets bi annually.

**FIRE and EMERGENCY EVACUATION PROCEDURES**

Ensure suitable fire prevention measures and emergency evacuation procedures are in place for all projects.

**Health and Safety Responsibilities**

4.4 Project Supervisor Responsibilities

**GENERAL**

The objectives of the Health & Safety Policies and procedures are implemented and maintained.

That staff understand and observe all aspects of the organisations Health & Safety Policies and Procedures.

**Lead by example.**

**COMMUNICATION**

Advise the Project Manager or SHE Advisor of any unsafe situation, act, practice or occurrence, so that suitable remedial action can be taken.

**SYSTEMS OF WORK**

Agreeing and implementing safe systems of work with staff so that all work activities are carried out in accordance with statutory regulations, codes of practice and company rules and procedures.

**TRAINING**

Ensure that all staff understand, accept and fully carry out their responsibilities for health and safety and that they have received adequate training and instruction.

**FIRST AID & ACCIDENT REPORTING**

That First Aid equipment is always available and regularly checked.

That all accidents arising out of work activities are reported, recorded and investigated as per the accident procedure.

**PLANT, EQUIPMENT AND FACILITIES**

Ensure that suitable access and egress is provided and maintained in a safe condition.

Ensure that any unsafe plant and equipment is quarantined and reported to the Project Manager.

**HAZARDOUS SUBSTANCES**

Ensure that any hazardous substances are identified, stored and handled correctly.

**MONITORING**

Monitoring of the workplace to ensure continued compliance with all company policies and procedures. Making changes where required.

**FIRE & EMERGENCY EVACUATION PROCEDURES**

Ensure adequate provisions are made for fire prevention and safety, and emergency evacuation procedures are in place.

**PERSONAL PROTECTIVE EQUIPMENT**

Ensuring that all employees are issued with and use the appropriate PPE provided.

**DISCIPLINE**

Contraventions of the Company Health & Safety Policy and procedures are dealt via the Company Disciplinary Procedure. Ensure that employees do not engage in unsafe behaviour or horseplay.

**Health and Safety Responsibilities**

4.5 Employees Responsibilities

**GENERAL**

Follow Health & Safety Policies and procedures.

**COMMUNICATION**

Advise the Project/Safety Manager or Supervisor of any unsafe situation, act, practice or occurrence, so that remedial action can be taken.

**SYSTEMS OF WORK**

Follow safe systems of work so that all work activities are carried out in accordance with statutory regulations, codes of practice and company rules and procedures.

**TRAINING**

All staff must undergo training as and when instructed to do so.

**FIRST AID & ACCIDENT REPORTING**

Report all work related accidents and incidents to their Project Supervisor. Have all injuries assessed by a First Aider.

**PLANT, EQUIPMENT AND FACILITIES**

Take reasonable care of all plant, equipment and facilities provided for their use at work. Ensure that any unsafe plant and equipment is quarantined and reported to the Project Supervisor or Project Manager.

**HAZARDOUS SUBSTANCES**

Ensure that any hazardous substances are stored and handled correctly.

**FIRE & EMERGENCY EVACUATION PROCEDURES**

Follow the fire prevention and safety instructions, and emergency evacuation procedures that are in place. Report all fire hazards or other matters of concern to the Project Supervisor.

**PERSONAL PROTECTIVE EQUIPMENT**

Look after and use the appropriate PPE when required to do so. Report any missing or defective PPE to the Team Leader.

**DISCIPLINE**

Do not engage in unsafe behaviour or horseplay.

**Health and Safety Responsibilities**

4.6 Asset Controller Responsibilities

**GENERAL**

To ensure compliance with statutory testing requirements of items such as portable electrical appliance testing, lifting equipment tests, work place equipment testing etc.

**COMMUNICATION**

Liaise with the safety advisor, project manager and project supervisor to ensure compliance with dates etc.

**SYSTEMS OF WORK**

Follow statutory test regimes to ensure company compliance at all times.

**TRAINING**

Asset controller is to undertake training in the use of specialist equipment to allow him to fulfil his roll.

**FIRST AID & ACCIDENT REPORTING**

Report all work related accidents and incidents to the company safety advisor. Have all injuries assessed by a First Aider.

**PLANT, EQUIPMENT AND FACILITIES**

Ensure compliance with statutory testing for all items as applicable.

**HAZARDOUS SUBSTANCES**

Ensure that any hazardous substances are stored and handled correctly.

**FIRE & EMERGENCY EVACUATION PROCEDURES**

Follow the fire prevention and safety instructions, and emergency evacuation procedures that are in place. Report all fire hazards or other matters of concern to the company safety advisor.

**PERSONAL PROTECTIVE EQUIPMENT**

Look after and use the appropriate PPE when required to do so. Report any missing or defective PPE to the company safety advisor.

**DISCIPLINE**

Do not engage in unsafe behaviour or horseplay.