

# HEALTH AND SAFETY POLICY STATEMENT

## APPENDIX 1

### RESPONSIBILITIES

This appendix to the Safety Policy details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of the Health and Safety Manager should be obtained.

#### 1 The Health and Safety Manager will:

- i) initiate, administer and interpret the effective implementation of the Health and Safety Policy;
- ii) have an understanding of the application of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1992 and other relevant legislation to our activities, and a general knowledge of the Electricity at Work Regulations 1989, the Construction Regulations, the Workplace (Health and Safety and Welfare) Regulations 1992 and relevant special Regulations and Codes of Practice;
- iii) arrange for funds and facilities to meet the requirements of the Policy;
- iv) be aware of changes in legislation which affect our activities;
- v) promote the safe conduct of work generally, and review our Safety Policy and performance, arrangements and generic risk assessments annually together with the Managing Director;
- vi) reprimand any employee failing to exercise their safety responsibilities;
- vii) co-ordinate health and safety information and disseminate such information in his position as appointed competent person under the Management of Health and Safety at Work Regulations 1992;
- viii) ensure that tenders are adequate to cover sound methods of working and the provision of the required welfare facilities;
- ix) determine at the project planning stage:
  - a) the most appropriate order and method of working
  - b) the provision of welfare and sanitation facilities
  - c) hazards which might arise, and complete risk assessments as required
  - d) allocation of responsibilities
  - e) necessary fire precautions
  - f) adequate first-aid facilities
- x) make and issue specific risk assessments where necessary, and modify generic risk assessments applicable to the work;
- xi) take responsibility for the design function within the Company as it relates to health and safety issues and compliance with the Construction (Design and Management) Regulations 1994;

- xii) review out health and safety training needs at regular intervals, and review with new employees hazards and specific rules relating to the work to be done;
- xiii) review with new or transferred employees hazards and specific rules relating to the work to be done, in addition to their job induction training;
- xiv) take all reasonable steps to ensure the competence in health and safety of any persons or contractors to whom is sub-contracted, as requires by the Construction (Design and Management) Regulations 1994;
- xv) authorise any live electrical work which may be required, only having investigated the circumstances and assessed the need for the work;
- xvi) attend site meetings where health and safety matters are discussed, and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment, and materials. In addition, he will issue work method statements in written form where necessary or required, and be available to give advice on precautions needed to control and site risks not previously identified;
- xvii) advise employees on site of any risks drawn to the company's attention by other employers sharing a particular workplace, and distribute information contained in the site health and safety plan where this is applicable under the Construction (Design and Management) Regulations 1994;
- xviii) investigate serious accidents and dangerous occurrences;
- xix) ensure that arrangements are made with the client or the principal contractor for the provision of adequate first-aid facilities, which will be available during working hours;
- xx) ensure that users of articles and substances supplied or hired to us are made aware of any necessary instructions or information provided by the manufacturer or supplier which assists with the taking of necessary measures for their own or others' health or safety;
- xxi) arrange for the assessment of any COSHH substances found or created during our work, and for the giving of necessary instructions, training or equipment to employees which the assessment finds to be necessary;
- xxii) carry out manual handling risk assessments, and determine precautions and control measures so as to minimise risks to employees from manual handling activities carrying a risk of personal injury, so far as is reasonably practicable;
- xxiii) make sure that suitable personal protective equipment and clothing is available where appropriate, as required by risk assessments, and that it is used. They will give instructions on its proper use, maintenance and storage by the Personal Protective Equipment Regulations 1992;
- xxiv) ensure that all machinery and plant, including power and hand tools and test instruments are checked, that they are in good and safe condition, and that any defects are reported to the plant hire company or owner;
- xxv) receive and consider suggestions by the employees concerning their health and safety at their workplace, and for improving our health and safety performance generally. When required, he will give advice on necessary safety precautions for particular work, including work on flat or fragile roofs;
- xxvi) carry out risk assessments for office work, including display screen workstation and manual handling tasks, and be responsible for health and safety generally within the office and stores;

xxvii) set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.

## 2 **Nominated Approved Electricians supervising site work will:**

- i) know the requirements of the Construction Regulations and other relevant legislation;
- ii) ensure that hazards from materials stacking, positioning of plant and installation of electricity supply are eliminated;
- iii) plan and maintain tidy work areas
- iv) ensure that working methods established do not require or allow persons to take unnecessary risks;
- v) designate areas where our vehicles can be safely parked;
- vi) ensure that all machinery and plant, including power and hand tools and test instruments, are checked, that they are in good and safe condition and that any defects are reported to the plant hire company or owner;
- vii) ensure that appropriate fire-fighting appliances are maintained onsite as necessary;
- viii) ensure that adequate first-aid facilities are established and are available during working hours;
- ix) accompany HM Factory Inspector on site visits;
- x) ensure that scaffolding is inspected at weekly intervals and that all scaffolding used by our employees is inspected before first use;
- xi) receive and consider suggestions made by employees concerning their health and safety at their workplace, and for improving our health and safety performance generally;
- xii) set a personal example, including the wearing or use of protective clothing or equipment as appropriate.

## 3 **The Managing Director will:**

- i) have an understanding of the application of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1992 and other relevant legislation to the office environment, and a general knowledge of the Workplace (Health, Safety and Welfare) Regulations 1992 and relevant special Regulations and Codes of Practice, including the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
- ii) Be responsible for making direct telephone and written notifications of serious injuries, dangerous occurrences and notifiable diseases to the enforcing authority, and take charge of office-held health and safety documentation.

## 4 **Employees will:**

- i) use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary;
- ii) keep tools in good condition;

- iii) report to the Approved Electrician in charge of the work any defects in plant or equipment of which they become aware;
- iv) develop a personal concern for safety for themselves and for others, particularly newcomers and young people;
- v) avoid improvising which entails unnecessary risks;
- vi) warn new employees of known hazards;
- vii) refrain from horseplay and the abuse of welfare facilities;
- viii) report incident which have lead or may lead to injury;
- ix) suggest ways of eliminating hazards;
- x) co-operate in the investigation of any accidents;
- xi) set a personal example.