

**ACT MAINTENANCE SOLUTIONS LTD**  
**Management of Health & Safety At Work**

**HEALTH AND SAFETY POLICY**

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# **ACT Maintenance Solutions Ltd**

## **STATEMENT OF GENERAL POLICY HEALTH AND SAFETY AT WORK**

It is the primary objective of this Company to apply the greatest importance to the health and safety of all its employees. The company considers safety to be an integrated function of management responsibility equal to that of any other duty.

The Company accepts responsibility as an employer and shall take all necessary action to ensure the safety of its employees. The Company will actively co-operate with clients to ensure that other parties are not adversely affected by its activities and shall provide and maintain a safe and healthy work place and working environment.

The company undertakes, so far as is reasonable practicable to meet its health and safety responsibilities in accordance with the Management of Health and Safety at Work Regulations 1992, The Construction (Design & Management) Regulations 1994 and other relevant regulations.

### **PARTICULAR AREA FOR ATTENTION**

1. Plant and equipment will be maintained and operated to manufacturers recommendations.
2. Safe arrangements for the use, handling, storing and transporting of equipment and materials.
3. Information, instruction and training for all employees to ensure that high standards of personal performance to their own health and safety at work are achieved and maintained.
4. Provide a system for maintaining safety performance at work.
5. To act as principal contractor within the meaning of the construction design and management regulations 1994. (see relevant appendices)
6. To introduce and train relative to construction (Health & Safety & Welfare) Regulations 1996.
7. Take notice and implement the Health & Safety (Young Persons) Regulations 1997.

### **SAFETY COMMITTEE TEAMS**

The company will ensure through a network of safety committee teams to encourage effective communications and consultations to review, maintain and monitor safety standards throughout the Company.

It is the responsibility and duty of every employee to work in accordance with the Company safety policy. To achieve the high standards of safety, in all major areas of the Company's activities, each employee must accept and carry out their responsibilities to:

1. Act with due care to prevent injury to themselves and others.
2. Report all accidents, damage to equipment and potential hazards.
3. Follow the agreed working procedures for the correct use of safety equipment and protective clothing.

The managing director carries primary executive responsibility for health and safety management. The company Safety Policy will be reviewed regularly and any revisions will be brought to the attention of all employees. The active co-operation of all staff is a vital component to the Company's safety effort. The Company's board of directors fully supports this policy and will encourage all those who endeavor to carry it out.

SIGNED.....  
A WHITTLE

DATE: JUNE 2002  
Amended May 1996  
Amended June 1998

# ORGANISATION AND RESPONSIBILITIES

## All Employees

It is the responsibility of every employee to ensure the Health and Safety of themselves and others by:

- A Making them familiar with the contents of the Group codes of practice manual and all published company safe systems of work applicable to their employment roles.
- B Wearing and using safety clothing and equipment provided.
- C Conforming with both verbal and written instructions concerning health and safety.
- D Reporting all hazards; potential hazards or persons creating hazards.
- E Reporting all incidents, whether persons are injured or not.
- F Co-operating with the company in ensuring that regulations are observed and where possible, making suggestions for their improvement.

## The Company

The Company accepts the responsibility, where appropriate, for ensuring that all fire precautions are taken in premises occupied by them for the maintenance and up keep of free access to emergency escape routes.

The Company accepts the responsibility for the control of contractors working on behalf of the Company and for the safety of other persons who come into direct contact with the Company's operations.

The Company also accepts responsibility for contractors and visitors whilst on company premises.

## **The Managing Director**

The Managing Director has overall and final responsibility for Health and Safety for the Company.

The Managing Director is also responsible for:

- A Establishing an effective policy for Health and Safety at Work within the Company and seeing that the law is complied by means of.
- B Continuous appraisal of the effectiveness of the policy and ensuring that any necessary changes are made.
- C Demonstrating personal involvement and support.

## **Company Directors**

On behalf of the Company, Directors have the responsibility for:

- A Ensuring the Company Health and Safety policy is being fulfilled.
- B Ensuring adequate funds and materials are available to meet it needs.
- C Monitoring, appraising and directing the Company performance in Health and Safety matters.
- D Ensuring safety objectives are continually being reviewed.
- E Ensuring that information on the Company's Health and Safety policy is understood at all levels.
- F Ensuring that subordinate responsibilities are being assigned, coordinated and monitored at all levels.
- G Fulfilling the role of Company Health and Safety Officer when the nominated person is absent.

All Directors are responsible to Managing Director

## **Company Secretary / Financial Director**

Responsibilities for the Company are as follows:

- A Ensuring that all known and predictable liabilities are covered by adequate insurance.
- B Advising which risks are acceptable or unacceptable, whether insured or not.
- C Regularly reviewing insurance records to correct adverse trends.
- D Ensuring that the law is complied with.

The Company Secretary / Financial Director is responsible to the Managing Director.

## **Area Managers**

Responsibilities for the Company are as follows:

- A Ensuring that within their area of responsibility, the Health and Safety Policy is complied with, and that no member of staff or the general public is put at risk as a result of the Company whilst conducting its business.
- B Making regular inspections of their contracts to ensure instructions are being complied with.
- C Supplying their immediate superior with the details of accidents and damage to company property and recommending corrective action.
- D Ensuring that all electrical equipment is inspected by a trained/competent Person and the results noted on a log sheet. Arranging for PAT annually.
- E Carrying out safety inspections and where unsafe or unhealthy conditions are found a note is made of them.

Where these conditions exist and rectification cannot be made by themselves they should be referred to their immediate superior.

- F Ensuring that all new staff are properly inducted and trained in the contents of the health and Safety Policy and any relevant sections of the Company Code of Practice Manual.
- G Ensuring supervisors are adequately trained and capable of carrying out their duties and responsibilities under the Health and Safety At Work Act.

Area Managers are responsible to the Directors

## **Supervisors**

Responsibilities for the Company are as follows:

- A Recognising any potential hazards present in equipment, materials, work methods or work locations and taking the necessary action to prevent them occurring.
- B Reporting any potential hazards, accidents, or non-compliance of staff to their immediate manager.
- C Carrying out Health and Safety training with staff.
- D Carrying out safety checks on equipment.

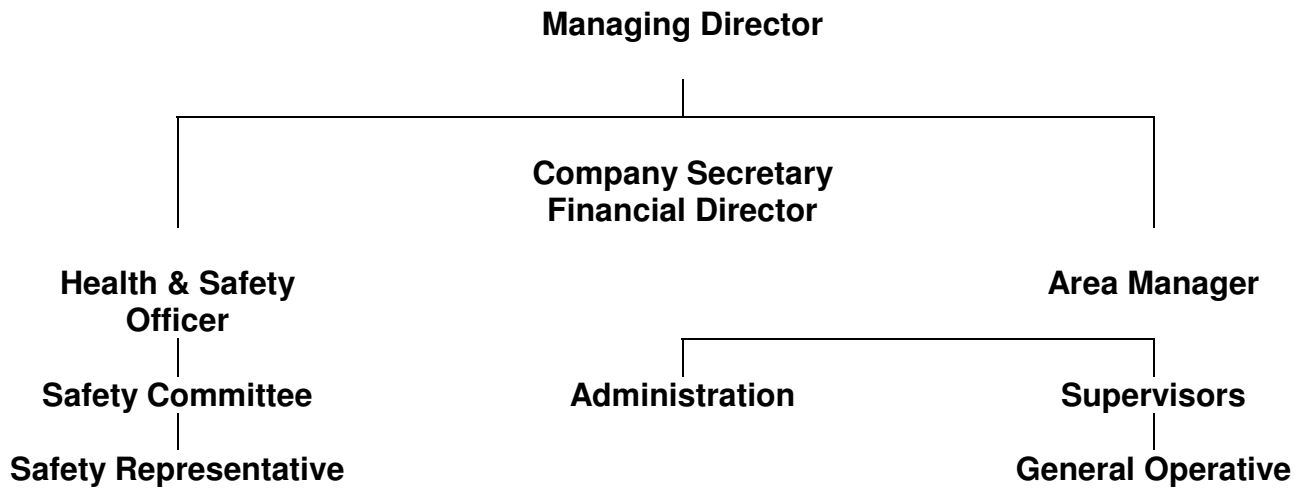
Supervisors are responsible to Area Managers

## HEALTH AND SAFETY OFFICER

Responsibilities for the Company are as follows:

- A Organisation of Health and Safety matters within the Policy guidelines of the Company.
- B Liaise with the Managing Director in matters appertaining to Health and Safety within the Company.
- C Ensuring the Company Health and Safety Committee meet at regular intervals to discuss all matters appertaining to Health and Safety within the Company and where necessary implement such action as to either eliminate, reduce or control risk situations identified by the committee.
- D Investigate work methods, materials or equipment, which could generate hazards.
- E Ensure that:
  - COSHH Assessments are carried out on all products used by the Company.
  - Assessments are periodically reviewed.
  - Ongoing surveillance of used products and to introduce where possible safer products to the work methods.
- F Ensure that current COSHH Assessment details are made available to all employees, employees of the other employers and to members of the public as required by the Control of Substances Hazardous to Health (COSHH) Regulations 1994.
- G Ensure at all times complete understanding of the company's requirement with regard to the complying with the Health and Safety at Work Act 1974 and all current legislation appertaining to the management of Health and Safety at Work.
- H Ensure sources of expert advice are available to safeguard the company's conformance to the requirements of the Health and Safety at Work Act 1974 or any current legislation appertaining to the management of Health and Safety at Work.
- I Investigating accidents, dangerous occurrences of diseases and where necessary reporting them to the health and Safety Executive in conformance to the requirements of RIDDOR 1995.
- J Liaise with clients of Health and Safety matters where any decisions taken could have company wide implications.
- K Ensuring that within the premises occupied by company personnel, the Health and Safety Policy is complied with and that no members of staff or visitors are put at risk as a result of equipment or practices employed in conducting the company operations.

The Health and Safety Officer is responsible to the Managing Director



# HEALTH AND SAFETY RULES

## SUPERVISORS AND MANAGEMENT

- 1 These rules are to be used in conjunction with the General Health and Safety Rules issued by the Company.
- 2 Supervisors and Management must know and understand the Company's health and safety policy and rules.
- 3 They must ensure, as far as reasonably possible, that all employees within their jurisdiction know and understand the policy and rules.
- 4 They must be aware of the health and safety rules of customers and any special hazards present in the building in which employees work.
- 5 Employees must not be allowed to undertake any work, which puts health and safety at risk.
- 6 Make sure that employees are familiar with the machinery they operate.
- 7 Where protective clothing or safety equipment is issued, make sure that it is used for the purpose for which it is designed.
- 8 Where defective or suspect machinery is reported, make sure it is taken out of service, labeled as such and examined as soon as possible.
- 9 Make sure that employees are familiar with the buildings in which they work, particularly fire precautions and procedures and fire exits.
- 10 Know the location of telephones or alarms for use in an emergency.
- 11 Ensure that First Aid Kits are available where necessary and complete.
- 12 Report all accidents (however trivial) without delay and ensure entry is made in the Accident Book.
- 13 Set a good example to all employees and encourage an active interest in Health and Safety at Work.
- 14 Issue a set of generic risk assessments and COSHH hazard sheets to each operative.
- 15 Make sure that work areas are cordoned off with correct barriers/tape and signage where applicable.
- 16 Ensure that fire exits are not obstructed by works.

# GENERAL HEALTH AND SAFETY RULES

- 1 These health and safety rules have been drawn up by the Company for the protection of employees. Each employee, however, has an obligation to take reasonable care for the health and safety of themselves and of other persons who may be affected by his or her acts or omissions at work.
- 2 Any employee who is in doubt in regard to health and safety in relation to any machinery, process or work procedure, must raise the matter with their immediate superior.
- 3 All accidents are to be reported, however trivial they may appear and the appropriate entry is to be made in the Accident Book.
- 4 Where customers have particular rules on health and safety within their premises or draw attention to specific hazards, their rules etc; will be read in conjunction with or as an extension to these rules.
- 5 Protective Clothing

Where protective clothing or safety equipment is issued, it will be used at all times when carrying out the work for which this equipment or clothing is designed.

## 6 Electrical Equipment

- A Employees must examine all items of equipment before use and report any suspected defects to their immediate superior.
- B Electrical equipment must be used with care. The plug must be properly removed from the wall socket and/or transformer only after switching the equipment off at the power source.
- C Plugs and leads must be examined for signs of wear and damage.
- D On no account must electrical machinery be allowed to come into contact with water except where it is designed to do so. Do not handle machinery with wet hands.
- E Do not continue to use any machinery which appears not to function correctly.
- F Electrical machinery may only be repaired and serviced by a properly authorized person.
- G Keep all cables clear of the machinery when in use.
- H Do not use electrical cutting, planing, sawing or drilling equipment unless the operator is specially trained to do so.
- I Ensure that the annual P.A.T. of all electrical equipment is carried out of documented.
- J Ensure 110 volt power tools only are used within a building which is occupied by persons other than the work force.

## Electrical Equipment Cont'd

- K Do not leave unattended machinery connected to the power supply and switched on.
- L Do not attempt to remove parts of a machine, e.g. drills, blades or drive boards while the machine is connected to the power supply.
- M Staff may only use machinery after they have had instructions and training in their use.
- N Do not overload electric plugs by the use of adapters.
- O Obtain permission before using someone else's power supply.

## 7 Cleaning, Decorating and Construction Materials

- A Always check that you are using the correct solutions etc.
- B Do not use any cleaning agents, chemicals, etc., for any purpose other than for which they are supplied.
- C Do not mix any solution or chemicals. The results could be fatal. (Spirits of Salts mixed with or in contact with bleach, produces a lethal gas).
- D Handle all solutions with care. So far as is possible do not allow contact with skin. Avoid spillage and fumes.
- E Acid cleaning agents may only be used under strict supervision by staff authorised in their use.
- F Do not use materials whose origin you are uncertain of.
- G All containers must be clearly marked. Materials must not be decanted into unmarked containers.
- H Make sure you are familiar with the COSHH sheets relating to the materials you are using.

## 8 Ladders and Access Equipment

- A Where ladders or other access equipment is being used, make sure it is safe before you use it.
- B When on a ladder etc., do not attempt to over-reach. You may over-balance.
- C Make sure the base of the ladder or equipment is secure and will not slip.
- D Do not use equipment for a purpose for which it was not intended.
- E If equipment is used where others pass by, make sure they are aware of the hazard.

## Ladders and Access Equipment Cont'd

- F Do not use a particularly high ladder without someone to steady the base. Be extra careful in a strong wind.
- G Two persons must be in attendance when working above 2m in height.

## 9 Lifting Loads

- A Take care when lifting a heavy weight.
- B Bend you knees, not your back.
- C Do not lift a weight beyond your capability.

## 10 Falls

- A Do not run – always walks
- B Wear suitable protective footwear.
- C Watch out for machinery cables, wet, uneven and loose floors.
- D Hold the handrail when climbing stairs.
- E When working on stairs, be careful if you step back.
- F Do not work above head height without a proper step ladder or other access equipment.

## 11 Fire

- A Employment are expected to familiarise themselves with the layout of the buildings in which they work. Fire procedures must be noted particularly the location of fire exits.
- B Do not use flammable materials, near naked lights.
- C Smoking is forbidden internally at all BB Maintenance Sites.
- D Know the fire drill for the building you work in.
- E Know where the fire alarms is and how to sound it.
- F Know where fire extinguishers are positioned.
- G Ensure that all electrical fires or similar heaters are switched off when not in use.

## Fire Cont'd

- H Ensure all operatives log in and out when working in clients premises.
- I Ensure that all company vehicles carry on appropriate (and annually tested) fire extinguisher.

## 12 Personal Rules

- A Always wash you hands after using cleaning, decorating and construction materials.
- B If you, or your household, suffer from an infectious disease, this must be reported to your supervisor.
- C Do not allow your faculties to be impaired by drink and/or drugs etc. Note this offence carries instant dismissal as a penalty.
- D Keep your equipment clean and tidy. Wear overalls/uniforms provided at all times.

## 13 On Customer's Premises

- A Do not use any services without permission.
- B Do not disconnect any plugs or leads unless you have notified the client and been given permission.
- C Note which doors are locked and if you are not satisfied tell your supervisor/and or client.
- D Take care not to damage furniture and equipment.
- E Do not tamper with customers property, such as office machinery, alarm systems, computer systems or telephones.
- F Log in and out of clients visitors book daily.

## 14 Employee's Responsibility

- A if you are not sure – ask.
- B If you see a hazard – report it.
- C Make sure you are familiar with the risk assessment (s) relative to the work you are carrying out.
- D Be prepared to submit method statements and Risk assessments to the client if they so require.

# ARRANGEMENTS AND PROCEDURES

## Reporting and Investigation of Accidents

It is the responsibility of all staff members to report and record any accident or dangerous occurrences and to ensure they are recorded in the Accident Book on site.

The supervisor will then investigate the cause and using the Company accident Reporting Procedure forward a report to the Health and Safety officer through their Manager (within 3 working days) who will then decide if further investigation is required.

Any accident that results in the person being away from his or her place of work for more than 3 days (including weekends) must be reported to the Health and Safety Officer on the 4<sup>th</sup> day to allow form No F2508 to be completed and returned to the Health and Safety Executive.

For further details see page 15 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995'.

Supervisors should complete an incident report form immediately after such an incident occurs see copy form Appendix B.

# **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURENCES REGULATIONS 1995 (R.I.D.D.O.R.)**

## **Reporting Procedure**

This Act states that all accidents and dangerous occurrences must be reported to the appropriate authority. The Act covers ALL WORKERS.

Any incident which requires more than three days absence must be reported by the Company to the Health and Safety Executive. Fatalities and major incidents MUST be reported immediately, followed by a written report within seven days to the Health and Safety Executive. Both types of report must be made through the Health and Safety Officer.

A FATALITY includes employees and members of the public who die within one year as a result of the accident.

A MAJOR INJURY includes any injury which results in the employee being detained in hospital for more than 24 hours (other than for general observation). Also a fracture of any bone, in the arm wrist, leg or ankle, but not a bone in the hand or foot.

## **DANGEROUS OCCURRENCES**

These include electrical faults leading to a fire or explosion, release of flammable materials or other dangerous substances, collapse of lifts, hoists, scaffold, explosion of boilers, collapse of all or part of a building, ill-health caused by pathogens.

## **ACCIDENTS**

Should there be an accident, however small whether resulting in any injury or not, details should be entered into the Accident Report Book, which should be on each site.

The Accident Book should show:

- 1 Date and time of the accident
- 2 Personal particulars of the person(s) injured.
- 3 Nature of injury
- 4 Place of occurrence
- 5 Details and statements of any witnesses
- 6 Signature of the Supervisor

# HAZARD SPOTTING

To ensure an employees Health and Safety whilst at work the Company will seek to identify and eliminate work place hazards. The measures used shall include those outlined below:

The company Health and Safety Department will authorize the provision, distribution and revision, as necessary of Codes of Practice, Risk Assessments and other Health and Safety notices or recommendations.

Management and all supervisory staff will monitor work areas routinely in accordance with work inspection procedures and programmes and also where circumstances warrant particular investigation and appraisal.

Operatives engaged in carrying out the Company's business are also responsible under Health and Safety Law and Company Codes of Practice to report to their Supervisors any hazards that are apparent so that the company receives prompt notification of any workplace risks.

## EXPERT ADVICE

Where expert advice is required in pursuance of determining the risks and relevant precautions necessary to ensure wherever reasonably practicable, the Health and Safety of all persons who may foreseeably come into contact with the workings of the Company, the Company will seek advise from the following:

Advice and consultancy services available:

- 1 Local Health and Safety Inspectors
- 2 Medical Advisory Centre
- 3 British Safety Council
- 4 Local Emergency Services
- 5 R.O.S.P.A.
- 6 Safety Consultants
- 7 Company Doctor

# THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H)

The company has procedures, which apply, to all premises, activities at these premises and to everyone at work, which ensures that exposure of all employees (and others that may be affected by their work) to substances hazardous to health is either prevented or where this is not reasonably practical, adequately controlled.

The company accepts its responsibility to safe guard the health and safety of all persons directly or indirectly involved with its work.

In furtherance to this, the Company gives authorization to the health and safety department to assess the risks created by that work to the health of those employees.

These assessments will be reviewed forthwith if:

- A There is reason to suspect that the current assessment is no longer valid.
- B There has been sufficient change in the work to which the assessment relates and, where as a result of the review, changes in the assessment are required.

# SAFE SYSTEMS AND METHODS OF WORK

It is the policy of this Company to comply with the legal requirements of the H.S.A.W.A 1974 and all codes of practices relevant to its workings.

The requirements for maintaining a safe work environment will be set down in codes of practice and safety guidance notes, which will be provided and distributed by the company. The information therein will be enforced, monitored and reviewed by management.

Management, particularly supervisors at site level are in the best position to ensure the health and safety rules are observed and to review and where appropriate amend those practices. Where it is not practicable or possible for the first line supervisor to take action, he/she should make recommendations in writing to the relevant area manager. The health and safety department must also be consulted if it becomes apparent that amendments to safety advice previously published by the company needs to be considered.

Any changes to codes of practice or safe systems of work published by the company will only be made through the health and safety department and after due consultation.

Method Statement: The company will provide method statements to prospective clients to illustrate how certain work operations will be carried out on their behalf. These statements will form client/company agreements and will make allowances for local conditions and Health and Safety requirements. It will be the supervisors responsibility to make sure these methods are implemented and adhered to.

Permits to Work: Will be issued when required and must be agreed by both company and client.

Works will be suspended if permits to work and/or the associated method statements are not being implemented correctly.

# COMPANY HEALTH AND SAFETY CONSULTATION PROCEDURES

Any employee of the Company, whether or not he/she is a safety representative, who considers that a task or part of a task, presents a danger to the health and safety of the person performing it, or to others, should first bring it to the attention of his/her supervisor who will take steps to rectify the situation as soon as possible.

The Health and safety office shall also be advised.

Where a situation presents an obvious danger to those carrying out the tasks or to others, the Supervisor should consult senior management as to whether or not the task in question should cease, pending any action which may be required.

Any employee of the Company who wishes to raise an issue relating to health and safety at work (but which does not necessarily require urgent corrective action) may do so either through his/her Supervisor or Health and Safety Representative. The advice of the Company Health and Safety Officer should be sought and where appropriate, a report to the Company Health and Safety Committee should be made.

The Company Health and Safety Officer will bring to the attention of the Company Health and Safety Committee any matters relating to routine investigations of company property and/or work activities that appear appropriate for consideration.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

The company undertakes to provide for its employees and Personal Protective Equipment (PPE) as necessary to carry out its business in conformance to the requirements of the PPE regulations 1992.

Failure to comply with the instructions about the issue, use and maintenance of PPE (particularly where equipment is abused) will lead to disciplinary action being taken against the individual (s) involved.

Management – initially supervisors will be responsible for notifying senior staff of any work practices for which PPE is needed. If it is decided that employees within the company require PPE, the respective branch managers will make appropriate recommendations to the health and safety department for agreement to issue the items specified.

Further to the provision of PPE, the company will re-issue all such further PPE as it becomes worn or unserviceable.

In addition to providing PPE the Company shall ensure that items issued for employee health and safety are worn at appropriate time and where appropriate, instruction and training is provided in its use.

The company gives authorization to all levels of management and supervisors to enforce the use of safety equipment provided and specified for persons under their control.

## RECOMMENDED PPE

- 1 Hard Hats
- 2 Safety Shoes
- 3 Dust Masks
- 4 Gloves
- 5 Ear Defenders

Further recommendations may include

- 6 Safety Harness
- 7 All Weather Equipment
- 8 Needle Safe Gloves
- 9 Sharps Boxes

# FIRE ACTION PROCEDURES

## General

All employees will be given instruction and training in the procedures to be adopted in case of FIRE.

Instructions are based on the following:

- A All employees know what action to take if a fire is discovered.
- B All employees are familiar with the fire escape routes.
- C All employees know how to operate the fire equipment provided.
- D All employees appreciate the importance of closing doors to stop fire spreading and that fire doors must be closed when not in use.
- E All employees know where to assemble for roll call on evacuation of building.
- F All employees know how to operate the fire alarms
- G All employees are aware of the Company No Smoking Policy.
- H All employees know how to report any potential fire hazards i.e. faulty wire, blocked escape routes etc.
- I All employees are aware of posted fire instructions.
- J That the duty receptionist and **ALL** personnel are aware that any visitor **MUST** sign in and out using the visitors book in reception.

On discovering a fire

- A Operate the nearest fire alarm immediately
- B Tackle the fire with the nearest and correct extinguisher if you consider it safe to do so.
- C Evacuate the premises to a place of safety. Do not use the lifts or delay departure to collect personal belongings.
- D Assemble at the pre-selected assembly point and await roll call.
- E Do not re-enter the building until told it is safe to do so by a senior fire officer.

Notes: It is the direction responsibility to ensure that all fire equipment (alarms extinguishers etc) is routinely tested and those tests documented.

# **MEDICAL FACILITIES AND WELFARE**

## **First Aid**

Each department holds its own First Aid boxes, which are available to all employees whilst at work.

The Company, where possible employs first aiders to administer first aid when required. Where this is not possible due to the location an appointed person will be nominated to administer basic first aid. Details regarding location and availability are posted on notice boards.

It is important to remember that all accidents or injuries, however slight, are recorded in the Accident Book.

Each company vehicle must carry a first aid kit.

## **Company Doctor**

Employees may be required to attend a physical examination at the request of the Company. The company will be responsible for making the necessary arrangements and appoint a Medical Practitioner to carry out the examination.

## **Welfare**

The company is also concerned for the good welfare of all its employees. Should any problems arise which requires advice, guidance or counseling either approach your own Supervisor/Manager or the Personnel Department.

# **NEW SUBSTANCES MACHINERY AND PROCESSES PROCEDURES**

The company is required to provide procedures covering the introduction of new substances, machinery and processes.

It is the responsibility of the manufacturer to ensure that machinery is safe for use when supplied or installed and that full instructions are given to this company as purchaser as to the way in which the machinery, equipment, materials or chemicals may be used safely.

The Company will pass on all available information to employees with regard to instructions and training for the safe use of materials and equipment.

The Company will ensure that Management, Supervisors and Operatives are adequately trained to perform their jobs safely and efficiently.

The Company will further ensure that machinery is properly maintained, that safety devices are correctly fitted, and that all materials and chemicals are used in accordance with manufacturers safety instructions and the advice of safety personnel. Any defects identified by Operatives or staff shall be reported to Senior Management.

Immediately apparent risks are to be isolated until remedial actions is taken.

Management, initially First Line Supervision has the responsibility for identifying training needs and for notifying them to Senior Management so that appropriate safety arrangements can be made.

# **REPAIR AND MAINTENANCE OF PLANT, MACHINERY AND EQUIPMENT PROCEDURES**

The Company operates a procedure for controlled periodic inspection by competent personnel of plant, machinery and equipment used, its management has the responsibility to ensure that all plant, machinery and equipment used by the Company is registered and that statutory inspections are carried out.

Management, initially Supervisors have the responsibility to ensure that plant, machinery and equipment requiring inspection and testing is identified and arrangements made for the inspection and testing procedures.

Operators of Company plant, machinery and equipment have the responsibility to carry out visual safety, checks prior to operating them. These checks are identified as per Health and Safety Notice 'Operator Electrical Equipment Checks', and copies of the nine specific checks are made known to each supervisor.

Annual PAT should be recorded and all records returned to Health and Safety Department.

(Copies available via Health and Safety Department).

# TRAINING OF EMPLOYEES

It is the responsibility of Managers and Supervisors to ensure that when an employee is assigned to a Contract they receive comprehensive training in the use of any equipment or materials that they may be called upon to use in the execution of their duties, and only when the Manager or Supervisor is satisfied of the competence of the Operative will they be allowed to work without direct supervision.

Training will take place either by 'on the job (Tool Box Talks) training under the close supervision of either a Supervisor or a Senior Operative, or if deemed necessary by means of approved courses.

A record must be maintained of all training and courses attended.

Operatives will be assessed by their Supervisors on an on-going basis and if required further training will take place.

A review of training methods and their effectiveness will be carried out by Senior Management and amended if and when it is required.

All certification of approved course/training must be made available to the health and safety office via the Human Resources Department.

New employees should provide certification of previous attainments.

# WORKPLACE HEALTH AND SAFETY WELFARE

It is the policy and the duty of the Company to seek to provide safe and healthy working conditions, to encourage safe working methods and to enlist the active support of all persons employed in achieving these ends.

The Company undertakes to ensure that so far as is reasonably practicable any site under its control and where any employees works, is kept in a safe condition and does not pose a risk to health.

This undertaking extends to employees working environments and covers for example canteen facilities heating, lighting, ventilation, noise and sanitary conveniences.

The Company undertakes to monitor these environmental issues and all other issues defined within The Workplace (Health, Safety and Welfare) Regulations 1992.

Use guidance given in Health & Safety Construction information sheet No 46.

# USE OF SUB-CONTRACTORS

It is the policy of this Company that when any work is carried out on our behalf by companies or by sub contractors the following procedures require compliance.

- 1 If the Company or the sub-contractor employs more than five persons, a copy of their Health and Safety Policy is obtained in accordance with the requirements of the H.S.A.W.A 1974, and that they sign a certificate of acknowledgement which confirms receipt of the Company's Code of Practice for Contractors.
- 2 All subcontractors will sign a declaration stating that they are conversant with the Health & Safety at Work Act 1974, all relevant statutory provisions and Approved Codes of Practice that they will conduct their activities in accordance with the requirements of this Safety Policy.
- 3 All sub-contractors must be approved by BB Maintenance vendor approval policy and whilst this is a Q.A. document it contains specific Health and Safety issues. (see Qualification Form Appendix A).
- 4 The Special Regulations for person under 18 years of age apply to all subcontracting employees.
- 5 Sub Contractors will at pre-contract meetings submit Assessments, Test Certificates and Method Statements to comply with statutory requirements. No article or substance will be brought onto site, unless it is correctly labeled and in approved containers or packages.
- 6 Before work commences on hazardous operation a Permit to Work procedure will be adopted.
- 7 Operations specified at pre-contract meeting, as requiring Method Statement, will not commence until such time as the statements have been approved.
- 8 The Principle Contractor and his Supervisors has the duty and the responsibility to ensure that all subcontracting employees comply and co-operate with all Regulations and policies embodied in this Safety Policy and any amendments or appendices attached thereto.
- 9 Operators certificates of competence and test certificates for the various type of plant and equipment to be used will be presented to site management before operation commences.

## Contractor Declaration

I hereby declare that I and my employees are fully conversant with the requirements of the Health and Safety at Work Act 1974 and all other Statutory Regulations and requirements and that we will conduct our operations and activities in accordance with the provisions therein, and all Codes of Practice, Assessments, Method Statements and the Company's Safety Policy and appendices attached.

**Subcontractor:**.....

**Signed:**.....

**Position:**.....

**Date:**.....