

Health & Safety Policy

Section 2 - Organisation

Responsibilities

The following responsibilities supplement the Health and Safety Policy Statement and detail the organisation for the implementation, operation and control of health, safety and welfare functions within the company.

1. Nominated person

The nominated person with overall and final responsibility for health and safety within the company is David Russell, Proprietor.

David Russell is also responsible for:

- Implementing and monitoring the company health and safety policy.
- Ensuring the health, safety and welfare of employees.
- Providing a safe and healthy working environment.
- Assessing the risks to employees from work activities.
- Providing safe items of plant and equipment.
- Providing suitable and sufficient resources, including technical and financial provisions.
- Providing current employers' and public liability insurance cover.

2. Proprietor

The Proprietor is responsible for:

- Implementing and ensuring adherence to safe working practices.
- Ensuring all employees have received suitable and adequate information, instruction, training and supervision for the duties they undertake in relation to tools, equipment and materials.
- Ensuring all new employees receive induction training.
- Recording and reducing accidents and incidents of work related ill health.
- Ensuring workplace safety and maintaining adequate fire precautions and emergency procedures.
- Providing suitable first aid facilities.
- Liaising with clients, sub-contractors and enforcing authorities.
- Consulting with employees on health and safety matters.
- Reviewing the health and safety policy at stipulated intervals.

3. Supervisor

The Supervisor is responsible for:

- Providing suitable PPE and ensuring its correct use.
- Conducting workplace inspections at regular intervals.
- Ensuring safe working practices are adhered to.
- Setting a good example by adhering to safe working practices, wearing PPE, etc.
- Ensuring that employees in their charge do not endanger themselves, other employees or members of the public during work activities.
- Ensuring that all tools, substances and equipment are safely used and stored correctly.

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4. Electricians / Administration Staff

Individual employees are responsible for:

- Working within the boundaries of the documented safe working practices and observing safety rules.
- Wearing the correct PPE provided for undertaking work activities.
- Reporting any emerging health and safety hazard to their line manager.
- Using tools, equipment and materials in the correct manner.
- Co-operating with the company in relation to all health and safety matters to enable the company to achieve its responsibilities.
- Ensuring they do not interfere with or misuse anything provided to protect their health and safety.

5. All employees

All company employees are responsible for:

- Taking reasonable care of their personal health and safety and to not endanger themselves or others by their acts or omissions.
- Reporting any case of work related ill health, disease, accident, near miss or other dangerous occurrence to their line manager.
- Reporting to their line manager if they are taken unwell and unable to continue with their duties.
- Carrying out user checks and inspections on equipment, tools and materials prior to use and reporting any defect to their line manager.
- Wearing the correct PPE provided for undertaking their work activities.

6. Misconduct

An employee may be liable to summary dismissal if he/she is found to have:

- Acted recklessly, been wilfully negligent, interfered with or removed safety or protective devices.
- Wilfully damaged or misused any item provided for health and safety purposes.
- Removed without authorisation or defaced any label, sign or warning device.
- Smoked in a designated 'No Smoking' area or whilst handling flammable substances.
- Been involved in practical joking or horseplay, which has, or could have, resulted in an accident.
- Made false statement or interfered with evidence following an accident or dangerous occurrence.
- Been under the influence of alcohol, or other substances, whilst at work.

7. Emergency procedures

Employees must:

- Comply with all emergency procedures as detailed in Section 3 – Arrangements of this policy.
- Keep all fire escape routes and fire equipment unobstructed.
- Report the use of any fire fighting equipment to their line manager.
- In the case of working away from their base, report any arising emergency situation to their line manager for further advice.

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8. First Aid

Suitable first aid provisions are available at the workplace and in company vehicles.

All injuries, no matter how small, are to be recorded in the accident book.

First aid provisions will be inspected at regular intervals and items replenished as necessary. Only authorised items are to be kept in first aid boxes or kits.

9. Welfare

Suitable arrangements have been made for the provision of lighting, heating, ventilation, temperature, drinking water, rest rooms, sanitation and cleanliness.

10. Consultation

The company has a responsibility to communicate its health and safety policy and procedures to all employees. Consultation with employees will enable the company not only to provide, but to obtain, information relating to hazards, risks and any shortfalls in the health and safety arrangements and procedures.

11. Health and safety advice

Independent health and safety advice and information will be provided by the company's Health and Safety Advisor, John Sproul H&S Services Ltd, who will assist, where instructed, in:

- Advising on matters relating to health and safety.
- Compiling and maintaining safety policy and safe working practices.
- Conducting independent safety audits and inspections.
- Compiling risk assessments of work activities.
- Compiling COSHH assessments of substances used.
- Conducting independent accident and incident investigations.
- Implementing training for employees.
- Liaising with enforcing authorities and other external bodies.