

DENHOLM REES & O'DONNELL

HEALTH & SAFETY POLICY

**DENHOLM REES & O'DONNELL
ALBANY ROAD WORKS
ALBANY Rd
AINTREE
L90HB**

September 2008

HEALTH AND SAFETY POLICY STATEMENT

DENHOLM REES & O'DONNELL has as its objective to provide a safe, healthy and efficient place of work for its employees. This policy is therefore designed to eliminate all possible risks of injury, ill health, damage or wastage.

The company recognises its responsibilities, so far as it is within its power, to prevent injuries or damage to health, safety and welfare of employees and third parties. To achieve this, the active co-operation of **all** employees is essential. The Consultation with Employees Regulations 1996 and the Information and Consultation Regulations 2008 requires employers to consult with employees on any matters affecting their health and safety. We will do this through Management which meet on a regular basis will relate information to employees as required.

Responsibilities for health and safety will be effectively assigned to management to ensure effective operations of this policy.

Employees

The Health & Safety at Work Act 1974 (Section 7), and the Management of Health & Safety Regulations (Regulation 14) place legal requirement on employees to co-operate with the employer in all matters relating to health and safety. You will be expected to act in such a way as not to endanger your own or anyone else's health and safety.

General

Specific areas of health and safety e.g. fire evacuation, will be addressed under appropriate section of the general policy. Training will be made available for employees.

This policy will be updated annually and amended accordingly.

Signed **Name**

Position **Date**

ORGANISATIONAL RESPONSIBILITIES

1. THE MANAGING DIRECTOR (Mr Alan Hayes)

- (a) Shall be responsible for the administration of an effective Health and Safety Policy within the Company and publicly support all persons carrying it out.
- (b) Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- (c) Shall jointly, with other Directors and Managers, produce a plan for the continual Management of Health, Safety and Environmental issues as part of the business objectives, which will be regularly monitored, reviewed and developed.
- (d) Shall provide adequate "Competent Persons" as required in the Management of Health and Safety at Work Regulations 1999, together with the necessary funds, materials and other assistance to meet current Health and Safety requirements.
- (e) Through the management team and safety committee, shall measure, appraise and, where necessary correct the company safety performance.
- (f) Shall make sure that the Company Health and Safety Policy and the programme of implementation is understood at all levels by committing the required training resources to that programme.
- (g) Shall ensure that responsibility is properly assigned and **accepted** at all levels and that these areas of responsibility are placed under review from time to time.
- (h) Shall ensure that the safety organisation is available, so far as is reasonably practicable.

Signed **Date**

2. PRODUCTION DIRECTOR (Mr Ian Johns)

- (a) Shall be responsible for ensuring full compliance with this policy in the department(s) identified in the Health and Safety organisation chart.
- (b) Shall ensure that within each area under his control, a system of Management of Health and Safety is in place whereby all risks to health are identified and those risks eliminated or controlled.
- (c) Shall produce a plan for the continual Management of Health, Safety and Environmental issues as part of the business objectives, which will be regularly monitored, reviewed and developed.
- (d) Shall ensure that training needs for Health and Safety are identified amongst the staff under his control and such training is carried out at the earliest opportunity.
- (e) Shall review Safety Reports from within the Company and/or outside agencies and consider action to be taken to reduce unfavourable trends.
- (f) Shall, on a regular basis, inspect the site to ensure that the policy is being complied with and make any recommendations directly to all employees on all matters concerning Health and Safety.

- (g) Shall Chair the Safety Committee meetings which shall be the forum for addressing Health & Safety issues.
- (h) Shall seriously consider any recommendations brought to the attention of the Safety Committee or from Safety Representatives.
- (i) Shall ensure that equipment of new design, process or procedure is not installed unless engineering and safety functions have been fully consulted.

Signed **Date**

3. **WORKS MANAGER (Mr Gary Dunbabin.)**

- (a) Must understand the Company Safety Policy.
- (b) Shall, in conjunction with the directors and senior managers identify all risks to health, safety and welfare and take actions to eliminate or control those risks, including risk assessments and safe working procedures.
- (c) Must ensure that Employees are fully trained for the task(s) they are to perform, in particular that they are not exposed to danger by unsafe working procedures or practices. This must include carrying out risk assessments and recording the training.
- (d) Shall that Health & Safety is audited on a regular basis and ensure any remedial action is undertaken.
- (e) Must ensure that all employees know what to do in the case of fire/explosion or similar incident.
- (f) Must ensure that all employees know the whereabouts of first aid facilities and names of first aiders on their shift.
- (g) Shall continually develop safe practices to ensure maximum safety for all Employees.
- (h) Must ensure that adequate supervision is available at all times, particularly where young or inexperienced workers, and new or expectant mothers are concerned.
- (j) Shall liaise with the External Competent Person(s) to ensure up to date practices are in place at all times and that current legislation is being adhered to.

Signed **Date**

4. **Production Engineer (Mr Nick Hayes.)**

- (a) Must understand the Company Safety Policy.
- (b) Shall, in conjunction with the directors and senior managers identify all risks to health, safety and welfare and take actions to eliminate or control those risks, including risk assessments and safe working procedures.
- (c) Must ensure that Employees are fully trained for the task(s) they are to perform, in particular that they are not exposed to danger by unsafe working procedures or practices. This must include carrying out risk assessments and recording the training.

- (d) Shall that Health & Safety is audited on a regular basis and ensure any remedial action is undertaken.
- (e) Must ensure that all employees know what to do in the case of fire/explosion or similar incident.
- (f) Must ensure that all employees know the whereabouts of first aid facilities and names of first aiders on their shift.
- (g) Shall continually develop safe practices to ensure maximum safety for all Employees.
- (h) Must ensure that adequate supervision is available at all times, particularly where young or inexperienced workers, and new or expectant mothers are concerned.
- (k) Shall liaise with the External Competent Person(s) to ensure up to date practices are in place at all times and that current legislation is being adhered to.

Signed **Date**

5. TEAMLEADERS

- (a) Must investigate all accidents promptly to discover their cause and take immediate action to eliminate a recurrence.
- (b) Must ensure all internal accident report forms are completed and filed in personnel.
- (c) Shall ensure that all machinery and equipment in their section is properly adjusted and maintained.
- (d) Shall ensure that all reportable accidents that occur within their section are documented by personnel.
- (e) Shall ensure that all defects in their department or section are promptly reported and rectified. Where the defect involves the safety of machinery, it is immobilised until repaired.
- (f) Shall ensure that suitable personal protective equipment is made available and used in the appropriate manner.
- (g) Shall maintain good housekeeping within their department or section at all times.
- (h) Must seriously consider any representation concerning Health and Safety from Safety Representatives and other employees.

6. COMPANY EMPLOYEES.

- (a) Shall familiarise themselves with and conform to the Health and Safety Policy and training programme at all times.
- (b) Shall observe all safety rules at all times.
- (c) Shall wear appropriate safety equipment and use appropriate safety devices at all times necessary for the maintenance of Health and Safety.

- (d) Will conform to all instructions relating to Health and Safety given by Management and others with a responsibility for Health and Safety.
- (e) Will report all accidents/injuries and damage, to a Supervisor/ Manager whether persons injured or not.
- (e) Must report any incident that has or could have lead to an accident or near miss.
- (f) Must assist in accident investigation in order to prevent re-occurrence.

7. CONTRACTORS AND VISITORS

- (a) Shall observe the Company Safety Rules and any instructions being in force at that time given to them in writing or verbally by a member of the Company in charge of the work being undertaken.
- (b) Shall not work on the premises until relevant safety rules are read, understood and accepted.
- (c) Shall not work on Company premises until covered by Insurance against risk. This includes presenting a copy of their public liability insurance.
- (d) Shall request information regarding emergency evacuation procedures.
- (e) Contractors will be asked for a copy of their own Company Safety Policy and will be questioned, by a member of the Company in charge of their work, on their arrangements for contract compliance and undertaking safety inspections covering their operations whilst on our Company premises.
- (f) Visitors and contractors (Prior to work commencing) must be accompanied by a member of staff who will take responsibility for said visitors and contractors during the visit. Each such visitor must "sign in" at reception where they will be met by a Company employee. They must sign out on leaving.
- (i) To consider any issue not satisfactorily resolved at departmental level, or any that is outside, or cuts across departmental responsibility.

8. RISK ASSESSMENT/COSHH ASSESSMENTS

Risk.COSHH Assessments will be documented as required and used as training materials to ensure Employees are protected against injury or ill health.

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