

Ecoliving

Company Health and Safety Policy

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Section I

Health & Safety Policy Statement

The directors of **Ecoliving Ltd** wish to state that they are fully committed to a programme of Health and Safety and Risk Management throughout their building, construction and civil engineering operations in compliance with the Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1999, Construction Design Management Regulations 1994, Construction (Health Safety and Welfare) Regulations 1996 and all other relevant regulations relating to their operations and contained within the policy statement.

Under the above said Acts and Regulations, the directors of the company have a legal duty to ensure that all systems and places of work comply with the same Regulations and understand and accept full responsibility for the health and safety of all employees and direct labour working within their company and other persons who may be affected by their work operations.

The employees, direct labour and, where applicable, temporary workers or sub-contractors working for the company are reminded that they also have a legal responsibility under the same Acts and Regulations to ensure the health and safety of themselves and others who may be affected by their actions within the workplace, in particular, members of the public.

The directors therefore draw your attention to the contents of the policy document and request that all employees both within and working for the company endeavour to contribute and participate in full to the success of the Health and Safety Policy and in particular ensure that the policy is read and fully understood.

The policy will be updated on a regular basis as and when any new regulations are introduced or new processes may be introduced by the company.

Signed:

Date:

Section 2

ORGANISATIONAL CHART

Directors:

Mr. Mark Henderson

Mr. Keith Kemsley

Mr. Colin Kerr

Health and Safety Consultant:

Mr. Stephen Crawford

Section 3

INDIVIDUAL RESPONSIBILITIES

3.1 Responsibilities and duties of company senior management

3.2 Responsibilities and duties of company management and site supervisors

3.3 Responsibilities and duties of company employees

3.4 Responsibilities and duties of company Health and Safety Consultant

3.5 Responsibilities and duties of contractors

3.1 Responsibilities and duties of company Senior Management.

The principal responsibilities and duties of company Senior Management are to use their best endeavours at all times to ensure that:

1. The company's Health and Safety Policy is understood and is implemented effectively by all employees in their respective jobs and in particular areas of work.
2. The requirements of the Health and Safety at Work Act 1974 and all other relevant regulations contained within this document governing building operations and works of civil engineering construction are observed.
3. In order to identify and to eliminate the possible hazards in connection with the work to be carried out, discussions take place with the company Health and Safety Consultant regarding relevant legislation, regulations and manufacturers' handbooks and recommendations.
4. Where and when considered necessary, employees receive adequate and appropriate training.
5. Staff and employees maintain safe working practices at all times and that every effort is made to encourage and maintain a good attitude towards health and safety.
6. Staff and employees who do not carry out their responsibilities in terms of the company Health and Safety Policy or intentionally neglect their duties towards safety will be disciplined.
7. Proper investigation and reporting procedures with regard to all accidents including those resulting in injuries, damage and loss are introduced and maintained so that by analysis of cause and trends a reduction in accident rates may be achieved.
8. Contractors, (e.g. sub-contractors) and third parties (e.g. clients' representatives and visitors) are required to comply with the company Health and Safety Policy at all times.
9. Suitable and safe plant, safe systems of work and safe working conditions are provided including the requirement that any unsafe plant and/or system are put out of service until it has been properly repaired.
10. Effective lines of communication on matters of Health and Safety are initiated and maintained between the company senior management and all employees.

3.2 Responsibilities and duties of Managers and Site Supervisors.

The principal responsibilities and duties of the company managers, and site supervisors will comply with the current legislation at all times to ensure:-

1. The company Health and Safety Policy is implemented and understood by all employees in their respective jobs and particular areas of work and that, at all times, employees observe safe working practices.
2. The requirements of the relevant regulations and legislation applicable to the work in progress are observed.
3. All company employees engaged on site and for whom the individual manager or supervisor is responsible, understand the company Health and Safety Policy and are given clear and precise instructions as to their responsibilities relating to safety. Particular attention must be given to new and young employees to ensure that they receive the appropriate training.
4. Health, Safety and welfare facilities are available at the commencement of each contract and are maintained throughout the duration of the contract.
5. Co-operation will be given to the Health and Safety Executive when they may visit the site. The Company Health and Safety Consultant and Site Manager or site Supervisor will be made aware of any such visit.
6. Plant and equipment will be inspected to ensure that it is kept in good condition and that the statutory requirements relating to the plant and equipment are implemented
7. The Company will also implement good reporting procedure and investigate all accidents/incidents ensuring that the appropriate Accident Form is completed and all accidents are recorded within the Accident Book (BI 510). The company Directors and Health and Safety Consultant will be informed immediately if there is a report of any accident or incident on site.
8. All employees will work under a Safe System of Work at all times to ensure their safety.
9. Sub-contractors and third parties are required to comply with the company Health and Safety Policy at all times.
10. All plant and items of equipment are safe and fully efficient and that all such items are guarded and equipped with safety devices in accordance with the Construction Regulations.
11. Protective clothing and equipment will be made available and will be worn or used in compliance with current legislation. Housekeeping on site will be monitored daily.

12. Site managers and supervisors will monitor all work activities including that of sub-contractors at all times ensuring that full compliance is implemented.
13. Employees who disregard the Company Health and Safety Policy and/or Safety Rules or put themselves or others at risk by unsafe work methods will be asked to leave the site.
14. The company Health and Safety Consultant will be informed of any issue in connection with the Company Health and Safety Policy and that any recommendations made by the Health and Safety Consultant will be implemented.
15. All persons including company employees, sub-contractors, and visitors on site will be made aware of the necessary safety precautions relating to all existing hazards on site.

3.3 Responsibilities and Duties of Company Employees.

The principal responsibilities and duties of company employees are to:

1. Understand the importance and the objectives of the Company Health and Safety Policy at all times and to comply with the requirements of the Policy.
2. Co-operate in maintaining safe working conditions and to avoid endangering themselves and others at all times.
3. Set a good example by wearing the appropriate personal protective equipment when working on sites or the storage yards.
4. Comply with all health and safety instructions, information or training given.
5. Co-operate on all matters regarding health and safety.
6. Ensure that you and others are not put at risk.
7. Use the personal protective equipment that is provided.
8. Use tools and equipment safely, in compliance with the training provided.
9. Report defects in plant and equipment.
10. Report to supervisors any health and safety risks that may occur.
11. Keep all welfare facilities clean and tidy.
12. Use the correct tools and methods for the job.
13. Keep tools and equipment in good condition.
14. Report all accidents or dangerous occurrences immediately.
15. Not misuse anything provided for health, safety or welfare.
16. Not operate any items of plant/machinery unless you have received the appropriate training.

3.4 Responsibilities and Duties of the Company Health and Safety Consultant.

The principal responsibilities and duties of the Health and Safety Consultant will be to:

1. Implement the Company Health and Safety Policy and ensure that the policy is being implemented by all employees.
2. Advise and support the Board of Directors and Senior Management in all aspects of accident prevention and all legal requirements and relevant changes in legislation affecting Health, Safety and welfare.
3. Recognise safety as one of the primary requirements of operating efficiency and of good management.
4. Investigate all accidents involving injury to personnel and damage to plant, set up and maintain an efficient and accurate system of reporting accidents, and to recommend means of preventing a recurrence of any accident or incident.
5. Review and report on overall safety performance.
6. Maintain an efficient and regular programme of site and premises inspections.
7. Advise and make recommendations from the safety viewpoint on the provision and use of protective clothing, equipment, plant and methods of working.
8. Identify and carry out training requirements.
9. Liaise with all relevant safety organisations and government departments.
10. Maintain, review and manage the company Health and Safety Management System.

3.5 Responsibilities and Duties of Contractors

The principal responsibilities and duties of contractors are to:

1. Understand the importance and the objectives of the Client's Health and Safety Policy at all times and to comply with the requirements of the Policy.
2. Provide appropriate Health and Safety standards when conducting the work.
3. Co-operate with the client to build Health and Safety into the contract and work methods and plan and co-ordinate activities.
4. Co-operate in maintaining safe working conditions and to avoid endangering themselves and others at all times.
5. Identify potential risks and introduce effective control methods.
6. Ensure all plant and items of equipment are safe and fully efficient and that all such items are guarded and equipped with safety devices in accordance with the Construction Regulations.
7. Ensure protective clothing and equipment will be worn or used in compliance with current legislation.
8. Contractors who disregard the Client's Health and Safety Policy and/or Safety Rules or put themselves or others at risk by unsafe work methods will be asked to leave the site.
9. Comply with all health and safety instructions, information or training given.
10. Co-operate on all matters regarding health and safety.
11. Ensure that you and others are not put at risk.
12. Use the personal protective equipment that is provided.
13. Use tools and equipment safely, in compliance with the training provided.
14. Use the correct tools and methods for the job.
15. Keep tools and equipment in good condition.
16. Report all accidents or dangerous occurrences immediately.
17. Ensure Health, Safety and Welfare facilities are available at the commencement of each contract and remain throughout the duration of the contract.

Section 4

Safety Procedures

- 4.1 Emergency Procedures
- 4.2 Safety Meetings
- 4.3 Accident Reporting and Investigation
- 4.4 Site Safety Inspection
- 4.5 Records and Reports on Plant and Equipment
- 4.6 Fire Prevention Programmes
- 4.7 Personal Protection Equipment
- 4.8 C.O.S.H.H. Regulations (including Asbestos Regulations)
- 4.9 Training for New and Existing Employees
- 4.10 Manual Handling
- 4.11 Risk Assessments – Safe Systems of Work
- 4.12 Materials & Management & co-ordination
- 4.13 Electricity
- 4.14 Overhead Electrical Services / Underground Utility Services
- 4.15 Monitoring of Health and Safety
- 4.16 Consultation with Employees on Health and Safety
- 4.17 Waste Management
- 4.18 Method Statements
- 4.19 Debris, Dust and Hot Works

4.1 Emergency Procedures / Access / Egress

Access onto Site – Registration of Personnel and Visitors

- Each contractor shall be responsible for ensuring that individuals working under their control report their presence by signing in on arrival on site, and signing out when leaving site. Whilst working on site employees and sub-contractors must be aware of site conditions and site rules. They should also be given a (short site safety induction) before they are allowed on site.

An Emergency Procedure/Plan will be initiated on projects where the risk and possibility of serious accidents could take place involving not only company personnel but also others including sub-contractors and members of the public.

In the event of any such incidents the following procedure will be initiated, dependant on the seriousness of the situation. If the situation is unable to be controlled from the site then contact must be made direct to Police, Fire, Ambulance, of which area telephone numbers must be displayed in the Main Office on each site.

4.2 Safety Meeting

Safety meetings will be established on medium to large projects on a regular basis to promote company interest and commitment to safety throughout. The meetings may be chaired by Senior Management or the Company Health and Safety Consultant.

4.3 Accident Reporting/Investigation/Incident/Near Miss

All accidents or incidents must be reported (including minor injuries) immediately. Accidents involving more than three consecutive days off work must be reported directly to HSE with full details given.

All accidents or incidents with reference to the R.I.D.D.O.R. 1995 Regulations will be investigated by Management/Health and Safety Consultant to establish cause.

An Accident Record Book must be kept at the Main Office.

A First Aid Box should be available where more than five persons are employed at any one time. All minor treatments should be recorded in the Accident Book.

Incident/ Near Miss

In order to assist in developing a profile of events which have the potential to cause injury or damage all Incidents/Near Misses should be notified to the project supervisor who will then report to the Management.

4.4 Safety Inspections

The Site Management on all projects will be responsible for the safety performance of that contract.

In pursuance of the ultimate level of safety, regular on-site Safety Inspections /Audits will be carried out by the company Health and Safety Consultant.

Any actions raised during the visits must be closed out by the responsible Site Manager concerned in accordance with the risk and severity identified.

4.5 Keeping and Maintaining of all records of tests and inspections of all Plant Equipment, Lifting Gear and tools including electrical within the company.

a) Plant and Equipment:

All plant and equipment used within the company will be inspected and maintained on a regular basis. Insurance tests and inspection certificates must be current before work commences on any project. Named responsible persons will be established as per location of project.

b) Excavation:

Where applicable, all excavation type work shall be carried out in compliance with the Construction (Health, Safety and Welfare) Regulations 1996 and any required inspection carried out should be recorded on the appropriate forms.

In any event, no person shall work within trenches or excavations until a proper Risk Assessment has been carried out and suitable support systems installed or other safety procedures have been adopted.

c) Electrical Installation and Equipment:

All electrical installation on site shall only be carried out by an approved competent person.

All portable electrical equipment shall be of 110v source unless other approved means of protection are provided.

No person shall work on or around live electricity unless Safe Systems of Work have been approved.

Any faults arising from the use of electrical equipment should be reported immediately to a responsible person.

4.6 Fire Prevention Programme

Where the risk of fire exists within the company office, storage areas or sites then a Fire Prevention Programme shall be set up in compliance with Regulations and advice from local fire services.

All fire fighting equipment, i.e., hose reels, extinguishers etc. shall be inspected on a regular basis by a qualified service company.

4.7 Personal Protective Equipment (P.P.E.)

In keeping up to date with the H.A.S.A.W.A and other relevant Regulations, e.g. Head Protection Regs., C.O.S.H.H. and Personal Protective Equipment Regs. 1992, the company will provide and issue all necessary P.P.E as and when required.

All personnel in keeping with the above Acts and Regulations have a duty to wear and maintain any such safety equipment and report or return when any faults or deterioration occurs.

4.8 C.O.S.H.H.

All hazardous substances used will have a COSHH Assessment provided. A register of COSHH Assessments will also be kept on file.

It is the duty of management to ensure that all personnel including sub-contractors are fully aware of the requirements and their responsibilities when using hazardous substances and processes.

Risk Assessment, Method Statements will be provided at all times under a Safe System of Work.

4.9 Established Training Development Programmes within the Company for New and Existing Employees

Where applicable all new and existing employees shall be given adequate training whenever a new method of work, process or introduction of new equipment and tools is implemented.

All new employees shall be given a short induction to company procedures and Health and Safety Policy.

Only trained and qualified personnel within the company shall be authorised to operate and use plant, equipment and tools within the operations.

4.10 Manual Handling

In keeping up to date with the Manual Handling Operations Regulations 1992 the company will conduct an assessment on all operations to ensure that all movement and lifting tasks are suitably identified and procedures adopted to minimise injuries to personnel.

4.11 Risk Assessments – Safe Systems of Work

Prior to work operations where risk of injury to personnel and members of the public and incidents with equipment and machinery have been identified, then a formal Risk Assessment will be carried out and recorded on a standard format.

4.12 Material Management and Co-ordination

Deliveries of materials and components to site shall be co-ordinated effectively by traffic marshals. Materials and components shall be off-loaded at designated areas and locations.

4.13 Electricity

Portable hand tools and Plant

- All electrically powered portable hand tools and plant should be rated at 110V, or be battery operated.
- All electrically powered hand tools will be marked with the date of their last test and inspection, (Portable Appliance Testing).
- All connections and leads shall be subject to daily visual inspection for defects, and shall be subject to nominated detailed inspection frequencies. No out of date equipment shall be used.
- Any item of defective or suspect plant shall be tagged with a “Danger – Do Not Use” sign.
- When authorised to be on site, portable generators shall be earth bonded as specified by the manufacturer.

4.14 Overhead Electrical Services / Underground utility Services

Overhead

The company shall, in conjunction with the service owner and Principal Contractor establish and maintain demarcation limits for work in the vicinity of overhead power lines. Each site shall be subject to individual assessment. Sub-contractors and personnel working under their control must confirm their understanding of the individual demarcation and access limitations by physical barrier or formal Permit to Work.

Underground Utility Services

Each project shall be subject to a unique Permit- to- Dig control procedure. Excavation work on ground penetration may not proceed until the conditions regulating the Permit-to-Dig have been implemented and verified by the contractor concerned.

4.15 Monitoring of Health and Safety

The company recognises that the success of its Safety Management Systems needs to be monitored against its established predetermined standards and procedures.

Management and supervisors within the company have personal responsibility to proactively monitor the health and safety standards of both the company activities and those services provided by contractors.

In order to achieve the above, management and supervisors will periodically report to the Company Health and Safety Consultant their established method for measuring safety performance, and to seek information and guidance to assist them in the performance of the task.

4.16 Consultation with Employees on Health and Safety

The company will ensure that effective consultation is provided through management and employees on all matters relating to health and safety.

The method of implementing the above may be subject to change and revision taking into account any new health and safety legislation and site activities.

4.17 Waste management

All contractors and personnel working under their control shall be required to:

- Clear waste/debris generated by their task as their work progresses.
- Maintain a clear access/egress route along dedicated/nominated evacuation routes.

- Report any circumstances where preceding or adjacent trades are compromising the maintenance of safe access/egress routes.
- Transfer classified waste to the designated holding area on site, or as identified within the site Health and Safety Plan.
- All waste disposal will be subject to legislative controls, or controls imposed by site rules.

4.18 Method statements

Method Statements are provided for risk associated operations and will be obtained from all sub-contractors (if appropriate) before commencement of their operation on site.

4.19 Debris, Dust and Hot works

All debris from operations will be properly bagged and removed off site. If on site welding is found necessary all proper precautions shall be taken including hot work permits and a check will be made 60 minutes after completion of work to ensure nothing is smouldering. No Hot Work will be carried out during the last two hours of a working day.

Ensure that working environment is adequately ventilated when working with toxic materials or when carrying out dust producing operations e.g. when cutting plasterboard or MDF, or plastering, insulating, silicone sealing, decorating. Proper protection to be worn applicable to the operation to be carried out e.g. goggles, dust masks, etc.

I acknowledge receipt of the written document of the company Health and Safety Policy, the contents of which I have read and understood and agree to comply with.

Signed:-----

Print:-----

Date:-----

