

# HEALTH AND SAFETY

## The policy of Electrical Safety UK Ltd

POL-J1-002-4

**Document Owner:** Rebecca Broadhead

**Applies to:** All ESUK employees

### DOCUMENT REVIEW

**Signed:**



**Reviewed by:**

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**Date:**

6<sup>th</sup> January 2026

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## Table of Contents

1. INTRODUCTION .....	4
2. HEALTH AND SAFETY STATEMENT OF INTENT.....	4
3. HEALTH AND SAFETY ORGANISATION.....	5
3.1    Management Accountability Structure .....	5
3.2    Organisational Hierarchy .....	6
3.3    Organisational Compliance.....	6
3.4    Safety Considerations at Recruitment .....	6
3.5    Monitoring of Safety Performance.....	6
3.6    Consultation with Workforce .....	6
3.7    Health and Safety Committee .....	7
4. HEALTH AND SAFETY RESPONSIBILITIES .....	7
4.1    The Managing Director and Safety Advisors .....	7
4.4    All Employees.....	8
4.5    Appointed Subcontractors .....	8
5. SPECIFIC ARRANGEMENTS .....	9
5.1    Safe Working Procedures .....	9
5.2    Safe Systems of Work .....	9
5.3    Safe Place of Work.....	9
5.4    Safety Information and Instruction .....	10
5.5    Training .....	10
5.7    Environmental Control .....	10
5.8    Fire and Emergency Procedures.....	10
5.9    Safe use of Equipment.....	11

# Health & Safety Policy

POL-J1-002-4

5.10	Hazardous Substances .....	11
5.11	Asbestos .....	11
5.12	Personal Protective Equipment (PPE) .....	11
5.15	Manual Handling .....	12
5.16	Working at Height .....	13
5.17	Work in Confined Spaces .....	14
5.18	Environmental Management .....	14
5.19	First Aid .....	14
5.20	Display Screen Equipment .....	14
5.21	Electrical Safety .....	14
5.23	Responsibilities of Other Contractors .....	15
5.24	Accident Reporting Procedures .....	15
5.25	Accident Investigation Procedures .....	16
6.	MANAGEMENT OF HEALTH AND SAFETY .....	17
6.1	Risk Assessments .....	17
6.2	Control of Risks .....	17
6.3	Safety Method Statements .....	17
6.4	Employees Responsibilities .....	18
6.5	Health Surveillance .....	18
7.	MONITORING THE HEALTH AND SAFETY POLICY .....	18
8.	REVIEW OF THE HEALTH AND SAFETY POLICY .....	18
9.	PUBLICISING THE HEALTH AND SAFETY POLICY .....	19
10.	BREACH OF THIS POLICY .....	19
11	IMPLEMENTATION, MONITORING AND REVIEW .....	19

## 1. INTRODUCTION

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This Health and Safety Policy document has been designed to outline the arrangements in place to ensure health and safety for Electrical Safety UK Limited (ESUK).

The Health and Safety at Work Etc. Act 1974, Chapter 37 and sub-ordinate Regulations places duties on employers to provide a safe and healthy place of work for its employees, it also has duties towards persons not in their employment but who might be affected by the company's undertakings. Employees also have duties placed on them.

This policy sets out the company's policy and arrangements for ensuring legal compliance and is agreed by and supported by the Board of Directors and Management Team. It is the intention of ESUK to create a safe and healthy work environment and that every employee goes home at the end of their working day in no worse condition than they arrived through the work that they undertake on our behalf and in the areas where we ask that such work is undertaken.

This policy is a legal requirement and compliance with it is mandatory for all. Failure to comply with this policy may result in disciplinary action. Your contract of employment requires that you co-operate with ESUK on matters of health and safety, this policy outlines the minimum acceptable standards which you must consistently exceed. This policy is supported by sub-ordinate policies and procedures as well as support materials that must also be followed.

We aim to be fair and reasonable, and for our requirements to apply with equal formality to both sexes. Should any employee have any difficulty in complying with this policy, for whatever reason, please raise this initially with your line manager, and failing a satisfactory resolution, through the grievance procedure.

It is the duty of everyone at ESUK to inform the company of any errors in this or sub-ordinate documents or in any arrangements put in place for the purpose of health and safety. Furthermore, employees must not undertake work which they believe could place their health or their safety at risk and must report any unsafe condition that they identify in an appropriate and timely manner.

## 2. HEALTH AND SAFETY STATEMENT OF INTENT

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The Board of Directors and Management Team of ESUK Ltd regard the promotion of Health & Safety measures as a mutual objective for management and employees at all levels.

It is the policy of ESUK Ltd to do all that is reasonably practicable to prevent injury and damage to property and to protect everyone from foreseeable work hazards, including the public, insofar as they come into contact with the company or its products.

In particular, ESUK has a responsibility:

- to identify hazards arising from the Company's activities and the workplace.
- to eliminate those hazards where possible and to control any which are remaining.
- to provide and maintain safe and healthy working conditions for its employees, taking account of any statutory requirements.
- to review this Policy at least annually for adequacy and continued compliance with current legislation

# Health & Safety Policy

POL-J1-002-4

- to communicate this Policy to all employees and to provide training, information supervision and instruction to enable them to comply with its requirements and to perform their work safely and efficiently.
- to make available all necessary safety devices and protective equipment and to supervise their use.
- to consult with employees on issues relating to Health and Safety.
- to maintain a constant and continuing interest in Health and Safety matters applicable to the Company's activities and for its management to set an example in safe behaviour.
- to take measures to ensure the health and safety of others who may be affected by their activities and processes.
- to monitor the effectiveness of the Safety Policy and make necessary revisions as required.
- to provide the necessary resources to discharge the above responsibilities satisfactorily.

Employees have a duty to cooperate in the operation of this policy:

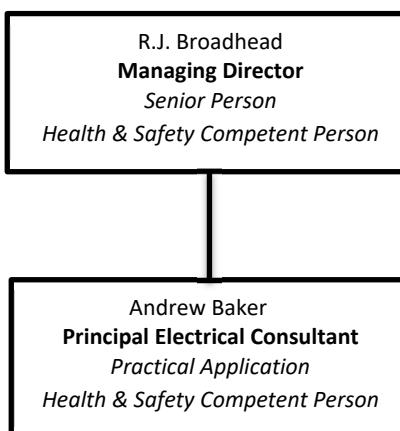
- by working safely and efficiently in accordance with company procedures, jointly agreed on their behalf for securing a safe workplace.
- by using the protective equipment provided, and by meeting statutory obligations.
- by reporting to their supervisors any accidents, however trivial and any incidents that could lead to injury or damage.
- by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

This Policy applies to the company's Head Office activities as well as its activities on the Client's premises. This statement of Policy is endorsed by the Managing Director and supported by the Board of Directors and Management Team.

## 3. HEALTH AND SAFETY ORGANISATION

### 3.1 Management Accountability Structure

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## 3.2 Organisational Hierarchy

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Rebecca Broadhead as Managing Director of ESUK Ltd has been nominated to ensure that all matters of health and safety are addressed in a timely manner. She takes responsibility for the activities of ESUK Ltd and ensures they are being carried out in accordance with the arrangements detailed in the Health and Safety Policy. Secondly, she reports to the board of directors on matters of Health and Safety concerning the Company.

Andrew Baker, in his Role as Principal Electrical Consultant, provides competent advice on all health and safety issues and works alongside the Managing Director to monitor company health and safety performance and liaise with all staff on a day-to-day basis to ensure health and safety responsibilities are discharged satisfactorily.

Subcontractors are responsible to the Managing Director.

On external sites, the project lead will be responsible for coordinating matters and will liaise with all visitors to the site, both from within and outside the organisation.

## 3.3 Organisational Compliance

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A Site Safety Toolbox Talk / Risk Assessment Manual and Safety rules are issued to all employees. Employees are required to acquaint themselves with these documents. Wilful disregard to these safety rules will result in disciplinary action.

Employees having managerial or supervisory duties must familiarise themselves with the Policy in order to fully understand the nature of their duties and then be able to confirm acceptance of the responsibilities.

## 3.4 Safety Considerations at Recruitment

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Applicants to any of the positions within the organisation will be required to demonstrate their understanding of Health and Safety knowledge appropriate to the job role. If this requirement is not fulfilled, an action plan will be put in place to bring the employee to a satisfactory level of compliance.

## 3.5 Monitoring of Safety Performance

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As part of employee performance appraisals, each company member will have their Safety performance reviewed.

Should changes in work methods, safety systems and training policy be indicated, then Corrective and Preventive action will be implemented as part of the Company's Quality procedures.

Similarly, should an employee performance appraisal indicate a safety training need, this will be actioned and endorsed on the employee's individual training plan.

## 3.6 Consultation with Workforce

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The company recognises the duties placed on it by the Health and Safety (Consultation with Workforce) Regulations and seeks to involve employees at all levels in the health and safety issues affecting the company.

Suggestions by employees on ways in which the work could be made safer are welcomed and should be sent to the Managing Director or the Safety Committee.

Employees are consulted about Safety matters and any changes to the Safety Policy through training sessions, toolbox talks and Safety information. In addition, provision is in place to interface with any elected Safety Representative nominated by the workforce.

In developing safe working procedures associated with Risk Assessments and Method Statements for undertakings on site, the persons assigned to complete the documentation will consult with the relevant staff as to the content and the nature of the procedures.

### **3.7 Health and Safety Committee**

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For the purpose of developing a positive, proactive and functional health and safety system, a health and safety committee shall be convened every quarter, or more frequently if required for:

- reviewing health and safety performance,
- identifying changes in legislation and guidance,
- making recommendations on improvements,

The health and safety committee shall be made up of managers in charge of business units and who are in a position to effect change, advisors who are not part of the senior management structure who can make recommendations outside of the confines of boardroom decisions and employee safety representatives who can communicate between employees and management. Every member of the health and safety committee has an important part to play and are equal in importance.

## **4. HEALTH AND SAFETY RESPONSIBILITIES**

### **4.1 The Managing Director and Safety Advisors**

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The Managing Director is responsible for ensuring that:

- a signed current health and safety policy statement of intent is in place,
- A comprehensive health and safety policy has been established, along with all necessary supporting arrangements. Procedures are in place for regularly reviewing the health and safety policy, and the effectiveness of these policies and arrangements is actively monitored.
- adequate resources and the time necessary are made available to allow health and safety to be implemented correctly,
- ensuring that a suitable and sufficient assessment is made of the Health and Safety risks arising from the company's undertakings to employees and others not directly employed by the company, familiarising all staff with the contents of the Health and Safety Management System and all relevant Working Documents such as: Risk Assessment Forms, Codes of Practice and Permits,
- monitoring changes to Statutory Health and Safety requirements,
- initiation and monitoring of Preventive action measures resulting from findings and information arising regarding Health and Safety, authorising changes arising from the regular review of the Company's Safety Policy,
- maintenance and development of documentation and data relating to Health and Safety, and the monitoring of compliance with the same,
- evaluation of Accident and Dangerous Occurrence reports for inclusion in Preventive action activities and review of Risk Assessments and Method Statements,

# Health & Safety Policy

POL-J1-002-4

- managers and supervisors have been informed of their responsibilities. Information, instruction, training, and supervision are in place regarding employees. Identifying training needs and implementing identified training,
- ensuring all staff are inducted correctly and receive all the relevant information and documentation,
- collation of Health and Safety suggestions, Audit of Suppliers and Contractors records of competence and performance in matters relating to Health and Safety,
- assessment and provision of First Aid facilities, Safety Equipment and Protective Clothing,
- recording findings of Safety Audits and collating data for inclusion in Preventive Action Plans,
- liaising with customers on matters of Health and Safety,
- ensuring all Tools, Plant and Equipment under the company's control are checked and maintained on a systematic basis to ensure compliance with Safety Standards,
- assessment of the Health and Safety competence of subcontractors, liaison with Subcontractors on matters of Safety.

Some responsibilities may be delegated.

## **4.4 All Employees**

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All employees have a duty to co-operate in the operation of this policy. They are responsible for:

- their own safety, that of their workmates and other people in the vicinity of their work or who may be affected by acts or omissions,
- the implementation of the Company's Safety Policy in as much as it affects their own work,
- adhering to company procedures, jointly agreed on their behalf, including the provisions of Risk Assessments, for securing a safe workplace,
- using protective equipment provided,
- reporting accidents or dangerous occurrences to their Line Manager,
- assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence,
- reporting to their supervisor incidents that have led or may lead to injury or damage,
- carrying out visual 'user' inspection of PPE, Tools and Equipment that they are using and the reporting of any deficiencies to their supervisor or line manager.

## **4.5 Appointed Subcontractors**

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Appointed subcontractors are responsible for:

- Their own safety and that of workmates and other people in the vicinity of their work or who may be affected by their acts or omissions,
- Adherence to the Company's Safety Policy and safe working procedures in as much as they affect the subcontract work,
- Reporting of accidents or dangerous occurrences.

## 5. SPECIFIC ARRANGEMENTS

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The arrangements for implementing the Safety Policy are categorised as follows:

### 5.1 Safe Working Procedures

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The Company Directors and Management will ensure that a suitable assessment of risks associated with the company's normal undertakings is carried out.

Before commencing work on site, the Management Team will ensure that a site-specific assessment of risks associated with the company's site-based undertakings is made. Assessments will include those risks identified by third parties such as clients, other contractors and subcontractors.

The Management Team will ensure that safe working procedures are developed and implemented, based on the significant findings therefrom.

Where safe working procedures have been developed, it is an employee's duty to read them thoroughly, raise any queries concerning them and comply with any duties placed upon them.

In addition to company-issued risk assessments, employees shall be required to complete a site-specific point of work risk assessment and implement any control measure that has been identified as necessary for the purpose of reducing risks as low as is reasonably practicable.

### 5.2 Safe Systems of Work

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Safe working procedures have been developed for a wide range of tasks. They are issued to the employees in the form of a Company Safety Manual, available digitally. They have been divided into the following sections:

- General Health and Safety
- Site Hazards
- Hazards and Substances
- Plant and Equipment
- Personal Protective Equipment (PPE)

### 5.3 Safe Place of Work

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#### Head Office

Arrangements are in place at Head Office to ensure that, by routine housekeeping and by weekly cleaning regimes, the Office environment remains conducive to safe and healthy working.

#### Site

Where the company undertakes work on a client's premises, it will adhere to the arrangements established by the client.

## 5.4 Safety Information and Instruction

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Prior to work commencing on site, all employees, subcontractors and visitors will, where appropriate, have access to and be made aware of Site Safety Rules, the Company's Health & Safety Policy, Site Safety Toolbox Talk / Risk Assessment Manual and identified hazards.

All electrical equipment and temporary electrical installations will, where appropriate, be subject to visual inspections before use and formal inspection and testing where required.

## 5.5 Training

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All new entrants undertake induction Safety training specific to their assigned duties.

Site training in the elements of safety as contained in the Company's Safety procedures is undertaken together with periodic toolbox talks on a given Safety topic, or as a refresher.

Manager training is identified by the Management Team and is undertaken either by internal or external training organisations.

Training needs are identified by the consultation process detailed elsewhere in this Policy and at Management review as part of the Company's Quality procedures.

In addition, the Company carries out regular appraisals by way of staff performance review and in order to determine the direction of the personal development of staff.

All training undertaken by employees is recorded on a central database system and the certificates are held in the individual staff member's file.

## 5.7 Environmental Control

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At Head Office and where it is reasonably practicable on site, the following factors will be controlled (where the Company has control) and monitored: Temperature, Humidity, Ventilation and Air Quality, Noise and Vibration, Lighting and other forms of radiation.

## 5.8 Fire and Emergency Procedures

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In accordance with the Regulatory Reform (Fire Safety) Order 2005 the company undertakes to carry out job-specific risk assessments of fire hazards associated with their activities. The company also undertakes to make provision for Fire Fighting Equipment, Procedures and where recommended a Permit to Work System for any Hot Work.

Emergency procedures for the company office premises have been produced and staff are issued with them at their induction.

The procedures are reviewed every 12 months or as any changes are made to the office layout or work activities.

Whilst working on site the company will observe all fire and emergency procedures observed by the customer. All site operatives will be made aware of the procedures in place at the site induction which will be carried out by either the customer or site foreman.

Subcontractors under the company's control will come under these provisions and the client will be fully informed.

# Health & Safety Policy

POL-J1-002-4

## 5.9 Safe use of Equipment

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The Company is committed to compliance with The Provision and Use of Work Equipment Regulations (PUWER).

The activities of the Company are such that fixed items of machinery are not used.

On the rare occasions items of mobile or temporary plant and equipment are used they will be inspected daily and before use on each individual task.

Portable Appliances are formally inspected visually, functionally and electrically (if appropriate) in accordance with PUWER and EWR requirements.

Electrical testing, commonly known as 'PAT' testing, is carried out in accordance with the IET Code of Practice for In-service Inspection and Testing of Electrical Equipment. Records are held at Head Office.

If an item of equipment is found to be defective, then the item must be returned to the Head Office for repair or disposition immediately.

## 5.10 Hazardous Substances

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The Management Team consider adherence to the requirements of the Control of Substances Hazardous to Health (C.O.S.H.H) Regulations to be fundamental to the safe working practices desired for all employees and subcontractors.

No hazardous substances will be used unless an assessment has been carried out. This applies to all materials used and purchased by the Company in connection with its activities.

MSDS shall not be used as a substitute for a COSHH assessment.

The company has undertaken to monitor and maintain the release of additions and amendments to C.O.S.H.H. assessments currently available to our records.

## 5.11 Asbestos

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Prior to starting a project on site, the Project Manager in charge of the project will liaise, if appropriate, with the client with regard to the location of any asbestos on the site.

Where asbestos has been identified, advice will be sought from the licensed contractor employed by the client as to the correct procedure/s to be employed.

In accordance with the Company's Risk assessment process, operatives will receive asbestos awareness training where appropriate and where risks associated with their activities require it.

## 5.12 Personal Protective Equipment (PPE)

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The company undertakes to comply with the Personal Protective Equipment at Work Regulations, which require that an assessment be made of the requirement for and suitability of Personal Protective Equipment.

The Management Team, when assessing the company's normal undertakings, determines the company's standard PPE requirements. A separate policy is available.

In addition, a site-specific risk assessment that will determine the specific PPE requirements and decide upon the most suitable and compatible PPE to be worn on individual sites.

# Health & Safety Policy

POL-J1-002-4

All employees will be instructed in the correct use of PPE and the Site Safety Toolbox Talk / Risk Assessment Manual will provide information on the use of PPE.

The Regulations also require that employees use PPE "in accordance with the training and instruction given by the employer" and "report any loss or defect of that equipment to their employer" (Regulations 10 & 11).

## 5.15 Manual Handling

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The purpose of this section is to ensure the health, safety, and welfare of employees engaged in manual handling activities. It sets out the company's approach to managing risks associated with manual handling tasks to prevent workplace injuries and comply with legal obligations under health and safety regulations.

This policy applies to all employees, contractors, and visitors who are required to perform manual handling activities, including lifting, pushing, pulling, carrying, or lowering items in the course of their work.

### 5.15.1 Definitions

**Manual Handling:** Any activity that involves the use of force to lift, carry, push, pull, hold, or restrain an object or person.

**Hazardous Manual Handling:** Tasks that involve repetitive or sustained force, high or sudden forces, awkward postures, or vibration that could pose a risk of injury.

### 5.15.2 Manual Handling Policy Statement

The company is committed to minimising the risks associated with manual handling by:

- Conducting regular risk assessments to identify hazardous manual handling tasks.
- Providing training and guidance to employees on safe manual handling techniques.
- Implementing control measures to reduce risks, including mechanical aids, team lifting, and task redesign.
- Encouraging employees to report any hazardous manual handling activities or injuries.

### 5.15.3 Responsibilities

#### 3.1 Management Responsibilities:

- Ensure that appropriate risk assessments are conducted for all manual handling tasks.
- Provide sufficient resources, including mechanical aids and training, to reduce manual handling risks.
- Regularly review and update the manual handling policy and procedures.

#### 3.2 Employee Responsibilities:

- Follow safe manual handling techniques as outlined in training.
- Use provided mechanical aids and report any defects or hazards.
- Immediately report any injuries or concerns related to manual handling tasks to their supervisor.

#### 3.3 Health and Safety Officer:

- Conduct regular audits of manual handling practices.
- Ensure manual handling risk assessments are carried out and control measures are implemented.
- Investigate manual handling incidents and provide recommendations for improvements.

# Health & Safety Policy

POL-J1-002-4

## 5.15.4 Risk Assessment

Manual handling risk assessments must be conducted for all tasks where there is a potential risk of injury. The assessment should consider:

- The nature of the task.
- The size, shape, and weight of the load.
- The environment in which the task is carried out.
- The physical capabilities of the employee performing the task.

The findings of the assessment will determine the necessary control measures, such as the provision of mechanical aids or team lifting protocols.

## 5.15.5 Control Measures

Where hazardous manual handling cannot be eliminated, the company will implement control measures to reduce the risk of injury. These may include:

- Mechanical Aids: Use of trolleys, hoists, or other devices to assist with lifting and moving objects.
- Team Lifting: Ensuring tasks that require lifting heavy or bulky items are done by more than one person.
- Task Redesign: Modifying tasks to reduce manual handling risks, such as changing the layout of the workplace or breaking down loads into smaller, more manageable pieces.
- Training: Providing regular training sessions on proper manual handling techniques, posture, and the use of mechanical aids.

## 5.15.6 Training and Awareness

The company will provide manual handling training to all relevant employees. Training will include:

- Recognising hazardous manual handling tasks.
- Safe lifting techniques.
- Proper use of mechanical aids.
- Understanding personal limits and when to seek assistance.

## 5.15.7 Incident Reporting and Investigation

All manual handling incidents, injuries, or near misses must be reported immediately. The company will investigate these incidents and take corrective actions to prevent recurrence.

## 5.16 Working at Height

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All work at height will be carried out in line with company safety procedures and risk assessments. This includes work done at the ESUK site and by ESUK employees at client sites. Any site rules imposed by the client will be adhered to.

Any assessment of risk will include:

- Area work is being carried out in
- Type of work being undertaken
- Suitability of Access Equipment
- Environmental conditions
- The most appropriate work method and control measures

# Health & Safety Policy

POL-J1-002-4

Operatives working from mobile elevated work platforms or mobile scaffold towers will have been trained in their use prior to being allowed to use them.

## 5.17 Work in Confined Spaces

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In line with the Confined Spaces Regulations the company undertakes to:

- Identify confined spaces
- Not enter confined spaces unless absolutely necessary
- Carry out risk assessment of confined spaces
- Produce a safe system of work with rescue procedures
- Train all operatives in safe working in confined spaces prior to the carrying out any work

## 5.18 Environmental Management

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The company regards the protection of the environment as of paramount importance. An Environmental Management policy is in place as part of a separate document.

## 5.19 First Aid

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The law requires that adequate and appropriate first aid provision is available for all employees while at work. Broadly speaking this means having enough competent people with adequate resources to deal with any injury or illness that may occur at work.

The Management Team will ensure that all sites will have adequate numbers of First Aiders provided by us or if appropriate, by the client. This will be ensured through the completion of a First Aid Risk Assessment to ensure that the company has the appropriate number of first aiders, considering the nature of activities being undertaken.

First Aid Kits will be provided by the company as identified by the risk assessment. It is the responsibility of the nominated person to inspect periodically all first aid equipment and to arrange any repairs or replacements that are necessary.

## 5.20 Display Screen Equipment

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In accordance with the Health & Safety (Display Screen Equipment) Regulations, the company undertakes to clarify display screen equipment users and carry out workstation assessments of their activities.

The Management Team will ensure that the assessments are carried out.

Assessments will cover:

- The workstation including equipment, furniture and work environment.
- The job being undertaken.
- Special needs of individual staff members. Free eye tests are available for all staff members using DSE if requested.

## 5.21 Electrical Safety

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The company recognises its duty holder responsibilities as an Employer and also those duties held by its employees and subcontractors under section 3 of the Regulations.

# Health & Safety Policy

POL-J1-002-4

The provisions of the Electricity at Work Regulations have been included in the measures taken to eliminate and control hazards arising from its activities.

It is the declared intention of the company to take all reasonable steps and exercise all due diligence to avoid the commission of an offence under the Regulations.

## **5.23 Responsibilities of Other Contractors**

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It is the responsibility of all other Contractor's to see that their employees are conversant with these Safety Regulations and that they comply with them.

It should be emphasised that nothing in these Safety Regulations can relieve other Contractors (referred to as Contractors) of any of their legal or contractual obligations to the Company under the terms of any contract agreement, which may exist between the two parties.

## **5.24 Accident Reporting Procedures.**

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A system is in operation that requires the reporting by employees of ALL ACCIDENTS resulting in personal injury; this is followed by an investigation to determine the cause of the accident so as to prevent reoccurrence.

The Company and its employees must abide by the Reporting of Injuries, Diseases and Dangerous Occurrences

Regulations - known as RIDDOR. All accidents must be reported. Accidents must be reported at the site office immediately and at the same time the Supervisor or Projects Engineer must informed, who will complete a Company Accident Report Form.

Employees have a duty to report to the company:

- ANYTHING which may be hazardous to the operative or anyone else.
- Machine malfunctions and electrical defects.
- The discharge of any extinguisher.
- Any medical condition which may affect the operative's safety in the use of machinery or which may be hazardous to other persons.
- ALL accidents and ensure they are recorded in the accident book.
- ALL incidents (near misses) regardless of any lack of damage or injury.
- ALL accidentally or otherwise damaged equipment.

In the event that the accident is notifiable under the Reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) then the Safety Director (or in their absence another Competent Person) must be immediately notified by telephone.

The Director for Health and Safety or another competent person will notify the Health and Safety Executive in accordance with the regulations using the prescribed method.

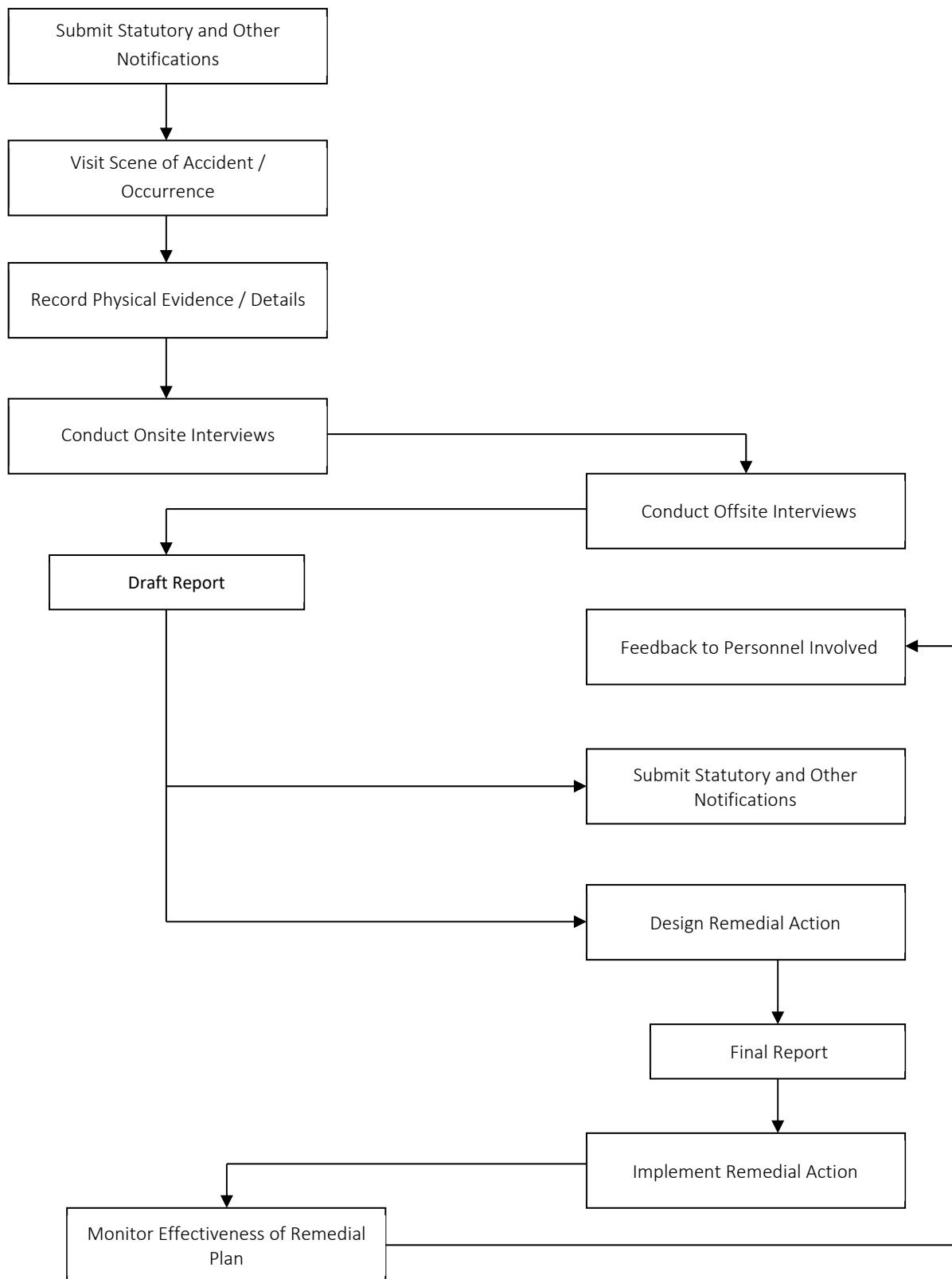
All employees will co-operate with HSE to investigate the circumstances of the Accident or Occurrence.

# Health & Safety Policy

POL-J1-002-4

## 5.25 Accident Investigation Procedures

### INVESTIGATION SEQUENCE



All details are reported on a standard Company accident report and/or RIDDOR form as applicable.

## 6. MANAGEMENT OF HEALTH AND SAFETY

### 6.1 Risk Assessments

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The Company undertakes to make Risk assessments of work carried out by its employees and subcontractors.

For each project, the risk assessments are reviewed to take into account the nature of the site and the hazards to be encountered.

The following definitions apply when developing a risk assessment:

- **Hazard:** means anything with the potential to cause harm.
- **Risk:** is the likelihood of a hazard event causing injury, ill health or loss and the severity of such injury, ill health or loss.

When risk assessments are produced, they are developed in such a way as to provide for the following:

- Identification of hazards
- Identification of those who may be harmed by them
- Evaluation of the risks and existing controls
- Identification of necessary amendments to existing controls or the introduction of additional controls
- Recording of the significant findings
- Review and revision of same as required

### 6.2 Control of Risks

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Preventive and protective measures have been introduced in respect of risks identified by the foregoing procedures. The Company have adopted the following hierarchy of hazard control:

- Eliminate the hazard where possible
- Reduce the risk of hazards (i.e. by substitution)
- Protect by isolation of the hazard or person(s) at risk from it
- Control any remaining hazards by suitable engineering, or other methods
- Provide Personal Protective Equipment to those affected
- Reliance on personnel discipline

### 6.3 Safety Method Statements

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Whilst Risk Assessments identify specific dangers and set out the control measures, which may be required, sometimes more is required.

# Health & Safety Policy

POL-J1-002-4

Some activities must be carried out in a particular order to ensure safety. Examples of this would include demolition, structural steel erection, or where heavy lifting equipment, cranes etc. are used and which require a safe system of working.

Where this is the case, or if the client requested us, a more detailed statement is produced setting out the specific sequence in which the work will be done, including:

- Details of access equipment, access routes etc.
- Equipment required to carry out the task.
- Locations and details of any lifting equipment.
- Training requirements or competency levels needed.
- Protective equipment required.
- Environmental limitations.
- Protection of third parties
- Co-operation between trades.
- Detailed work sequence cross-referenced to any Risk Assessments or Control Measures.

## 6.4 Employees Responsibilities

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Employees must familiarise themselves with any Method Statements, or Risk Assessments etc., which apply to the task they are undertaking and COMPLY FULLY with their requirements.

## 6.5 Health Surveillance

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Provisions are available for operatives to undergo Health screening where Process hazards, or exposure to hazardous substances and environments, determine this to be appropriate.

## 7. MONITORING THE HEALTH AND SAFETY POLICY

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The Company carries out monitoring activities to assess whether the Policy is being effectively pursued within the organisation and the extent of its effectiveness.

Monitoring takes the form of an assessment of the following: Accident, incident and Safety records. Extent of compliance with statutory legislation. Extent of compliance within the organisation (non-conformances). Format and content of this Health and Safety Policy document. The results enable management to assess the success in following the arrangement procedures and the contributions of all levels of management and workforce.

The objective of the monitoring process is to assist decision-making as to the allocation of resources and preventive measures most effectively.

## 8. REVIEW OF THE HEALTH AND SAFETY POLICY

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The safety policy will be reviewed every twelve months or as and when there are:

- Significant changes to the organisation structure.
- Changes in the work practices carried out by the company.

# Health & Safety Policy

POL-J1-002-4

- Following any incident taking on board the recommendation report.
- Changes to health and safety legislation.

When the policy has been reviewed and updated, it will be authorised by the Director of Health and Safety and re-issued to all staff members.

## **9. PUBLICISING THE HEALTH AND SAFETY POLICY**

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A Copy of the Safety Policy is issued to all members of the organisation as part of the company induction.

## **10. BREACH OF THIS POLICY**

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Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure.

## **11 IMPLEMENTATION, MONITORING AND REVIEW**

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The Managing Director has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time. Any queries or comments about this policy should be addressed to the Managing Director.