

# Health & Safety Policy

Our Health and Safety Policy

Safe Contractor Approved - [click here for certificate](#).

We are also a member of ROSPA - [click here for our certificate](#)

The company believes that excellence in the management of health and safety is an essential element within its overall business plan &ndash; a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Overall and final responsibility for health and safety is that of: Managing Director Chris Park

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Safety Manager

Health and safety standards are continuously maintained and improved. Employees' Duties

All employees are required to:

- Ø Co-operate with supervisors and managers on health and safety matters;
- Ø Not interfere with anything provided to safeguard their health and safety;
- Ø Take reasonable care of the health and safety of themselves and others; and
- Ø Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate. Our Health and Safety Organisational Hierarchy

- Managing Director
- MHL Support
- Director of Operations
- Safety Manager
- Engineers / Supervisors
- Technicians / Jointers
- Apprentices / Trainees

Safety Arrangements

1. Responsibilities

Overall and final responsibility for health and safety is that of the Managing Director.

Day-to-day responsibility for ensuring that all of the policy arrangements are put into practice is delegated to the Safety Manager.

It is the responsibility of the Operations Director to ensure that suitable and sufficient risk assessments and method statements are prepared for each contract.

Ensuring that safety standards are maintained on a site level is the responsibility of the Contract Engineer.

All employees are responsible for:

- Co-operating with Contract Engineers and Management on health and safety matters
  - Not interfering with anything provided in the interests of health and safety
  - Taking reasonable care of their own health and safety and that of others
  - Reporting all health and safety concerns to the relevant Contract Engineer, the Safety Manager or the Directors
2. Health And Safety Risks Arising From Our Work Activities

Standard risk assessments will be undertaken by the Safety Manager and made available to all employees as an insert into the employees' Company Manual.

The findings of the standard risk assessments will be reported to the Operations Director, who shall approve actions required to remove or sufficiently control any risks identified.

The Contract Engineer will have responsibility for ensuring the required actions are implemented on site.

The Safety Manager will have responsibility for ensuring that the implemented actions remove or sufficiently reduce the risk.

Standard risk assessments will be reviewed every twelve months (or sooner, if the work activity changes) by the Safety Manager and the ongoing effectiveness will be discussed at Management Review meetings.

In addition to the standard risk assessments, site-specific risks shall be assessed prior to any work commencing (refer PR-SYS-001 'Risk Assessment').

### 3. Consultation With Employees

Power Testing Ltd. has an 'Open Door' policy, whereby all employees are able and, indeed, encouraged to raise any safety concerns and suggest any improvements to management at any time.

### 4. Safe Plant and Equipment

The Safety Manager will be responsible for identifying all equipment and plant requiring maintenance, for ensuring that effective maintenance procedures and programmes are prepared and for ensuring that all maintenance programmes are fully implemented.

The Safety Manager will be responsible for ensuring that all new plant and equipment meets health and safety standards before it is procured.

Any problems with plant or equipment should be reported to the Safety Manager.

### 5. Safe Handling and Use of Substances

The Safety Manager will be responsible for identifying all substances that will need a COSHH assessment and will be responsible for ensuring that all COSHH assessments are undertaken.

The Contract Engineer will be responsible for ensuring that all actions identified in COSHH assessments are implemented on site.

The Safety Manager will be responsible for ensuring that all employees are informed about the COSHH assessments. Standard assessments will be made available to all employees in the form of inserts into the employees' Company Manual.

The Safety Manager will be responsible for ensuring that any new substances can be used safely before they are procured.

Standard COSHH assessments will be reviewed every twelve months (or sooner, if the work activity changes) by the Safety Manager and the ongoing effectiveness will be discussed at Management Review meetings.

## 6. Information, Instruction and Training

The Health and Safety Law poster is displayed at the Head Office.

Health and safety advice is available from the Safety Manager and from the Company's external support specialists.

Supervision of young workers and trainees will be arranged, and monitored by the Safety Manager.

The Contract Engineer will be responsible for ensuring that health and safety information relevant to the particular site on which they are working is made available to all employees working on that site.

## 7. Competency

Induction training for all employees will be provided by the Safety Manager.

Job-specific training will be provided by the Contract Engineer and the Safety Manager. This may include the provision of third-party training courses.

Specific jobs requiring special training are:-

- High voltage switching operations
- High voltage testing
- Cable jointing
- Confined space and flammable atmosphere working
- Use of electric hand tools

(NB: this list can not be considered exhaustive. Any employee in any should contact the Safety Manager for specific guidance.)

Training records will be kept by the Safety Manager.

Training will be identified and monitored by the Safety Manager.

## 8. Accidents, First Aid and Work-Related Ill-Health

First aid boxes are available at the Head Office and in each company vehicle.

All operatives will be trained to Appointed Person standard.

All accidents and cases of work-related ill-health will be recorded in the accident book, which is kept at the Head Office.

The Safety Manager will be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

## 9. Monitoring

To check working conditions and to ensure that our working practices remain safe, we will undertake regular, frequent site safety inspections. These will be carried out by the Safety Manager or a Director.

The Safety Manager will be responsible for investigating accidents and for preparing a full report for the Board of Directors.

The Safety Manager will be responsible for investigating work-related causes of sickness absences and for preparing a full report for the Board of Directors.

The Board of Directors will be responsible for acting on investigation findings to prevent a recurrence of any accidents, incidents or cases of work-related sickness.

## 10. Emergency Procedures

The Safety Manager will be responsible for ensuring that a suitable and sufficient fire risk assessment is undertaken and the findings implemented for the Head Office.

Escape routes will be checked weekly by the Office Manager.

Fire extinguishers will be maintained and checked annually by a specialist sub-contractor.

Emergency evacuation drills will be carried out annually at the Head Office.

The Contract Engineer shall have responsibility for ensuring that all operatives working on site are aware of &ndash; and understand &ndash; the fire emergency procedures in operation on site.