

Advanced Carpentry Solutions Ltd

Health and Safety at Work

General Responsibilities for Implementation of Policies

Introduction

The Company has formulated Statements of Policy in respect of health and safety at work. The main statement refers to overall health and safety and is supported by additional statements of policy covering other specific matters.

All grades of employees have an individual responsibility, defined in Section 7 of The Health and Safety at Work etc. Act 1974, to ensure that they take reasonable care of their own health and safety whilst at work and also that they do not adversely affect others by anything they do (or fail to do) whilst at work.

Section 8 of the same Act places a duty on all employees not to interfere with or misuse anything that is provided for reasons of health and safety.

The above duties and responsibilities form a foundation, in conjunction with other health and safety legislation, which will assist in our aim of maintaining high standards of health and safety performance at all times. To augment the legislative foundation, the Company has defined the following additional responsibilities for different employment grades within the Company. All members of staff must make themselves aware of their particular responsibilities (in addition to the above mentioned legal duties) and adhere to them at all times.

Responsibilities of The Directors

The Directors are ultimately responsible for the development and implementation of policies and procedures which will assist in securing the health and safety of all employees and others who may be affected by the operations and conduct of this Company.

The Directors will ensure that a positive attitude to health and safety management is presented at all times to staff, clients, other organisations and members of the public and that priority is given to the promotion of a positive health and safety culture within the organisation. This will be achieved by the following :-

- i). Placing health and safety on the agenda at board meetings and, where appropriate, minuting the content of those discussions.
- ii). Ensuring that policies and associated documentation relating to health and safety at work are prepared, approved, distributed, implemented and reviewed on a regular basis and that changes are made as appropriate.
- iii). Liaising regularly with other management grades on matters relating to health and safety at work.
- iv). Keeping informed of new developments in health and safety management techniques.
- v). Keeping informed of relevant changes in health and safety legislation.
- vi). Ensuring that adequate resources are allocated to health and safety.

- vii). Formulating plans and strategies designed to promote awareness of health and safety matters.
- viii). Providing support and assistance to all employees in matters relating to health and safety at work.
- ix). Ensuring that accidents, dangerous occurrences and other events which may adversely affect the health and safety of those who work under our control are properly reported, recorded and investigated.
- x). Ensuring that all employees receive such information, instruction, training and supervision as is necessary to enable them to work safely.
- xi). Ensuring that regular opportunities are provided for all employees to discuss health and safety issues, to voice concerns over working practices or conditions and to make suggestions for improvements. These opportunities may include those for personal representations or those provided through recognised groups and committees.

In order to assist in fulfilling its duties and responsibilities, the Directors will be assisted by all management grades within the Organisation and our Health and Safety Advisers. Each Director also has the responsibilities detailed below in *Responsibilities of Individuals*.

Responsibilities of Managers & Supervisory Personnel

Managers and supervisors are responsible to and report to the Directors on all matters relating to health and safety at work and will be assisted in their health and safety duties by our Health and Safety Advisers.

Managers and supervisors are further responsible for ensuring:-

- i). That all persons under their control conduct their undertakings in accordance with relevant health and safety law, approved codes of practice, established safe systems of work and the company's health and safety policies and procedures.
- ii). That statutory notices are displayed at all places of work.
- iii). That HM Inspectors and representatives of other official enforcement, inspection and regulatory services are during their visits accompanied by a member of staff with sufficient knowledge and responsibility to assist them with their enquiries.
- iv). That all necessary procedures, such as risk and manual handling etc. are carried out for work activities and, where appropriate, records are kept.
- v). That adequate first aid provision is made at each place of work and that all accidents are recorded in the Accident Book.
- vi). That sufficient information, instruction and supervision is provided to persons under their control.
- vii). That adequate and appropriate personal protective equipment is made available and used as necessary and that individuals are given information about its use, care and maintenance.

- viii). That work is planned and carried out only after health and safety matters have been taken into consideration.
- ix). That all work equipment and portable electrical equipment is checked before use to ensure that it has been inspected, examined and tested in accordance with statutory requirements and manufacturers' recommendations.
- x). That all hired in plant and equipment is not accepted unless it is accompanied by the correct and current certification (e.g. certificate of thorough examination or inspection).

Managers and supervisors will also have the individual responsibilities detailed below.

Responsibilities of Individuals

All grades of employees have an overall responsibility, defined in Section 7 of The Health and Safety at Work etc. Act 1974, to ensure that they take reasonable care of their own health and safety whilst at work and also that they do not adversely affect others by anything they do (or fail to do) whilst at work.

Section 8 of the same Act places a duty on all employees not to interfere with or misuse anything that is provided for reasons of health and safety.

All individuals are required to co-operate with the Company and his or her fellow employees on all matters relating to health and safety at work.

All persons are required to report to their manager or supervisor any condition which is or may be detrimental to the health and safety of any person. This may include the physical condition of premises or equipment, a dangerous or unsafe work practice or the regard paid to health and safety matters by others.

All accidents, dangerous occurrences and near misses must be reported to a line manager, in order that they may be properly investigated and measures taken to prevent a recurrence.

No person may undertake any form of work for which they have not been specifically trained and/or authorised. The decision regarding the competence of any person with regard to health and safety matters will be taken by the appropriate Manager, after discussion where necessary with the Directors and our Health and Safety Advisers.

Estimators And Quantity Surveyors

Persons engaged in estimating activities, must ensure that tenders and estimates take account of safe methods of construction, systems of work, etc., and that proper provision is made for welfare facilities.

Adequate provision will be made for the planning and implementation of transport requirements, both within the place of work and at any other area where third parties may be put at risk by the nature of the work.