

## HEALTH & SAFETY POLICY & POLICY STATEMENT

### INTRODUCTION

McFarlane Telfer (the Company), will maintain high standards of health, safety and welfare as an integral part of efficient safety management. Where new practices are identified the policy will be revised and updated accordingly. The Company Health and Safety Policy has been produced in three parts,

1. The Policy Statement, underlining the principals of the company, as signed by the company director
2. The Responsibilities, outlines responsibilities of all company employees and sub contracted workforce
3. The Arrangements, covers safe working practices and procedures undertaken by the company.

The Company management expects employees or sub-contractors to carry out their work and comply fully with all associated statutory acts, regulations and approved codes of practice.

The Company has an overall responsibility to ensure that the working activities undertaken by its employees or sub-contractors under their control are carried out safely.

Employees or sub-contractors also have a responsibility to ensure that any work carried out does not constitute a health or safety risk to any persons that may be affected by their acts or omissions. This includes, if necessary, working with permit-to-work systems, complying with method statements, placing of warning signs and or notices, or any other system or manner that promotes safety.

Risk assessments must be undertaken and in place prior to any hazardous process being carried out. All employees or sub-contractors must familiarise themselves with the risks and risk assessment prior to the undertaking of hazardous processes.

Any specialist company or persons operating on a sub-contract basis to the Company must provide all associated risk assessments and method statements, in writing, prior to undertaking the works on a client's site.

Any employee of the Company found wilfully disregarding instructions or procedures, which are being implemented for

the sole purpose of ensuring health and safety, will be subject to investigation and possible disciplinary action.

The Company will take action upon any appointed sub-contractor who fails to comply fully with McFarlane:Telfer health and safety policies and procedures

## **1.0 HEALTH & SAFETY POLICY STATEMENT**

McFarlane Telfer regards compliance with the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Environment Protection Act 1990, as an essential objective for all people who work directly or by appointment for the Company.

It is our policy to do all that is reasonable to prevent personal injury and damage to property and to protect staff, contractors, members of the public and the environment from reasonably foreseeable hazards.

In particular, it is our policy to:

- Provide and maintain safe and healthy conditions taking account of statutory requirements to provide training and instructions to enable employees to perform their duties safely and efficiently.
- Make available all necessary safety devices and protective equipment and supervise their use as necessary.
- Actively pursue reduction in the use of substances and processes, which adversely affect the environment.

Employees have a legal duty to co-operate in the implementation of the Company's policy by:

- Not interfering with or misusing anything provided by the Company in the interest of promoting Health and Safety.
- Reporting incidents that have or may lead to accidents.
- Complying with all Health, Safety and Environmental instructions.

It the responsibility of the Management team to ensure full compliance of the Company Health and Safety Policy.

Signed:

Mark Brooker, Managing Director

Date:

15<sup>th</sup> May 2018

Review Date:

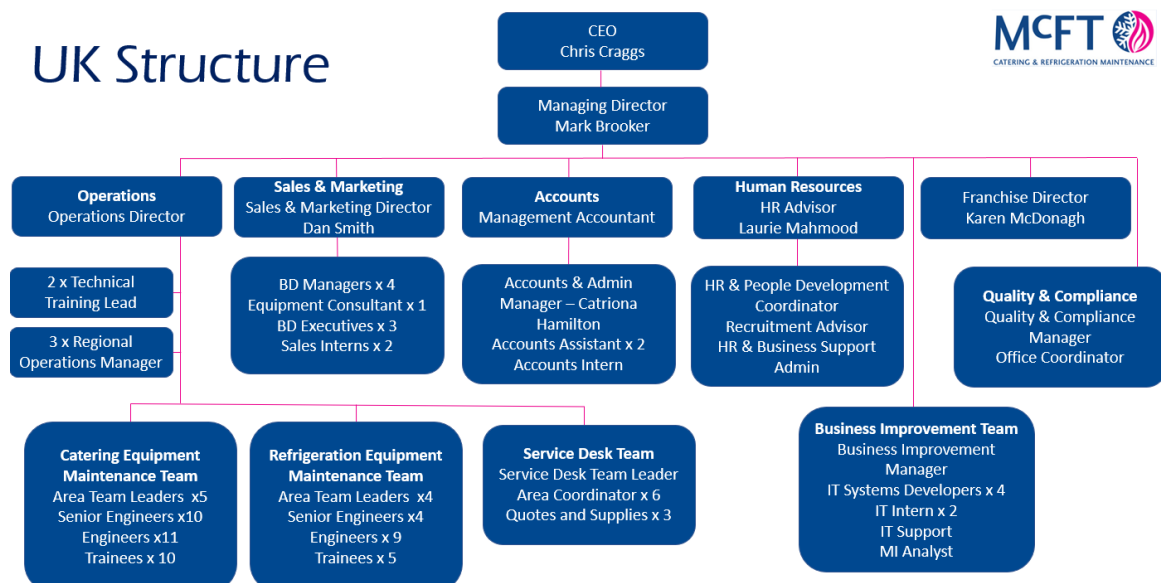
14<sup>th</sup> May 2019

## 2.0 RESPONSIBILITIES

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### 2.1 ORGANISATION CHART



## **2.2 THE MANAGING DIRECTOR**

The Managing Director will ensure that:

The Policy is reviewed at least annually or if there is a change in working practice, legislative requirements or ACOP's.

Assessments relevant to the Companies activities are undertaken, reviewed and employees informed of the results.

All levels of the organisation fully understand the arrangements for the implementation of the Safety Policy.

Health and Safety issues raised by employees are recorded and investigated as appropriate.

Suitable and sufficient funds are made available to meet with legal requirements for personnel health, safety and wellbeing of those who may be affected by the company acts or omissions.

Competent persons are accessible, to address and support the company with health and safety matters.

Employees are informed of first aid provisions and recording procedures.

All accidents are investigated and control measures implemented to prevent any recurrence.

Accidents, incidents and over seven day's absences if work related are reported to the HSE under RIDDOR.

Suitable and sufficient personal protective equipment is provided for employees and that suitable records are maintained.

Joint consultations between Management and Employees take place.

Records are compiled on all work equipment, which require statutory inspections, testing, or maintenance.

Any faulty work equipment is immediately taken out of service until repaired or replaced.

All welfare facilities, including temperature, lighting, and ventilation levels, are suitable and sufficient.

Arrangements for fire safety are implemented and that all relevant checks are carried out.

Safe access and egress is provided and maintained.

Relevant statutory signage is provided and displayed.

### **2.3 FINANCE DIRECTOR**

Adequate funding is made available to meet with:

- Health and safety training, information and advice
- Supply and provision of personal protective equipment
- Acquirement of plant and equipment (Health & Safety Related)
- Servicing and maintenance of equipment
- The safe upkeep of the building and welfare facilities.

Any persons under their control are made aware of the Company health and safety policies and procedures.

Joint consultations between Management and Employees take place.

Any acquisition in relation to health, safety and welfare meets with statutory requirements.

They support the Managing Director in maintaining health, safety and welfare provisions and report back on any related issues.

### **2.4 THE OPERATIONS DIRECTOR**

The Operations Director will ensure that:

Any persons under their control are made aware of the Health and Safety policies and procedures

Joint consultations and between management and Employees take place

Field audits are undertaken on a quarterly basis and subsequent reports published and actions implemented.

Identified H&S based training needs are recognised and delivered in a timely fashion.

All accidents and near misses are investigated to conclusion with relative actions being applied.

They support the managing director in maintaining health, safety and welfare provisions and report back on any related issues

## **2.5 THE SALES DIRECTOR**

The Sales Director will ensure that:

Any persons under their control are made aware of the Company health and safety policies and procedures.

Joint consultations between Management and Employees take place.

They support the Managing Director in maintaining health, safety and welfare provisions and report back on any related issues.

## **2.6 LEAD ENGINEERS/ TEAM LEADERS**

The Lead Engineers/ Team Leaders will ensure that:

The Managing Director is made aware of any health and safety issues that may affect the wellbeing of employees, other persons or business operations.

Communication is maintained with the Appointed Health and Safety Advisor and that he is advised immediately, in addition to notifying the Managing Director, in the event of an adverse event.

Employees are advised on any changes in working practices which may affect their health or wellbeing.

Any persons under their control are made aware of the Company health and safety policies and procedures.

Health and safety issues raised by engineers are recorded and investigated.

Joint consultations between management and employees take place.

Employees are provided with appropriate safety equipment and Safety Packs.

Employees are informed of first aid provisions and accident recording procedures.

All accidents are investigated and control measures implemented to prevent any recurrence.

Arrangements for fire safety are implemented and that all relevant checks are carried out.

Assessments relevant to the Companies activities are reviewed and employees informed of the results.

That suitable and sufficient personal protective equipment is provided for employees and that suitable records are maintained.

Relevant statutory signage is provided and displayed.

Training is provided to persons under their control and persons are competent to carry out their work by having suitable and sufficient information, knowledge and understanding.

Staff reviews are carried out on their competence levels to meet with working practices

Records are compiled on all work equipment, which require statutory inspections, testing, or maintenance and passed on to the Office and Administration Manager.

Any faulty work equipment is immediately taken out of service until repaired or replaced.

## **2.7 THE QUALITY AND COMPLIANCE MANAGER**

The Quality and Compliance Manager will ensure that:

Stocks of Personal Protective Equipment are kept to meet with the requirements of the working practices and demands of the employees.

Checks are carried out on First Aid kits and stocks replenished.

Health and safety questionnaires are completed and returned without delay to issuing agents.

Company vehicles are mechanically maintained in a serviceable condition and fit for the purpose.

Persons driving company vehicles hold a current UK recognised licence for the classification of vehicle they are required to drive.

All drivers of Company vehicles are advised on defect reporting procedures and actions to take in the event of being prosecuted for a road traffic offence.

Minutes are recorded of health and safety meetings and distributed to employees.

Health and safety files and reports are maintained and accessible to Employees or Enforcing Officers.

All welfare facilities, including temperature, lighting, and ventilation levels, are suitable and sufficient and maintained in a serviceable condition.

Sub-contractors are issued with Sub-Contractor Questionnaires and responses' advised to the Project Manager. In the event of non-conformities', issues must be discussed with the Managing Director prior to appointment.

A list of the Company authorised Sub-Contractors is collated and a review of their documented submissions is carried out on an annual basis, or in relation to certification run out dates.

Safe access and egress is provided and maintained throughout the workplace.

Health and safety related documentation is collated and records kept, meeting with statutory requirements and ACOP's.

## **2.8 HR TRAINING RECRUITMENT & DEVELOPMENT MANAGER**

The HR Training Recruitment & Development Manager will ensure that:

Assistance is provided in booking accommodation for service engineers or management.

Recruitment needs of the company are fulfilled with due consideration for health and safety requirements

Training needs are assessed and arranged to ensure staff are competent to fulfil their working practice or appointments with due consideration for health and safety requirements.

## **2.9 ALL EMPLOYEES**

Duties of all Employees:

Every employee working for the Company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7



to take reasonable care of themselves and any other person who may be affected by their acts or omissions.

In addition to the above, Section 8 states that under no circumstances must employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare such as guards, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety Legislation are adhered to.

Employees are required to: -

Always follow Safety Rules, avoid improvisation and comply with the Health and Safety Policy.

Not to perform work that they are not qualified to undertake.

Materials, equipment and tools are stored in a safe manner.

Never block emergency escape routes.

Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment.

Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.

Inform the Company of all accidents (adverse events) that occur.

Utilise all items that are provided for safety.

Comply with all safety instructions.

Report to management anything that they may consider to be of any danger.

Notify management immediately of any areas or issues where protection arrangements require reviewing.

Not drive on company business while under the influence of alcohol, drugs, medication or fatigued to a point which may affect their ability to drive safely and/or comply with the road traffic act.

Advise the company in the event of requiring overnight accommodation.

## **2.10 SUB CONTRACTORS**

Sub-Contractors:

Have in place suitable and sufficient arrangements to ensure full compliance of the Health and Safety at Work Act 1974 and approved codes of practice.

Must read and understand the health and safety policies and procedures of McFarlane:Telfer, the Company. Any issues or areas of uncertainty, with the policy must be directed through management.

Must comply with the policies and procedures as laid down by the Company

Must comply with health and safety instructions given by the Management of Company or the Client

Must co-operate with the Company in ensuring a high standard of Health and Safety on all contracts with which they are involved

Must carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented, and by adequate liaison inform and co-operate as necessary with the Company.

Must report any accidents or dangerous occurrences while under contract to the Company Office and Administration Manager.

## **2.11 GENERAL INFORMATION**

### General Information for Employees

Information regarding Health and Safety law is provided by a number of methods, as follows:

The approved poster "Health and Safety Law - What You Should Know" is displayed in the Company office. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces provided.

Management have access to a Safety and Health Practitioner who will advise on all aspects of health and Safety.

Management and employees have access to the Company Health and Safety General Policy, which contains all relevant information with regard to company health and safety policies, procedures, recording and monitoring.

## **2.12 JOINT CONSULTATION**

### Joint Consultation

McFarlane:Telfer value the experience of all employees, any input to providing a healthier and safer working environment is welcomed and will be considered.

As a part of continued development of our health and safety the company will hold a health and safety meeting every quarter, all health and safety issues will be discussed with the aim of improving the safety standards throughout the company and its activities.

Employees will be advised on any alterations to the Company health and safety management system either by written or verbal communication through the management structure.

In the event of a health and safety query please contact the Health & Safety Supervisor.

## **3.0 GENERAL ARRANGEMENTS**

Including Risk Assessments and Safe Systems of Work are available on demand