

M.B. Power Services (Essex) Ltd

HEALTH & SAFETY POLICY

POLICY STATEMENT

The company recognises that under the *Health & Safety at Work Act 1974* the Company has a legal duty to ensure so far as is reasonably practical, the health, safety and welfare of all its employees, and all members of the public.

The Directors of the Company accept this duty, and it will continue to be the policy of the Company, as it always has been, to give the greatest importance to these matters, considering that safety is a management responsibility at least equal to that of any other function. It is equally the legal duty of every employee to take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by his/her acts of omission at work and to co-operate with the Management in ensuring the Safety, Health and Welfare of employees as a whole

The Management of the Company believe that, given such care and co-operation by employees, it is possible for it to conduct its operations in such a way that injury to employees, and loss or damage to property can be reduced to a minimum. To achieve this, the company will continue to make available safety training, to participate in joint consultation, to provide personal protective equipment where necessary and regularly to check and review its safety organisation.



Date...01.06.10

H H Burridge

MANAGING DIRECTOR

HEATH & SAFETY POLICY

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M.B. POWER SERVICES (ESSEX) LTD

HEATH AND SAFETY AT WORK ACT 1974

SECTION 1

STATEMENT OF FIRM'S POLICY

1.1 GENERALLY

- 1.1.1 The policy of M.B. Power Services (Essex) Ltd is to take all reasonable measures to ensure the health, safety and welfare of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures also account for the protection of others who may be affected by the work of the firm.
- 1.1.2 The Firm and its personnel have a responsibility to provide an environment in which work may be executed safely.
- 1.1.3 All employees have a legal duty and responsibility to work in a safe manner and co-operate with the firm in its efforts to secure safe working conditions. Failure to comply with the Health and Safety at Work Act 1974, as a criminal offence subjected to possible prosecution.
- 1.1.4 Safety generally is paramount and considered before all matters.

1.2 RESPONSIBILITIES

- 1.2.1 Mr HH Burridge, The Proprietor of M.B. Power Services (Essex) Ltd, has Overall responsibility for health, safety and welfare.
- 1.2.2 The Proprietor is responsible for ensuring the terms and conditions of Health and Safety at Work Act 1974, are fully implemented.
- 1.2.3 All contracts Managers, Supervisors, Foremen and Charge hands are instructed in their particular responsibilities concerning health, safety, and welfare for themselves and those controlled by them in accordance with the Safety Policy issued to every employee.
- 1.2.4 The firm takes due account during the estimating and planning of contracts to ensure the health, safety, and welfare of all employees.
- 1.2.5 The terms and conditions of the firm's Safety Policy are subject of regular meetings, held at approximately six week intervals, whereat all matters of the policy are discussed with Supervisory personnel.

- 1.2.6 The Supervisory personnel are instructed to ensure all employees within their control are properly made aware of all relevant matters related to health and safety.
- 1.2.7 In addition to the normal verbal instructions, written confirmation of the said items together with any other related matters are issued in circulars contained with the wage packets.
- 1.2.8 All personnel are instructed to report any failing or contravention of the firms Policy at any facility provided for the purposes of health, Safety and welfare.
- 1.2.9 The firm ensures there is adequate communication with all other contractors or subcontractors related to matters effecting the health, safety, and welfare of its employees.
- 1.2.10 The Group provides specialised instruction and, if appropriate, training for specific hazards where these may be encountered.
- 1.2.11 Copies of the relevant Acts of Parliament and regulations are available and, where mandatory, displayed in prominent positions within the respective offices and premises.
- 1.2.12 It is the policy of the firm to provide and maintain in good repair all tools, plant, equipment, and protective wear to ensure the health, safety and welfare of all its employees. In turn each employee is instructed to safeguard all such items. Similarly, all employees are instructed to exercise special care and attention when using scaffolding, access equipment, lifting gear, or any other appliance or equipment loaned or provided by others.
- 1.2.13 The firm ensures all welfare facilities with and including, First Aid boxes or cabinets will be available. Where such facilities are shared or being provided by others, the location is notified to all employees concerned.
- 1.2.14 All personnel recognise and co-operate to ensure the successful administration of the firms safety policy at all times.

SECTION 2

SAFETY ORGANISATION

The complexity of legislation and liabilities potentially imposed upon individuals at all levels requires a high level of supervision coupled with a clear definition of each person's Responsible.

DUTIES AND RESPONSIBILITIES

2.1 THE PROPRIETOR

It is the duty of the Proprietor as far as may be reasonably practicable to be:

- 2.1.1 Responsible for the establishment of the organisation necessary to uphold and implement the requirements of the Safety Policy and to allocate various levels of responsibility.
- 2.1.2 Responsible, in conjunction with the Training Officer to provide such instruction, information or training as may be necessary from time to time to ensure all personnel are conversant with their own responsibilities to achieve the maximum possible safety awareness.

2.2 ALL PERSONNEL

It is the responsibility of all personnel as far as may be reasonably practicable to:

- 2.2.1 Co-operate with the firm to make them selves acquainted with and to comply with all safety regulations and procedures irrespective of location.
- 2.2.2 Take all practical measures to safeguard themselves. Others, and members of the public in their vicinity.
- 2.2.3 Notify their immediate superior or any other person of responsibility a hazard exists within their working environment.
- 2.2.4 Ensure all plant. Tools, equipment or apparatus in use by them are safe and in a serviceable condition irrespective of supplier and to comply with all relevant safety regulations. Working or manufacturers instructions.
- 2.2.5 Report all accidents in accordance with firm's procedures at the same time notifying the circumstances to the proprietor.
- 2.2.6 Be aware of the regulations, procedures and requirements of the health and safety at Work Act and to work towards their implementation.

- 2.2.7 Ensure, in conjunction with the Proprietor and the firm's safety Supervisors and all personnel under their control receive all necessary information, training and supervision to administer the requirements of the said Act.
- 2.2.8 To take such actions as may be necessary in conjunction with the Proprietor or Labour Manager which so ever shall be applicable; against any personnel under their jurisdiction who act or omission contravenes any part of the said Act of the frames policy.
- 2.2.9 Ensure they and their personnel safeguard themselves and any other person employed in the vicinity, or member of the public who may also be in the vicinity of the works or offices from any hazard that may exist or arise.
- 2.2.10 Ensure all plant, tools, equipment and apparatus used whether on site or in the offices is safe and in serviceable condition and to comply with all safety regulations, codes of practice, and manufactures or other proper instructions.
- 2.2.11 Make arrangements to rectify any hazard or breach of safety regulations encountered if so empowered. Failing this the appropriate person appointed must be duly notified to enable action to be taken.
- 2.2.12 Ensure all accident reporting procedures and any associated equipment necessary is immediately available.
- 2.2.13 Liaise with the firm's safety Supervisors for all relevant matters to ensure a high standard of safety awareness amongst their personnel.
- 2.2.14 Make arrangements to rectify any safety hazard to breach of safety regulations encountered if so empowered. Fail this appropriate person appointed must be duly notified to enable action to be taken.
- 2.2.15 Ensure all accident reporting procedures and any associated equipment necessary is immediately available.
- 2.2.16 Liaise with the Proprietor for all relevant matters to ensure a high standard of safety awareness amongst their personnel.

SECTION 3

SAFETY ARRANGEMENTS

There are a considerable number of items of mechanical and electrical equipment associated with the works executed by the firm both at site and in the offices generally. The following safety rules shall be applied at all times.

3.1 PLANT EQUIPMENT

- 3.1.1 All work equipment (including Electrical equipment) used at work, as part of the company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).
- 3.1.2 All electrical equipment shall be operated at the appropriate voltage, adequately fused, and where used on sites only 110 Volt apparatus shall be used.
- 3.1.3 All mechanical equipment shall be operated with guards properly installed. Protective eye goggles shall be worn at all times when in use.
- 3.1.4 All disc cutting or grinding protective shall have protective hand and face guards fixed and protective eye goggles shall be worn at all times when in use.
- 3.1.5 Any personnel using cutting, drilling, or grinding equipment either at or above eye level shall wear protective eye goggles shall be worn at all time's when in use.
- 3.1.6 All portable electrical equipment should also be visually checked daily by user and report any visual defects to supervisor who will have the item repaired or replaced. Check also that P.A.T testing has been carried out on all equipment before use.
- 3.1.7 If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

3.2 PLANT MAINTANCE

The following rules shall apply at all times:

- 3.2.1 All plant shall be in working and serviceable condition without damaged electrical or other connections, or parts missing.
- 3.2.2 All arc welding equipment shall its appropriate leads and connections in good condition. If there is a doubt the equipment shall not be used but the matter must be referred to the supervisory personnel involved at that location.

- 3.2.3 All oxy-acetylene equipment shall be fully complete with gauges fitted correctly, undamaged, and checked for proper function. Any suspect items must be replaced before use including nozzles, tubes, etc. All gas bottles are correct type shall be kept adjacent to the work areas.
- 3.2.4 All plant, equipment, and apparatus shall be operated in accordance with the manufacturers instructions for safe working.
- 3.2.5 All electrical plant, equipment, or apparatus shall be able to be isolated from power supplies without danger from the power being restored from elsewhere.
- 3.2.6 Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

3.3 FIRE PREVENTION

- 3.3.1 The position and types of fire prevention equipment shall be noted by all personnel. Any missing items shall be replaced and regular testing of appliances shall be mandatory. Where sites are controlled by main contractor, all personnel shall ensure fire fighting equipment is made available at all time from known locations

3.4 GENERAL TIDINESS

- 3.4.1 All personnel shall ensure their work area is free from unnecessary debris and accumulated rubbish to avoid accidents and fire risk.

3.5 LOCAL PRECAUTIONS

- 3.5.1 All personnel shall familiarise themselves with local precautions including those related to fire. Each person shall be aware of all available fire exits, alarm procedures, evacuation and assembly points.
- 3.5.2 Where special risks are involved it is a prerequisite all personnel shall take due note of warning notices. Only those personnel duly trained and authorised by permit or otherwise shall enter any restricted area.
- 3.5.3 Safety helmets shall be worn at all times on sites where such designation has been made.

3.5 PROTECTIVE CLOTHING EQUIPMENT (P.P.E)

- 3.6.1 Appropriate personal protective equipment will be issued to employees as and when necessary for work activities
- 3.6.2 Firm Policy advises protective footwear be worn on site during work operations, lightweight footwear is discouraged.

- 3.6.3 Protective goggles and glasses are advised to be worn during any cutting, drilling, or grinding processes. Gloves are also made available for some processes.
- 3.6.4 Protective and correct goggles and masks shall be worn at all times during welding or similar when using gas or arc equipment together with the appropriate leatherwear recommended by Heating and Ventilation Contractors Association.
- 3.6.5 Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.
- 3.6.6 Employees have a legal duty to wear PPE as specified in relevant site rules, and if specified in risk assessments and method statements.
- 3.6.7 Any defects or malfunction of PPE must be reported to company supervisors.

3.7 SAFETY EQUIPMENT

- 3.7.1 All necessary safety equipment shall be provided where necessary and correct instructions shall be given for its use. It is the responsibility of each employee to ensure correct and protective equipment is used when provided

3.8 GENERALLY

- 3.8.1 The Firms Supervisors will make periodic inspections of protective clothing and equipment to ensure health and safety procedures are being followed and adopted. Any deficiencies found shall be rectified immediately.

3.9 MANUAL HANDLING

- 3.9.1 Manual handling risks are considered prior to each work activity. The method of work is adapted to minimize manual handling risks wherever possible, including use of alternative lifting and carrying methods.
- 3.9.2 Our employees are advised not to manually handle loads which they feel incapable of moving safely.

3.10 INSTRUCTION & TRAINING

- 3.10.1 Instruction and training of employees in the safe working method and safety procedures is the responsibility of the Site Supervisors.
- 3.10.2 All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations.
- 3.10.3 Training will be provided for the following situations: Induction training for new employees (Health and safety awareness, company procedures etc). The introduction or modification of new/existing technology and any change in employee position/work activity or responsibility.
- 3.10.4 Training is also specifically provided for work with hazardous substances, manual handling, scaffold and ladder erection and inspection, first aid, asbestos awareness and access lift training.
- 3.10.5 Any training provided by the company will be formally recorded with a hard copy kept on file.
- 3.10.6 A program of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

3.11 ASBESTOS

- 3.11.1 Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register where asbestos is suspected to be.
- 3.11.2 The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Manager for further instruction.
- 3.11.3 Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos
- 3.11.4 If, during your works, you see a fibrous material that you think may be asbestos, you should: stop work immediately prevent any dust/fibres being released e.g. turn off power tools, minimize air movement etc and evacuate the immediate area and prevent access by others e.g. the public.

3.12 PUBLIC SAFETY

- 3.12.1 The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place

others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.13 CO-OPERATION WITH CLIENTS

3.13.1 Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

3.14 WELFARE FACILITIES

3.14.1 Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management.

3.14.2 As a minimum the following requirements will be adhered to:
Toilet/washing facilities accessible and Eating/rest facilities accessible on site

3.15 RISK ASSESSMENTS

3.15.1 The Company supervisors will carry out and record formal risk assessments where they are required.

3.15.2 In addition risk assessments are carried out continuously by employees throughout their work.

3.15.3 Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work.

3.15.4 Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Representative if required.

3.15.5 The Directors of the Company ensures operators are provided with appropriate information on risk assessments.

3.16 METHOD STATEMENTS

3.16.1 Formal method statements including safe working procedures will be prepared in writing where the risk is particularly high.

3.16.2 The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.17 ACCIDENT REPORTING

- 3.17.1 Any accident shall be reported to appropriate person in charge of the premises or site, and...
- 3.17.2 Any entry made in the accident Book stating time, date, cause and nature of accident.
- 3.17.3 Notification sent immediately to the supervisor for entry in the company Accident Book.