

Kilmac Ltd

Company Policy For

Health And Safety In The Workplace.

This Policy Also Applies To All Activities Of Any Associated Companies

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Policy For Health, Safety and Welfare at Work

Foreword

Every year **MANY** people are killed and several thousand injured at work as a result of accidents. Many more suffer death or permanent disability as a result of illness contracted at their work. Analysis of accidents shows that the vast majority are preventable if safe working practices and routines are followed.

This policy lays down responsibilities for all persons in the company from the Directors to the most junior employee. The arrangements for bringing the policy into effect are set out in the company routines for safety. I commend this policy to you all. Read it. It is only by putting this policy into practice, every day, that we will reduce needless suffering and loss.

A handwritten signature in black ink, appearing to read 'Richard Kilcullen', with a horizontal line underneath.

Signed:

Dated: 21-05-2021

Richard Kilcullen
Construction Director
With Responsibilities for Health & Safety

Company Policy For Health and Safety at Work

This policy is produced in pursuant of the company's obligations under Sec. 2(3) of the Health and Safety at Work Act 1974.

The company will ensure that continually all reasonable and practicable steps are taken to ensure the Health and Safety of its employees, the General public and any other person who may be affected by its activities.

All employees must abide by the company's policy and the organisations and arrangements for implementing that policy and must accept and carry out their individual responsibilities to ensure work is carried out in a safe manner.

All Management and Supervisory staff who authorise work to be carried out must ensure that all statutory obligations are adhered to at all times and that all factors with regard to health and safety are taken into consideration when formulating their instructions.

Information is provided in the form of safety booklets or manuals, which will be reviewed and updated to take into account new legislation, Codes of Practice etc., which may become applicable. The company will provide necessary training and relevant information for their employees in respect of risks to their health and safety, which may arise out of their work or work place.

The company will ensure that facilities exist for effective consultation on matters of health and safety between management and Employee's Representatives in its efforts to control and reduce accidents and unsafe or unhealthy conditions.

Whilst the Management of the company accepts its prime responsibility for ensuring the health and safety of its employee's, it is required that all employees accept and fulfil their duties under Sec. 7 and 8 of the Health and Safety at Work Act 1974 wherein they are required: -

- a) To take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- b) To co-operate with management to enable them to fulfil any statutory requirements.
- c) Not to interfere with or misuse anything provided for their health and safety.

The Health and Safety at Work Act, all associated statutory legislation and any works safety rules or procedures must be complied with at all times and all employees must contribute to making the companies work areas as safe as possible.

The policy may be adapted as necessary to ensure compliance with any laws, regulations etc., in the company or area in which the work is being carried out, but any such adoption should not distract from the stated objectives and principals of the company's safety policy.

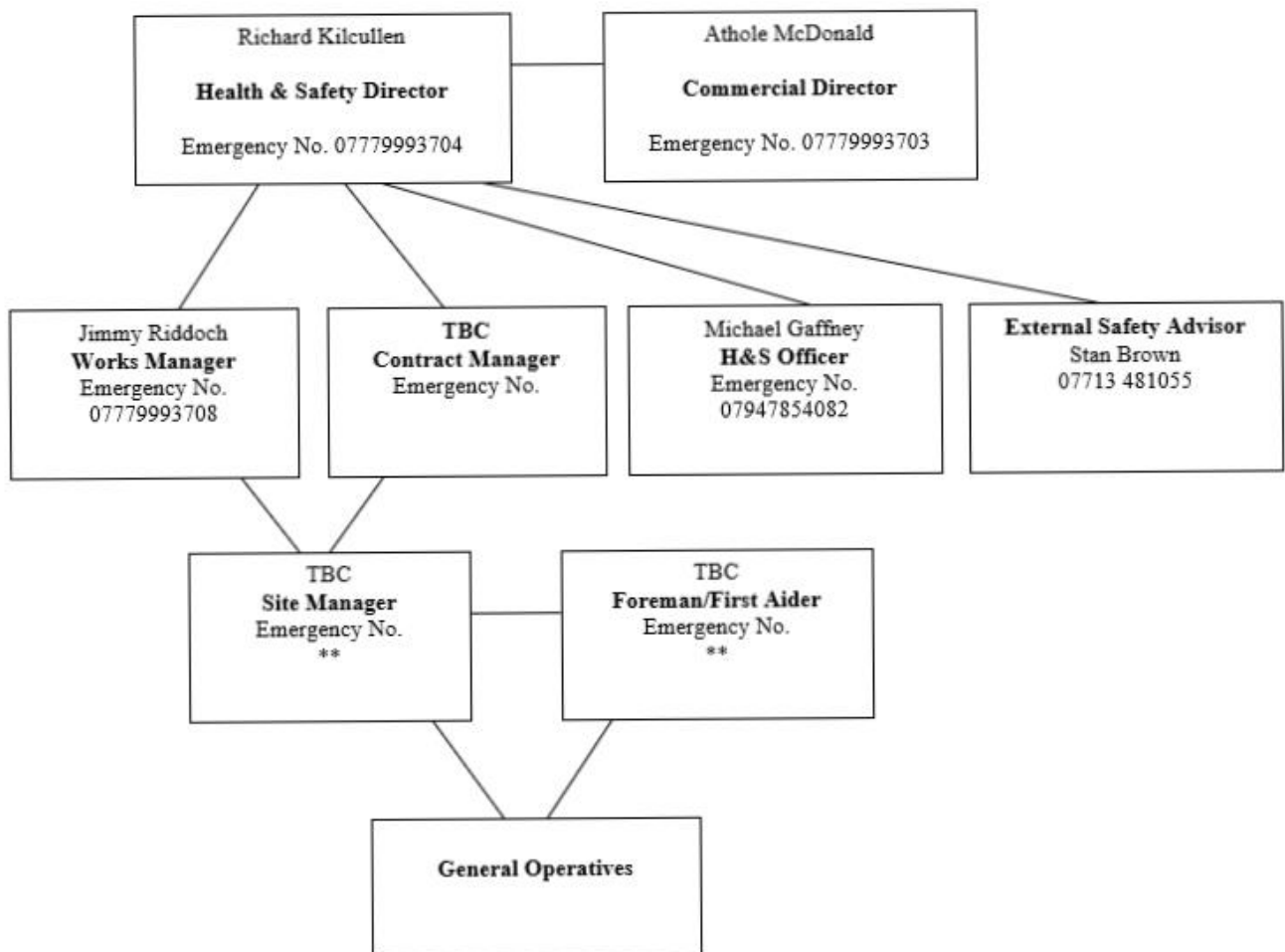
As a company we are aware of the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007 and will take this into consideration in our day-to-day business dealings.

Information on all aspects of the company policy or in respect of any legal requirements can be obtained from the **SAFETY CONSULTANT**.

MANAGEMENT will give their full support to all those who endeavour to implement and carry out the company policy.

The **HEALTH & SAFETY DIRECTOR** will undertake to update the policy when necessary but will carry out a review and update at least on an annual basis.

Safety Management Structure



HSE Roles and Responsibilities

Safety Consultant

The Safety Consultant is only responsible to the Health and Safety Director and Officer and on their approval will: -

1. Prepare the Safety Policy.
2. Help the company ensure that the Health and Safety at Work Policy and all legislation pertaining to the company is being carried out.
3. Advise on any matters with regards to Health and Safety at Work.
4. Appraise legislation and Codes of Practice as they are issued.
5. Ensure that proper accident reporting procedures are carried out.
6. Help ensure that adequate training programs are prepared and carried out for all members of staff.
7. Carry out regular inspections and surveys, when requested, issue inspection notices and action reports.
8. Liaise with HSE, take part in discussions with bodies concerned with accident prevention and keep up to date with recommended Codes of Practice and new safety literature.
9. It will be company policy that the policy will be reviewed by the Safety Consultant and the Health & Safety Director at intervals as appropriate when changes in company procedures or legislation demands but certainly at least annually.
10. The visiting of contracts/offices/or work places will be undertaken by the consultant on a monthly basis unless otherwise dictated by management, the client, or the nature of the works.
11. Shall complete CoSHH assessments as required by management for issue to staff and operatives

Health & Safety Director - Richard Kilcullen

1. Ensure the issue of the Safety Policy to staff and employees.
2. Ensure that proper accident reporting procedures are carried out.
3. Ensure adequate training programmes are prepared and carried out for all levels of staff.
4. Insist that method statements are prepared and adhered too.
5. Ensure regular site safety audits/environmental audits are carried out by site managers, H&S Officer, and independent safety consultants. Carry out audits at least 6 per year.

6. Foster within the company an understanding that injury prevention and damage control is an integral part of business and operational efficiency.
7. Notify the Independent Safety Consultant forthwith of any accident or incident (RIDDOR)
8. Make investment available for the necessary equipment and training to meet requirements of legislation and regulations.
9. Make certain that in tendering and planning stages allowance is made for Safety, Health, and Welfare requirements.
10. Ensure that all employees can consult with management on matters pertaining to safety, including operating an employee safety committee.
11. Chair quarterly meetings with Company Health and Safety Officer to review site safety reports, safety committee reports, legislation changes and training plan. The director shall set safety and training improvement targets.

Sub-Contractors Including Labour Only

1. Shall observe the company's Health and Safety Policy and any instruction given by persons enforcing the company's safety standards.
2. Shall not work for the company until the relevant rules are read, understood, and accepted.
3. Shall not work for the company unless properly insured against all relevant risks.
4. Shall accept the company's safety consultants reports and where necessary take appropriate action to correct matters brought to his attention and shall constantly liaise with the company's safety consultants.
5. Ensure all employees are trained and competent to carry out all tasks.

Health And Safety Officer

1. Know the requirements of the Construction Regulations and other relevant legislation, including CoSHH and distribute as appropriate.
2. Advise and consult with all employees on all safety and welfare matters, on a regular basis.
3. Control company safety information database.
4. Responsible for the control and issue of all safety memos to all staff.
5. Carry out site safety and environmental audits.
6. Ensure all company policy adheres to current legislation.

7. Collect and review all safety reports and audits, prepare quarterly reports for Director's safety meeting.
8. Lead developments of Health and Safety strategies and co-ordinate the reporting of all accidents and near misses' incidents and act on any findings.

Client Representative/Visitors

- 1 Client representatives / visitors must report to the **OFFICE** upon arrival and departure.
- 2 They must adhere to The Health and Safety at Work Act and any site rules applicable at time of visit.
- 3 Appropriate safety equipment to be worn at all times.
- 4 Report any accidents to the **OFFICE** for entry in accident book.
6. Report on any near miss or breach of regulations observed to **OFFICE**.

Site Managers, Site Engineers

1. Be familiar with the Regulations applicable to the work on which they are engaged and ensure that those Regulations **are observed**.
2. Incorporate safety instructions in routine orders and see that they are obeyed.
3. Induct all operatives and visitors in accordance with the "site specific" rules.
4. Commend operatives who, by action or initiative, eliminate hazards.
5. Ensure that new employees, particularly apprentices, learn to take **safety precautions**.
6. Discourage horseplay and reprimand those who fail to consider their own well-being and that of others around them.
7. Initiate verbal or written warnings via a director if required.
8. Report defects in plant equipment, ensure all employees are issued with the appropriate PPE.
9. Check working methods, fire precautions and materials handling arrangements are in accordance with the **ALL** Regulations and ACOP's.
10. Ensure that only trained operators use machines and equipment.
11. Ensure CoSHH and Noise Regulations are met and adhered to and distribute information to appropriate persons.

12. Ensure risk assessments are compiled and made aware to those Operatives involved in the work process. Include assessments for visitors, other contractors, and the general public. Bearing in mind what is: -

A HAZARD: something with the potential to cause harm.

A RISK: the likelihood of that occurring.

Undertake workplace safety audits at prescribed intervals.

13. Ensure all electrical portable tools are checked before use if faults are found then the tool must be removed from service until checked, repaired, and re- tested by the competent person. (Electrician or appointed person)

Organise the work areas so that work is carried out to the required standard, with minimum risk to men, equipment, and materials, issuing work method instructions in writing where necessary.

See that Regulations and other legal requirements are observed on site; that all registers, records, and reports are in order and that the "Competent Person" appointed has sufficient knowledge of plant or machinery to evaluate all aspects of its safe operation.

Give all operatives precise instructions on their responsibilities for correct working methods; see that they do not require or permit men, (particularly apprentices) to take unnecessary risks.

Ensure that materials are delivered and stacked to avoid risks; plant is positioned and used effectively; electrical equipment is installed and maintained without endangerment.

Plan and maintain a tidy site/workshop.

Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.

Supervisors/General Operatives

- 1 Use correct tools and equipment for the job, only use equipment if you have been trained in it is use.
- 2 Supervisors to issue safety equipment and protective clothing as per RAMS e.g., safety helmets, harnesses, eye protection, dust masks, ear protection, hi – visibility vests, safety footwear, etc.
- 3 Develop a personal concern for himself and others, particularly newcomers and young people.
- 4 Report to your immediate supervisor defects in plant, PPE, or equipment.
- 5 Warn new men of known hazards.
- 6 Avoid improvising which initiates unnecessary risks.
- 7 Refrain from horseplay and abuse of welfare facilities.

- 8 Keep tools in good condition.
- 9 Suggest ways of eliminating hazards.
- 10 Report accidents/incidents, near miss, however slight, to office for entry in accident book or near miss report.
- 11 **DO NOT** under any circumstances report for work when under the influences of alcohol or drugs. Unless the drugs are essential for medical reasons and are medically prescribed.
- 12 Attend the company Health & Safety induction programme and other training programmes arranged for you by the company.
- 13 Observe and read the site rules which are displayed on site notice board.
- 14 Comply with the risk assessments and CoSHH assessments as noted to you for the task /job you are undertaking. Do not undertake a job unless you have the appropriate assessment.
- 15 Should you suspect the presence of asbestos products at work, stop work immediately and inform your supervisor.
- 16 Misuse of PPE or equipment will result in disciplinary action being taken.
- 17 Inform your line manager if you feel unwell or if you have any recurring illness or condition.
- 18 If you develop any medical condition during your employment with the company you must inform the office and update your medical record.

Estimator. Buyer. Surveyor.

1. All members of staff have an obligation to meet safety requirements while on site or at workshops, these include, Buyer, Surveyors and Contract staff
2. Their main responsibilities are as follows: -
 - a) Be familiar with the Company Safety Policy.
 - b) Observe the safety precautions laid down and obey the rules agreed for the site or workshop including offices and other accommodations.
 - c) Report to the Supervisor breaches of the regulations which they observe.
 - d) Set a personal example by wearing protective equipment.
3. Members of head office and other staff will be bound by the relevant rules when on site or workshop.

4. It will be the responsibility of our surveyors or appropriate management staff to check the safety credentials and competence of our sub-contractors who will appear on our vetted preferred sub-contractor's lists. The list is not endless but will include Safety Policy, Risk, CoSHH and manual handling assessments as well as Noise, HAVs, Method statements, and Insurance details.

Office Administration Staff

All staff must observe the rules laid down for use in the Company Offices

It is the duty of **EVERY** member of staff to read and become familiar with these rules: -

1. Develop a personal concern for your own safety and for the safety of others.
[PARTICULARLY MEMBERS OF THE PUBLIC]
2. Report any defects in equipment.
3. Make sure electrical leads are properly fitted.
4. Plan and maintain a tidy desk and office.
5. Clear all desks before leaving work particularly at weekends and holidays.
6. Leave nothing lying about which could be a potential Fire Hazard.
7. Report all accidents/incidents or near misses to your immediate supervisor.
8. Observe and note the office safety rules which are displayed on the office notice board.

Work Stations

1. It will be the duty of the office administrator to ensure that those classified as users are properly assessed (guidance can be obtained from the safety consultants)
2. Those classed as users will be entitled to a free eye test if they require it the necessary forms and information can be obtained from the office manager or appointed person.
3. The forms for self-assessment can be obtained from the **OFFICE ADMINISTRATION** or safety consultant on request.