

OFFICE BASED – PROJECT MANAGER – [REDACTED]

- 1 Read and understand the company's Safety Policy and carry out your work in accordance with its requirements.
- 2 Ensure that the clothing and particularly the footwear worn at work is suitable and adequate to meet safety requirements.
- 3 Do not try to use, repair or maintain any once equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions and training.
- 4 Report any defects in office equipment or machinery immediately
- 5 Ensure that you know the position of the First Aid box and names(s)/location(s) of qualified First Aiders.
- 6 Responsible for fire arrangements, including checking and maintenance of fire extinguishers also to ensure that staff are aware of the procedure in the event of a fire, exit and assembly points.
- 7 Ensure the details of any accident reported from site are entered in the Company Accident Book and notify the Safety Liaison Officer
- 8 Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
- 9 Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
- 10 Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up: do not improvise or climb.
- 11 Identify hazards which might arise: a) Trailing cables b) Overloading of filing cabinets
- 12 Mandatory no smoking arrangements.
- 13 Warn new employees, particularly young people of known hazards through induction, tool box talks
- 14 Ensure before leaving the office at night all electrical equipment, fire hazards and other health hazards are adequately dealt with.
- 15 Training responsibilities – Including Induction
16. Attend monthly safety committee meetings
17. Set a personal example.

PRODUCTION MANAGER – [REDACTED]

- 1 To organize the workshops so that work is carried out to the appropriate standard with minimum risk to persons, equipment and materials.
- 2 To know and have observed the requirements of applicable Regulations and all other relevant legislation and approved Codes of Practice. In particular all registers, records and reports must be in order and to see that persons appointed to operate plant and machinery have had sufficient training to operate them safely.
- 3 Responsible for fire arrangements, including checking and maintenance of fire extinguishers also to ensure that staff are aware of the procedure in the event of a fire, exit and assembly points.
- 4 To know and maintain the Company's COSHH policy and procedures.
- 5 To give all Operatives and Sub Contractors precise working instructions of their responsibilities for correct working methods in particular to ensure that they do not allow unnecessary risks to be taken.
- 6 To arrange delivery and stocking of materials, to position plant effectively, to ensure that the electricity supply is installed and maintained without danger.
- 7 Plan and maintain tidy work areas.
- 8 Implement arrangements with sub contractors and other contractors on site to review any confusion about areas of responsibility.
- 9 To check that all machinery and plant, including power and hand tools, are maintained in good condition.
- 10 To make sure that protective clothing is available where appropriate and that it is used.
- 11 To ensure that the arrangements for first aid required by current legislation are available and that their location is known to employees. To ensure that proper care is taken of casualties and to know where to obtain medical help and ambulance service in the event of serious injury.
- 12 The Foreman must notify the Company Office and the Director of all accidents as they occur and he must ensure that the details of all accidents are entered in the Accident Book. Accident investigation to be carried out to identify true causes and trends monitored.
- 13 Accompany the Safety Consultant and H.S.E. Inspectors on site visits if required and act on their recommendations.
- 14 The Production Manager will see that all defects as noted by the Director are rectified immediately.
- 15 Co-operate with the Director and act on his recommendations.
- 16 Provide and record Tool Box talks at monthly intervals
- 17 Attend monthly safety committee meetings
- 18 Set a personal example.

SHOP FOREMAN – [REDACTED]

1. To co-operate with the Production Manager and act on his recommendations organizing the workshops so that work is carried out to the appropriate standard with minimum risk to persons, equipment and materials.
2. Plan and maintain tidy work areas.
3. Check all machinery and plant, including power and hand tools, are maintained in good condition.
4. Use correct tools and equipment for the job, use safety equipment provided and protective clothing supplied, for example mandatory use of gloves suitable for task, safety boots, eye protection, ear muffs etc.
5. Monitoring of workshop employees to ensure correct wearing and use of PPE. Reporting any non compliance to Production Manager.
6. Keep tools in good condition.
7. Report to the Production Manager defects in plant and equipment.
8. Report all accidents whether persons are injured or not. Assist in undertaking accident investigation with Production Manager to identify true cause.
9. Assist in undertaking machinery risk assessments with input from Safety 2000.
10. Suggest ways of eliminating hazards.
11. Attend Monthly Safety Committee Meetings
12. Set a personal example.
13. To ensure that the arrangements for first aid required by current legislation are available and that their location is known to employees. To ensure that proper care is taken of casualties and to know where to obtain medical help and ambulance service in the event of serious injury.
14. The Foreman must notify the Company Office and the Director of all accidents as they occur and he must ensure that the details of all accidents are entered in the Accident Book. Accident investigation to be carried out to identify true causes and trends monitored.

SKILLED OPERATIVES' DUTIES

- 1 Use correct tools and equipment for the job, use safety equipment and protective clothing supplied, for example mandatory use of gloves suitable for task, safety boots, eye protection, ear muffs etc.
- 2 Keep tools in good condition.
- 3 Report to the Foreman defects in plant and equipment.
- 4 Report all accidents to the Foreman whether persons are injured or not.
- 5 Develop a personal concern for safety - for themselves and for others, in particular monitoring that correct PPE is being worn .
- 6 Avoid improvising which entails unnecessary risks.
- 7 Suggest ways of eliminating hazards.
- 8 All operatives are to understand and abide by the following:

Those under 18 years of age are prevented from operating any saw, machines with circular blades, planer, which is mechanically powered or spindle moulder unless they have completed or are undergoing an approved course on training..
- 9 Vehicles and Machines:
 - a) Only properly trained persons are authorized to drive vehicles/machines.
 - b) No passengers are to travel propelled vehicles not designed for the carrying of passengers. This also applies to hoists, except passenger hoists.
 - c) Drivers of all vehicles and mechanical plant must immediately report defects such as faulty brakes, clutches, steering etc. to the Foreman.
 - d) All guards must be maintained in position at all times whilst the machines are in operation.
 - e) Vehicles and machines must not be left running whilst unattended and if unattended must be left secured in a safe position.
- 10 It is condition of employment that employees acknowledge the existence of the Health and Safety Policy.

NOTE:

Employees are reminded that they have a legal duty under Section 7 of the Health and Safety at Work Etc. Act 1974 to take reasonable care for their own safety and the safety of any other who may be affected by their acts or omissions and also to co operate with the company in its arrangements to perform or comply with statutory safety obligations which include adherence to the Company Safety Policy.

SUB-CONTRACTORS' DUTIES

- 1 All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
- 2 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- 3 Assessment of risk associated with any substance, process or work activity on site, which will be hazardous to health and safety, must be provided to our Director before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- 4 All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our Director before work commences.
- 5 All power tools and electrical equipment must be regularly inspected before being brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- 6 Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
- 7 Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
- 8 This Company has appointed a Safety Consultant to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Foreman with the name of the person they have appointed as Safety Consultant.
- 9 Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
- 10 Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc., cleared as work proceeds.

- 11 All operatives, self-employed, sub-contractors, visitors etc., on the Company's sites will wear safety helmets at all times.
- 12 A detailed Risk Assessment/Method Statement will be required from sub-contractors carrying out high-risk activities e.g. asbestos removal, demolition, entry into confined spaces etc. The document must be agreed with our Director before work begins and copies made available on site so that compliance with the agreed method of work can be maintained.
- 14 Sub-contractors operating any item of plant must be in possession of a valid certificate of competence.

SAFETY CONSULTANT - SAFETY 2000 Ltd

- 1 Advise management on the preparation, communication and review of a Company Safety Policy for Health, Safety and Welfare including the organization and arrangements for carrying out the Policy.
- 2 Give advice to management as requested on:
 - a) Legal requirements affecting health, safety and welfare:
 - b) Prevention of injury and damage.
 - c) Provision, selection and use of protective clothing and equipment.
 - d) New working methods, equipment or materials that could reduce risks.
 - e) Proposed changes in legislation.
 - f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, contractors and so on, where requested.
 - g) Specialist services required in relation to substances hazardous to health, noise, asbestos removal etc., where requested.
- 3 Carry out regular inspections of sites and workplaces to determine whether work is being carried out in accordance with Company Policy, Procedures and the relevant statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the Director nominated in the Company responsible for safety for action as required.
- 4 Assist management in notifying the Health and Safety Executive of dangerous occurrences, major injury accidents etc., in accordance with Company Policy.
- 5 Assist management in any liaisons necessary with the Health and Safety Executive.
- 6 Carry out investigations of serious accidents in accordance with Company Policy and prepare and provide reports.
- 7 Check that necessary first aid equipment is on sites or at workplaces.
- 8 Check that necessary statutory literature for use of display is on sites or at workplaces.
- 9 Provide advice on training requirements and arrange training courses when requested.
- 10 Endeavour to establish at all levels within the Company an understanding that compliance with the Regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.

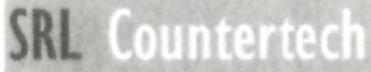
SAFETY 2000 LTD
Health and Safety Policy Review Sheet

Amended	Date
Health and Safety Policy	Feb 2005
Working at Heights	Sept 2005
Annual Review	Feb 2006
Noise Legislation Changes	Aug 2006
Annual Review	Feb 2007
CDM	May 2007
Annual Review	January 2008
Annual Review	April, 2009
Annual Review	January 2010
Annual Review	January 2011
Annual Review	January 2012
RIDDOR changes	April, 2012
Annual Review	January 2013
Annual Review	January 2014
Annual Review	January 2015
CDM	April 2015
Annual Review	January 2016

SRL COUNTERTECH LTD RESPONSIBILITIES

MANAGING DIRECTOR' S DUTIES –

- 1 Ensuring that there is an effective policy for health and safety within the Company
- 2 Periodically appraising the effectiveness of the policy and ensuring that any necessary changes are made.
- 3 Acting as Chairman for meetings of Safety Committee.
- 4 Reviewing Safety Consultant's reports and taking action to reduce unfavourable trends.
- 5 Reviewing accident investigation reports and ensuring that corrective action is taken.
- 6 Ensuring that Managerial staff, Foremen and Operatives receive adequate safety training and are involved in promoting safety and information of the results of inspections.
- 7 Ensuring that the activities and amenities of the Company are in conformity with current legislation.
- 8 Ensuring that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements.
- 9 Evaluating all risks in the Company relating to accidents at work, health risks at work loss or damage to Company property and risks to the public through Company activities.
- 10 Ensuring that all liability is covered by insurance and advising the extent to which risks are acceptable.
- 11 Periodically reviewing insurance and loss record and advising when action is necessary to correct adverse trends.
- 12 Ensuring that the Accident Register is properly maintained.
- 13 Ensuring that the Safety 2000 Ltd are notified concerning all reportable accidents.
- 14 Ensuring that all work necessary for safety and good health is carried out promptly.
- 15 Ensuring that all personnel are competent to carry out their work and are fully aware of all hazards.
- 16 Ensuring that an adequate number of employees are trained to comply with statutory regulations.
- 17 Ensuring that statutory regulations are observed.
- 18 Ensuring that First Aid facilities are adequate and meet statutory requirements.



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- 19 Ensuring that protective clothing and equipment is issued to employees as necessary and recorded.

- 20 Assisting in the induction and safety training of new employees.
- 21 Reviewing accident records, identifying trends and recommending corrective action.
- 22 Liaising with all personnel concerned with health and safety to ensure that they are fully informed concerning accidents and potential hazards.
- 23 Ensuring that fire equipment is regularly inspected and serviced.
- 24 Ensure a copy of the Health and Safety Law Poster is displayed in the Company Office.
- 25 Set a personal example.

OFFICE BASED – SYSTEMS MANAGER – [REDACTED]

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