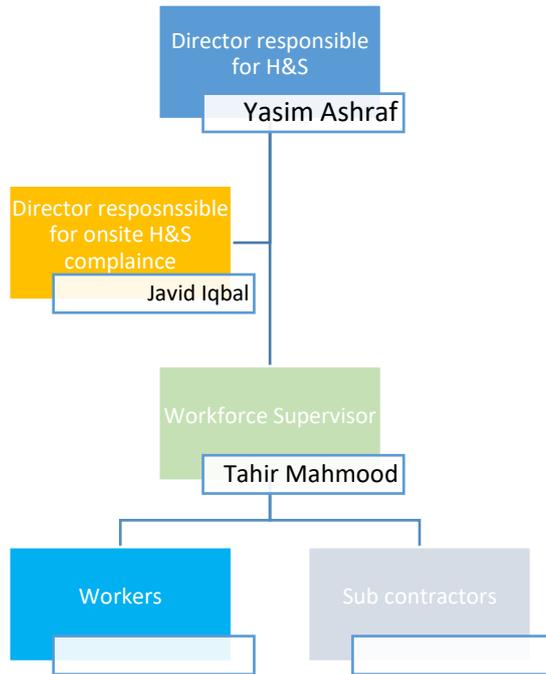




Organogram





### **Managing Director**

The Managing Director has overall responsibility for the formulation and implementation of the company's health and safety policy, and in particular for:

1. Ensuring that the necessary arrangements are in place for managing health and safety effectively, and that senior managers are accountable for health and safety.
2. Considering health and safety during the planning and implementation of business strategy.
3. Ensuring there are sufficient resources for meeting the objectives of the health and safety policy.
4. Ensuring arrangements are in place for consultation with employees and that they are involved in decisions relating to health and safety, and that progress in relation to health and safety is communicated to them.
5. Including health and safety on the agenda of Board meetings and senior executive meetings.
6. Ensuring arrangements are in place to monitor and review health and safety performance across the company, including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures and processes.
7. Ensure the Companies Insurance Company is informed of accidents and RIDDOR reportable incidents in timely manner.
8. Reviewing the objectives of the health and safety policy on an annual basis.

### **Director responsible for On Site H&S compliance**

is responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular

1. Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (inc wearing appropriate PPE).
2. Monitoring and reviewing the implementation of the health and safety policy.
3. Ensure that sub-contractors are competent for the work they are being asked to carry out, operate a PQQ system prior to giving preferred contractor status.
4. Ensuring that responsibilities for health and safety are clearly allocated, and that the correct level of competence and training is identified for each type of employee.
5. Providing the Board with regular reports on health and safety performance, including recommendations for improvements.
6. New task risk assessment identification, production of risk assessment method statements and H&S safety plan.
7. Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.
8. Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment
9. Ensuring that site health and safety records and documentation are kept up to date and have been systematically stored.
10. Investigating accidents and incidents and ensure that any improvements identified in relation to working practices are implemented, and informing senior management immediately of any significant failures
11. Ensure that all statutory notices are displayed on site notice boards, and those first aid facilities, and firefighting equipment is available for the contract duration.

### **Supervisor**



1. Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (inc wearing appropriate PPE).
2. Co-operate with SM on health and safety matters; Give inductions & Tool Box Talks and sign off Sub-contractor RAMS
3. Monitor and maintain method statements and construction Phase H & S Plan.
3. Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
4. Ensuring that risk assessments are provided for all significant work activities and the results of these assessments are implemented and communicated to employees.
5. Ensure adequate welfare facilities / first aid and firefighting equipment has been made available in accordance with the method statement or H&S Plan prior to commencing on site.
6. Ensuring that the arrangements for fire, first aid, accidents and emergencies are implemented
7. Ensuring that the health and safety management system is implemented.
8. Ensuring that relevant policies, procedures, and safe working practices are provided.
9. Ensuring that appropriate procedures are in place for the purchase, maintenance and use of work equipment, and that the health and safety aspects are fully assessed.
10. Ensuring that contractors are competent for the work they carry out, to operate an effective permit to work system, and to monitor contractors' performance.
11. Ensuring personal protective equipment is provided, worn and maintained.
12. Implementing the recommendations made by external auditors, enforcement officers and other relevant parties, within the timescales allocated.
13. Ensuring that the arrangements for communication, cooperation and consultation are maintained.
14. Monitoring health and safety standards on site at regular intervals and ensure remedial action is implemented.
15. Ensuring that employees receive adequate training, information, instruction and supervision to discharge to their specific health and safety responsibilities.
16. Promptly informing the Board and senior managers of any significant health and safety failure.
17. Ensuring that health and safety records and documentation are complete and are systematically stored.

### **Supervisor**

1. Site safety awareness of staff, general public and client's.
2. Ensure good housekeeping Compliance with risk assessments and method statements.
3. Report all health and safety concerns immediately to their SM or other appropriate person.
4. Ensure that all plant / equipment / machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including PAT testing for electrical safety as required by the relevant Regulations).

### **All workers and sub contractors**

It is the duty of all employees to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. They must also co-operate with senior managers and other employees in fulfilling our objectives and statutory duties. In particular, they must:

1. Comply with the training, information and instruction they have been given.
2. Not attempt to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so.
3. Carry out their work safely and without undue risk to themselves, colleagues and others who may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provide for health and safety purposes.
4. Check tools and equipment before using them, and not to use equipment which they know to be faulty.
5. Ensure that any damaged equipment is reported immediately to their manager/supervisor and removed from service until it is repaired.
6. Not bring any equipment, tools, radios, etc. onto company premises without first obtaining permission from their supervisor/manager.
7. Conduct them in a responsible manner while on company business, be alert for hazards and refrain from any form of horseplay.
8. Comply with the arrangements for emergencies and fire as they have been instructed.
9. Use the personal protective equipment, clothing or safeguards provided and ensure that personal protective equipment is stored correctly and kept in good condition.
10. Co-operate with management, colleagues, safety representatives and advisors promoting safe working practices.
11. Keep their work areas tidy and clear of hazards.
12. Report accidents, incidents and hazards they observe to their manager/supervisor.

### **Fire Wardens**

Fire Wardens are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures.
2. Taking appropriate and effective action if a fire occurs.
3. Identifying hazards in the workplace and recording and report their observations.
4. Ensuring that escape routes and doors are kept clear and are available for use.
5. Ensuring fire doors are kept closed.
6. Checking suitable and sufficient notices are displayed.
7. Ensuring appropriate extinguishers are in place and are subject to regular maintenance.
8. Ensuring fire alarms and emergency lighting is checked and serviced.

#### **If a fire is discovered, the fire wardens should:**

1. Ensure that the alarm has been raised.
2. Check that manufacturing processes have been made safe
3. Collect roll call registers.
4. Evacuate staff from the building or area involved and check that any staff or visitors with disabilities are assisted as planned.
5. Ensure the fire service has been called.
6. Go to the designated assembly point.
7. Conduct a roll call.
8. Ensure all persons have been accounted for and remain in the roll call area



until instructed otherwise.

9. Report to the senior manager to confirm all persons are accounted for and report any persons missing.

**FIRE WARDENS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE**

### **First Aiders**

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

1. Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures.
2. Maintaining a valid first aid at work certificate issued by an HSE approved first aid training centre.
3. Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments.
4. Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
5. Taking charge when someone is injured or falls ill, and providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
6. Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
7. Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained.
8. Recording details of all accidents and treatments in the appropriate incident log.
9. Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed.

### **None compliance with H&S legislation and best practice**

The Company recognises the need for its Staff to be empowered to stop the task or any unsafe work activity that may cause harm, until the Staff are satisfied it is safe to proceed. "Employees have the responsibility and authority to shut down any job or operation that, in their opinion is unsafe and has the potential to cause harm."

This statement makes shutting down the task or unsafe work activity the obligation of all our employees.

We also require that; "Notification of the unsafe situation must be communicated to management with immediate effect." The first obligation of our Staff is to yourself and your co-workers to shut down any unsafe task or activity; then your responsibility is to notify your supervisor or another person on the management team of the situation so that corrective action may be taken. The Staff are obligated to report any unsafe work activity or practices to the Employer. The company make every effort to ensure compliance with H&S legislation and best practice. As such any individual who fails to comply or act in a reckless manner will be investigated under the disciplinary procedure as an act of gross miss conduct.