

Health and Safety Policy Statement

Introduction

The Health and Safety at work etc. Act 1974 is almost entirely based on the recommendations of the Committee on Safety and Health at Work, appointed by Mrs Barbara Castle in May 1970, when she was Secretary of State for Employment and Productivity, that Committee, under the chairmanship of Lord Robens, identified apathy and disinterest as one of the principal reasons for industrial accidents and disease and unsafe working conditions generally.

General Statement of Policy

Foremost Logan Ltd intends to pursue a policy of health and safety in the workplace for all its Operatives. In accordance with the law the company policy includes a commitment to the health and safety of those people who, not being Operatives, could be affected by the company's work activities. This would include contractors, visitors and students on work experience schemes.

This company will make every effort to provide a safe and healthy working environment for all Operatives. This will include the provision of safe equipment and safe systems of work as required by the Health and Safety at Work etc. Act 1974 and those Statutory Instruments, which derive from it. The company will remain alert to all changes in health and safety legislation and implement these changes accordingly.

Responsibility for Health and Safety

Ultimate responsibility for the management of health and safety within this company rests with:
Managing Director

Management of Health and Safety

Under the Management of Health and Safety at Work Regulations 1999, this company is required to appoint one or more competent persons to assist in compliance with health and safety legislation. The persons appointed are:

Staff in managerial positions are also expected to do all they can to further this Health and Safety Policy. They have a responsibility to ensure that health and safety matters receive proper attention by all their subordinates.

There are two aspects of company policy about which you should be aware, these are:

(1) HEALTH and (2) SAFETY

(1) Health

This company has a commitment to the occupational health care of its Operatives. Occupational health is a multi-disciplined activity using the skills of specialist doctors and nurses, occupational hygienists and those with expertise in safety that are all concerned with the effects of work upon health. It is our intention to provide this occupational health care for all our Operatives in order to protect their health in relation to the work they do.

Future prospective Operatives will be asked to undergo pre-placement health screening, unless proof of an existing health screening can be provided. This will ensure that they are fit to undertake the work for which they are being employed, and will further ensure that their health will not be affected adversely by the work.

Operatives who have been absent from work because of sickness or injury for a period of 2 weeks or more may be seen by the occupational health specialist and must obtain certification from their GP to state that they are fit to return to work. This is to ensure a smooth return to work and to give the company an opportunity to implement any rehabilitative procedures recommended by the service.

Accident book

All accidents, no matter how trivial, should be entered in the Accident Book (Form A1). A book will be allocated to each contract, and surrender to the office at the end of each day. When you have an accident at work law requires you, to inform your employer. By making an entry in the Accident Book you are deemed to have fulfilled this obligation. The Accident Book is provided under the Social Security Act 1975, and failure to make an entry may result in a loss of Industrial Injuries Benefit to which you might otherwise be entitled.

Using the Service

All Operatives may seek occupation health advice through the company. Any information given by an Operative to anyone in the occupational health service will remain strictly confidential and never be divulged to anyone within the company. You may also use this confidential service if you feel there is a need for help and advice with other problems, which need not be work related.

You must be clear that the Service cannot usurp the role of your Family Doctor who has total responsibility for your health care and you should continue to see your doctor whenever you are ill. The Occupational Health Service will, however, be happy to talk to either you or your doctor if you think your health problem is work related.

Pregnant Workers Directive

Under the EEC Directive all employers are required to undertake "risk assessments" on the work done by pregnant women. It is therefore essential that when pregnancy occurs the Operative must inform their manager in order that the special attention required can be implemented. All managers in the company will treat this information in the strictest confidence.

(2) Safety

There is a requirement under the Health and safety at Work etc. Act 1974 for employers to provide safe and healthy working conditions for their Operatives. Section 7 of the same Act also requires Operatives to co-operate with employers in seeking to achieve their responsibilities under the Act.

Section 7

It shall be the duty of every operative at work to:

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirements imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with

You are, therefore, required by law to work safely, to protect your own health and safety, and to work in a manner, which does not endanger the safety and health of other people.

You must use all of those facilities, which have been provided to ensure safe and healthy working practices. Where you discover defects of any safety equipment you must report these immediately so that remedial action can be taken. You are required by section 8 of the Health and Safety at Work etc. Act 1974 not to interfere with or misuse anything, which has been provided for the health, safety or welfare of Operatives. Failure to comply with any of the above may result in Termination of Employment.

Training

In accordance with Section 2(2) (C) of the Health and Safety at Work etc. Act 1974, the Company will ensure that all Operatives, are given adequate training, instruction and information in respect of the work they are required to do, and the health and safety aspects of that work.

Operatives must always contact their Supervisor, Site Manager or Line Manager if they are unsure about any aspects of their work, especially where this concerns Health and Safety.

Network Rail

This training will be provided by a Network Rail registered Training School. You must not accept instructions for a task that you have received no training for.

General Safety

All working area must be kept clear and free of obstruction. Falls resulting in, sometimes serious, injuries are often caused by obstructions. Such accidents could be prevented in most cases by good housekeeping. Avoidance of litter, tidy stacking of equipment, keeping passageways and stairs clear will contribute to the safety of clients and staff.

Never run in working areas, except in dire emergencies.

You should always be confident that you know how to operate all equipment and machinery safely before attempting to use it, this includes office machinery. If you are not sure you should consult your supervisor. Guards must not be removed from machinery.

Network Rail

Safety requirements when working lineside will be covered in your training courses. Working hours should not be exceeded, refer Work Hours Declaration.

Protective Clothing and Equipment

Appropriate protective clothing and equipment is provided for those tasks for which such protection is necessary. It is a legal responsibility under the Health and safety at Work etc. Act 1974 for Operatives to use this protection at all times. It is particularly important that Operatives use eye protection whenever working with grinding tools. It is also the responsibility of the Operative to take adequate care of all protective clothing and equipment, and to report all defects in such equipment and clothing to their supervisor. It is also the Operatives responsibility to provide Network Rail standard footwear when working lineside.

Manual Handling

The manual handling of loads is now controlled by the Manual Handling Operations Regulations 1992. Where manual handling or loading and unloading forms a significant part of an Operative's job and it is not possible to reduce this by mechanical means, the company will ensure that such Operatives receive proper training in manual handling and kinetic lifting.

For the good health and safety of all, everyone should follow the following simple rules when lifting anything:

- 1) Do not bend back. Always bend at the knees or if necessary the hips. The back should always be kept straight. One foot should be placed in front of the other with the leading foot pointing in the direction you intend to travel with the load. It is important to get a good grip on any load you lift. Use the palms of your hands.
NEVER carry any load with your fingertips.
- 2) If an object to be lifted or moved is large, awkward or heavy do not attempt to lift or move the object on your own.
ALWAYS ask someone to help you.
- 3) Always make sure that the place, to where the object is to be moved, is accessible and clear of obstructions **BEFORE** you lift the object.
- 4) Always wear protective gloves when lifting sharp objects.

Office Safety

Filing cabinets should never be overloaded and the weight should be evenly distributed. Never leave filing cabinet drawers open, especially the bottom drawer. Neither should desk drawers be left open.

Do not use chairs or other unsuitable objects as stepladders. Always use proper stepladders or step stools to reach objects, which might be otherwise out of reach.

Do not leave cables, either electrical or telephone cables trailing about the floor.

Fire Precautions

All fire exits must be kept clear, both inside and outside the building. Operatives must confirm any fire exits upon arriving at any new site.

It is also the Operative's responsibility, when sub-contracting to be familiar with the fire precautions, instructions and the location of fire extinguishers when arriving at a new site.

When contracting, instructions on what to do in the event of a fire will be posted in strategic positions. Operatives have a responsibility to read and to be familiar with these instructions.

Smoking poses a serious fire risk. Staff must not smoke in any areas of the company where No Smoking signs are displayed.

Network Rail

Fire instructions and precautions will be dealt with in your training courses. If an Operative is unsure of any instruction with regards to a site they must discuss this with the site COSS.

Control of Substances Hazardous to Health Regulations (COSHH)

From 6 April 2005, a new focus on good practice will help employers meet their duties under the Control of substances Hazardous to Health Regulations (COSHH). A single type of limit is also being introduced, with Workplace Exposure Limits (WELs) replacing Maximum Exposure Limits (MELs) and Occupational Exposure standards (OESs).

The existing requirements to follow good practice are being clarified and brought together by the introduction of eight principles, which will apply regardless of whether a substance has an Occupational Exposure Limit;

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health
- Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures
- Control exposure by measures that are proportionate to the health risk
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment
- Check and review regularly all elements of control measures for their continuing effectiveness
- Inform and train all employees on the hazard on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks
- Ensure that the introduction of control measures does not increase the overall risk to health and safety

Adequate control of exposure will require us to:

- apply the eight principles of good practice for the control of substances hazardous to health
- ensure that the WEL is not exceeded; and
- ensure that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable

Electrical Safety

The Electricity at Work Regulations 1989 governs electrical Safety in the Workplace. This company will maintain all electrical wiring and equipment in a safe working condition in accordance with these regulations. Operatives should never interfere with any electrical equipment nor should they attempt to use defective equipment, damaged equipment or equipment with defective wiring. Under no circumstances should Operatives bring unauthorised electrical equipment into the workplace.

This is **important** because all electrical equipment is required to be checked on a regular basis. All Operatives have a duty under the Health and Safety at Work Act 1974 to report defects in all work equipment and this will include damaged or defective electrical appliances, plugs, sockets or wiring. All known defective equipment will display a Nonconforming Product Label.

Drivers Safety

All vehicles in this company undergo regular maintenance and servicing. It is, nevertheless, the driver's responsibility to report all defects immediately. No driver should continue driving any vehicle, which he/she feels to be unsafe.

All vehicles carry fire extinguishers and it is the responsibility of the driver to ensure that these are checked regularly, replaced when used, and most importantly that all drivers are familiar with the correct use of the extinguishers on the vehicle. All defects must be reported.

Public Safety

A responsible member of staff must accompany all visitors to a site at all times and the Site Manager informed immediately.

Contractors, whilst working on the premises will be subject to the same safety rules and regulations as all other Operatives. Contractors may operate equipment that is either their own or company equipment which they have been contracted to repair, install or service. Whilst on the premises on official business, contractors may use the first aid facilities provided by the company. All accidents occurring to contractors or clients visiting the premises must be reported to a senior member of the staff.

When sub-contracting to another firm all Operatives will be subject to the safety rules and regulations as set by that company.

Students on work experience are subject to all the provisions of the Health and Safety at Work etc. Act 1974.

They **must always work under supervision** when using any machinery including office machinery.

Conclusion

It is the aim of this company to ensure that your working life will be as safe and healthy as possible. In order to achieve this we need the co-operation of all Operatives.



S Wilson
Managing Director

Date: 10th February 2010