

MJ PATCH ENGINEERING LTD

HEALTH AND SAFETY POLICY AND PROCEDURES

INTRODUCTION

The Health and Safety at Work etc Act 1974 and other specific health and safety legislation, contains the most important provisions for organisations and employees.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of employees at work.
- To protect people other than employees at work against risks to health and safety arising out of work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, either inadvertently or deliberately.
- To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

To assist us with our duty we have retained Peninsula Business Services Limited to provide us with information and guidance on how these provisions should be managed and recorded.

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MJ PATCH ENGINEERING LTD

HEALTH AND SAFETY GENERAL POLICY

We are M J Patch Engineering Ltd recognise our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

M J Patch Engineering Ltd recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a health and safe working environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst are work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with M J Patch Engineering Ltd safety rules which are provided within the Employment Safety Handbook.

Signature ...Clive Patch..... Date ...10th May 2009.....

PositionDirector.....

INTRODUCTION

General

Businesses that are successful in achieving high standards have Health and Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

What the Law Requires

Unless we are exempt from certain provisions, our business has to comply with the requirements to have a written statement of General Policy on Health and Safety for the protection of our employees and others who may be affected by our work activities.

Our statement is important because it is our basic action plan on health and safety. To achieve this Health and Safety General Policy, along with the outlined procedures, a full appraisal of needs and requirements was undertaken in the form of inspections and assessments.

These Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to Policy implementation.

A full review is to be undertaken from time to time to ensure high standards and commitment are maintained.

ORGANISATION AND RESPONSIBILITIES

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INTRODUCTION

Legal provisions require that we, as the employer, identify the duties and responsibilities for employees who have specific role in managing health and safety in our workplace.

Those involved in the management of M J Patch Engineering Ltd have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

- Management also have a responsibility and duty to ensure that:
- Our employees are aware of and understand the Health and Safety General Policy
- Our employees are aware of and understand the health and safety rules relating to their work.
- Our employees are adequately instructed, trained and supervised.
- Our employees are made aware of the hazards and risks associated with their work activities.
- Our employees are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

MANAGEMENT RESPONSIBILITIES

Introduction

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual management responsibilities are allocated. These are deemed the most important responsibilities to be undertaken by Managers, for which they are held accountable and are issued with an individual Health and Safety Key Responsibility Booklet. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

Key Responsibilities

To ensure we fulfil the objectives outlined in the General Policy, the organisational structure indicates all who have key responsibilities for health and safety and are held accountable for what happens in their areas of control.

Health and Safety Key Responsibilities List

The **Director's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure that the organisation Health and Safety Policy is developed and brought to the attention of all the employees.

I must ensure the organisation has effective arrangements to deal with health and safety issues and emergencies that may arise as a result of the tasks involved. I need to ensure regular monitoring of the health and safety performance of the organisation is also carried out.

I must encourage a positive health and safety culture within the organisation, so as to reduce the risk of injury or ill health to employees within the organisation.

I must ensure that the organisation has sufficient Employer's Liability Insurance cover and Public Liability Insurance cover for the extent of the business undertaking.

I must ensure that adequate funding is available to deal with health and safety issues that affect the organisation, its employees and others who might be affected.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all the necessary documentation is being completed.

I will ensure that I keep abreast of the legislative changes and ensure that I am familiar with any regulations that are applicable to this organisation.

ACHIEVED BY

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. The Health and Safety Policy will be communicated to all employees either individually or on a group basis.

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. I will ensure that every level of management completes the necessary Safety Records as necessary. (As a minimum this will be undertaken annually.

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. I will provide the necessary information, instruction and training for the risks undertaken by our employees. (Contractors and visitors to our premises will also be included as necessary).

A copy of the Employer's Liability Insurance Certificate will be suitably displayed.

I will provide, as far as is reasonably practicable, sufficient financial resources to meet our satisfactory obligations.

I will ensure that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.

I will ensure with the help of Peninsula Business Services Limited that I am kept up to date with any legislative changes or industry specific requirements. I will as necessary utilise other professional bodies and equipment suppliers to assist in this regard.

Health and Safety Key Responsibilities List

The **Manager Supplies'** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I must ensure that all staff members under my control are made aware of the fire and emergency procedures for all the facilities under my control.

I will ensure that any specific duty place upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

I will ensure that all aspects of the general arrangements are completed. This will include assessments, personal protective equipment, repair and maintenance, fire and first aid procedures along with the completion of the monitoring documentation.

I will ensure that any personal protective equipment provided affords necessary, suitable and sufficient protection, is correctly CE marked and is issued with the necessary information, instruction and training for its correct use and storage.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

I will ensure that regular monitoring of the workplace under my control is carried out to prevent foreseeable risks arising.

I will be actively involved in communicating safety information to all staff under my control.

ACHIEVED BY

This will be achieved by ensuring an effective staff induction procedure. I will continually review the procedures and ensure the relevant records are completed and kept up to dates.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted as necessary.

This will be achieved by undertaking regular inspections of our workplace taking into account the legislative requirements, as necessary or in accordance with the manufacturer's recommendations.

This will be achieved by using the documentation in the Safety Records section of the health and safety system.

This will be achieved by the carrying out of risk assessments as required and acting upon the findings.

This will be achieved through the use of monitoring checklists to ensure that any actions arising from this activity are completed.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

Health and Safety Key Responsibilities List

The **Estimator's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITY

I must ensure that all staff members under my control are made aware of the fire and emergency procedures for all the facilities under my control.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

I will ensure that safe systems of work established as a result of the findings of a risk assessment are adhered to and communicated to the staff under my control.

ACHIEVED BY

This will be achieved by ensuring an effective staff induction procedure. I will continually review the procedures and ensure the relevant records are completed and kept up to date.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted as necessary.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

This will be achieved by the carrying out of risk assessments as required and acting upon the findings.

This is achieved by continual monitoring of the staff to ensure that the safe systems are in use and understood by those affected.

Health and Safety Key Responsibilities List

The **Works Foreman's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

I will ensure that all work equipment is adequately protected to prevent injury to employees/others who may be affected thereby under my control.

I will ensure that safe systems of work established as a result of the findings of a risk assessment are adhered to and communicated to the staff under my control.

ACHIEVED

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted as necessary.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

This will be achieved by the carrying out of risk assessments as required and acting upon the findings.

This will be achieved through the use of monitoring checklists relating to machinery guarding.

This is achieved by continual monitoring of the staff to ensure that the safe systems are in use and understood by those affected.

Health and Safety Key Requirements List

The **Office Administrator's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

I will ensure that contractors working on our premises will provide suitable method statements, risk assessments or other agreed work schedules prior to commencing work.

ACHIEVED BY

This will be achieved by following the accident investigation procedure contained within the Safety Records section. I will report as required any necessary notifications under the statutory reporting legislation.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted as necessary.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

This will be achieved by the carrying out of risk assessments as required and acting upon the findings.

Prior to commencement of any works contractors will submit a method statement relating to their work activities for prior agreement.

The above key health and safety responsibilities have been identified, together with the way they are to be put into effect using appropriate techniques, e.g. records, checklist or assessment documentation. Health and safety responsibilities are further defined in a range of specific Individual Health and Safety Key Responsibility Booklets which contain a record of the various aspects requiring inspection at stated intervals e.g. daily, weekly, monthly or annually.

INDIVIDUAL RESPONSIBILITIES AND MONITORING

Organising

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain this level at M J Patch Engineering Ltd we have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership of management is necessary to ensure a positive approach which is supportive of the health and safety of our employees and others that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, key management health and safety responsibilities have been identified to ensure the full implementation of the Policy.

Monitoring

To ensure the involvement of management, record sheets have been provided for each member of the management team with key health and safety responsibilities. A Health and Safety Key Responsibilities Booklet will be issued to everyone who has a specific role in managing health and safety within our organisation.

The record sheets reflect the specific responsibilities of each person and when they are to be carried out.

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in the Health and Safety General Policy.

To be effective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed. Additional individual record sheets, along with blank copies for additional requirements, are to be found in the health and safety stationery pack.

All record sheets are to be reviewed by the person with overall responsibility for health and safety in M J Patch Engineering Ltd.

Individual Health and Safety Key Responsibility Booklets

A full list of all Individual Health and Safety Key Responsibility Booklets that have been issued is shown at the end of this section.

Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

A Responsibility Monitoring Record Sheet must be completed for every period noted at the top of the sheet e.g. monthly, quarterly etc.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked e.g. fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

SPECIFIC ARRANGEMENTS

Introduction

Specific Arrangements

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- Accident Investigation
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- First Aid
- Hazard Reporting
- Occupational Health
- Purchasing
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- Use of Chemicals
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- Smoking
- Stress in the Workplace
- Transport
- Fork Lift Trucks
- Occupational Road Safety
- Violence
- Visitors
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- Premises
- Slips, Trips and Falls
- Controlling Waste
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INTRODUCTION

We have a duty to provide measures to manage health and safety issues in our workplace. We will ensure that these measures are put into place and implemented by all relevant members of our workforce. We have also established the means whereby we can monitor the implementation of these measures.

This will typically involve:

- The identification of hazards in our workplace.
- Carrying out risk assessments
- Implementing the control measures set out in the risk assessments.
- The provision of personal protective equipment to our employees, where hazards cannot be removed or otherwise controlled.
- The provision of training for our employees that is relevant to the tasks been carried out.
- The maintenance of our workplace.
- The provision of equipment and machinery that is suitable and appropriate for the work being undertaken.
- The maintenance of our machinery and equipment.
- Managing the activities of visitors and contractors
- The provision of occupational health facilities as appropriate and where necessary.
- The maintenance of records.

The following information sets out the specific issues we need to manage and identifies the location of the instructions and working documents that relate to them.

We have allocated responsibilities to key personnel to ensure these tasks are carried out and the appropriate records maintained. These responsibilities and the monitoring record sheets have been provided to the personnel concerned.

Further information is also provided in the guidance notes issued by Peninsula Business Services Limited Health and Safety Department and their Health and Safety Advice Service.

