

Health and Safety Policy

Safe Working and Accident Prevention

The company is anxious to ensure the Health and Safety of all employees and in support of this any point regarding safe working conditions should be discussed with your Supervisor with a view to having it discussed with the Director.

Employees are expected to co-operate fully with the company in this matter and are reminded that the Health and Safety at Work Act clearly sets out the statutory obligations of employees to:

- 1) Take reasonable care.
- 2) Co-operate with the employer to ensure safe working.
- 3) Not interfere with or abuse safety devices or equipment.

Failure to observe Safety Regulations or use protective equipment provided by the company may result in disciplinary action being taken and in certain cases could result in prosecution.

Accidents are avoidable if the rules are observed and if employees recognise and accept the need to be constantly aware of the importance of behaviour in such a manner as to protect themselves and their fellow employees.

All accidents, however slight, must be reported to your supervisor who will decide on the action to be taken and who will arrange to have the accident recorded, as required by the Factories Act.

General Safety Policy Statement on Health & Safety at Work

1. Introduction

Under the Health & Safety at Work Act the company is required to make a Statement of general policy on Health & Safety at Work, and the arrangements and organisation necessary to carry out that policy. The general safety policy statement must be brought to the notice of all the company's employees.

2. The Company's Responsibility

The Directors recognise (and accept) their responsibility for establishing and maintaining a safe working environment for all their employees. This responsibility arises from:

- 1) The company's moral responsibility to their employees, to provide the best practicable conditions at work.
- 2) Legal requirements under statutory legislation that covers the work of the company.

This can include all the relevant regulations under the Health & Safety at Work Act as well as other legislation such as the Offices, Shops and Railway Premises Act and the Fire Precautions Act.

In addition, the company recognises the further commitment under the Health & Safety at Work Act to take reasonable care so that persons who are not employed by them are not adversely affected by the operation of the company.

3. Responsibility of the Employee

It is important to recognise that to be effective a policy on Health & Safety requires the co-operation of everyone in the company's organisation. A good Health & Safety record depends on management creating a safe environment, but it also depends on the individual employee following safe methods of working within the safe environment.

There has always been a duty for the employee that reasonable care should be taken for oneself, other employees or other persons who may be affected by the work activity. This duty is emphasised in the Health & Safety at Work Act.

It shall be the duty of every employee whilst at work:

- 1) To take reasonable care for health and safety of himself and other persons who may be affected by his acts or missions at work.
- 2) Regarding duty or other requirements imposed on his employer or any other person, to co-operate so far as it is necessary that duty to be performed or complied with.

In addition of the Health & Safety at Work Act, it places a duty on all persons not to misuse anything provided in the interests of health and safety at work.

The act lays down penalties for anyone who fails to carry out these duties.

Staff should be health conscious and –

Report – potential hazards.

Observe – rules, procedures and safety codes of practice.

Use – with care, tools and equipment and protective clothing provided.

Take – an active and personal interest in promoting health and safety at work.

4. The Company's Policy

The company will allocate sufficient resources to provide and maintain conditions and places of work that are, as far as is reasonably practicable, safe and without risks of health.

Some of the work of the company takes place on premises belonging to other companies. The company will seek to ensure that as far as is reasonably possible, premises in which work is carried out will be operated and maintained to ensure as far as is reasonably practicable, a safe and healthy system of working.

Adequate instructions will be given to all employees on all aspects of their work.

Steps will be taken to inform employees about materials, equipment or processes used which are known to be potentially hazardous to health and safety. All operations and methods of work will be kept under review so that, if necessary, can be revised.

5. Responsibility for Putting the Policy into Practice

The company has the ultimate responsibility for ensuring the implementation of their Health and Safety Policy. The managing Director will be responsible for ensuring that the policy is carried through within the company, through the appropriate management staff.

Immediate responsibility for reporting any potential hazards to safety at work is that of the employee to their supervisor. They are primarily concerned with preventing accidents to staff and other persons by issuing clear explicit working instructions, which will ensure safe working procedures and require the effective use of approved equipment.

6. Supervision

Supervisors are trained in efficient and safe methods of working. Managers are required to satisfy themselves that the training of supervisory staff is adequate and to consider from time to time the need for refresher courses.

7. Revision of the General Policy Statement

The Managing Director will hold a copy of C.T. Electrical Contractors policy statement. A copy of this policy statement will be made available to all employees. From time to time the policy will be reviewed by the company and amendments issued.