

heatworks

BETTER SOLUTIONS THROUGH KNOWLEDGE

HEALTH AND SAFETY POLICY

Heat Works Ltd
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Revised January 2023

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Health and Safety Policy Statement

The Company recognises the central importance of managing health and safety relating to all its operations and is committed to ensuring the safety and health of employees and others affected by the company's operations. It has therefore adopted the following as its general policy in this regard:

The Company intends to take all reasonably practicable measures to provide a safe and healthy working environment by:

1. The suitable design, construction, operation and maintenance of all property, plant and equipment and facilities, including welfare, conducting such inspections and tests as may be necessary to ensure that the working environment and equipment used is safe.
2. Ensuring that the working environment of all employees and contractors is safe and without risk to health and that adequate provision is made with regard to the facilities and arrangements to welfare at work.
3. Provide such financial and other resources that may be required to ensure that health and safety policies are effectively implemented.
4. Annually review policies and procedures in order to ensure that they are adequately addressing the relevant health and safety issues, are successful in doing so and ensure their continuous development and improvement, being responsive to changing requirements.
5. Conducting such risk assessments as may be necessary, using the information gained as the basis for ensuring adequate information is available with respect to plant, equipment, articles and substances used at work, detailing the conditions and precautions necessary to ensure that when properly used, they will be safe and without risk to health and ensure the control of situations likely to cause injury or damage to property and/or equipment.
6. Providing adequate information, instruction, training and supervision as is necessary to secure the health and safety at work of all employees, contractors, visitors, customers and all other persons, property, plant and equipment who may be involved or affected by the Company's activities.
7. Ensuring arrangements for the handling, storage and transport of articles and substances for use at work which are safe and without risk to health.
8. Complying with all statutory requirements placed upon it regarding health and safety, including relevant regulations and codes of practice.
9. Ensuring the requirements of Construction (Design and Management) 2015 Regulations are met.
10. The provision of adequate facilities for consultation between management and representatives of employee safety by means of a Health and Safety Committee.
11. Developing in-house competence in some specific areas of health and safety management and seeking expert advice and assistance from elsewhere whenever it is required.
12. The provision of effective facilities for the treatment of injuries which occur in the work place
13. Ensuring that effective fire prevention and control measures are in place

Signed By:

Director Responsible for Health and Safety
Date: 31/01/2023

2. Arrangements

Arrangements

The specific arrangements for the implementation of the Company Health and Safety Policy are detailed to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and third parties.

The Company will provide a means of reference to legislation, guidance, information, instruction, training, risk assessments and safe systems of work relevant to our undertakings.

Sufficient funds will be allocated to each project undertaken to provide for adequate health, safety and welfare controls.

Medical examinations and health surveillance will be undertaken as required in accordance with specific statutory requirements.

All employees will be made aware of the procedures for dealing with assessed risks including protection of machinery, statutory and periodic inspection and maintenance of plant and equipment, fire prevention and good housekeeping.

The Company will review through the services of competent personnel, hazards and risks associated with its operations in relation to current and new legislation and any subsequent amendments.

The Company will make suitable and sufficient assessments of the risks to the health and safety of employees and third parties who may be affected by the operations. Where necessary, this information will be communicated to Clients, Planning Supervisors, Principal Contractors and other sub-contractors.

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations 2015 are met. We will satisfy ourselves that any contractors or designers we engage are competent and adequately resourced. We will ensure co-operation and co-ordination between all members of the project team. We will plan, manage and monitor construction work to ensure work is carried out safely. We will provide information to the relevant parties about risks to others created by our work.

Where we are the principal contractor we will develop the construction phase health and safety plan and liaise closely with the Principal Designer. Where we are not the principal contractor we will co-operate and provide relevant information about our activities to the principal contractor and with any relevant rules in the health and safety plan. We will inform the principal contractor of any accidents and dangerous occurrences and provide information for the health and safety file.

All employees will be informed of hazards which may arise relevant to their work or duties, and, where necessary, be given suitable training and instruction to enable them to carry out those duties efficiently and without risk to their health and safety.

Adequate arrangements and information will be made available for the safe use, handling, storage and transport of articles and substances used at work.

Safe systems of work will be developed and operated to protect persons, plant, equipment and property from being exposed to assessed hazards and associated risks in the course of operations being carried out.

The Company will plan, control and carry out those operations in such a manner that the chance of an unplanned event occurring is reduced to a minimum.

Employees will be provided, where necessary, with personal protective equipment for the safe execution of their work. The Company shall, so far as is reasonably practicable, ensure that employees wear and use the personal protective equipment provided.

Where new equipment is purchased or hired the Company will ensure that it is compliant with relevant legislative requirements.

Where new materials or processes are to be used they will be formally assessed for hazards and risk potential, and safe systems of work developed.

The Company will develop appropriate emergency procedures where necessary. Where Company operations are carried out on third party premises or sites, we will co-operate with the occupier/client in adopting the local procedures.

At Company premises relevant fire procedures will be displayed and drills periodically undertaken.

First aid arrangements will be developed at all Company and third party premises and adequate numbers of trained first aid personnel with related equipment will be available.

The Company will ensure that adequate welfare facilities are provided and maintained. When the Company operates on third party premises and facilities are not shared with Clients and third parties, facilities will be provided and maintained.

All accidents, incidents and dangerous occurrences will be reported and recorded. Periodic analysis of these reports will be undertaken to identify potential areas of weakness and action taken to improve health and safety standards and minimise the risk of reoccurrence. Where the Company consider it appropriate, near misses will be fully investigated. All lost time accidents and dangerous occurrences will be reported to the relevant statutory authority.

The Company will ensure that mechanisms are available for consultation with employees on matters affecting health and safety. The Health and Safety policy is reissued annually to all employees.

All new employees will receive an induction to ensure that they are aware of the health and safety aspects of the work being undertaken.

The Company Health and Safety Policy Statement will be displayed at all Company premises and work sites.

As appropriate to work activities, toolbox talks will be developed and periodically given to employees.

The effectiveness of the Company Health and Safety Policy will be monitored by competent personnel who will audit Company premises and work site activities.

The requirements for training of employees will be identified and appropriate training undertaken.

It is accepted that the Company Health and Safety Procedures do not override the necessity of complying with customer specific requirements. In the event of conflict, it may be necessary to negotiate and agree special conditions with the customer.

The Health and Safety Policy will be revised as and when necessary and in line with new or amended legislation and reviewed annually. Communications of any such changes will be made to all employees.

The Safety Director is ultimately responsible for the health and safety performance of the Company.

Implementation

Procedures and Hazard Control

The Company has responsibilities laid down by law, which it accepts and all Management must play their part in giving proper attention to organising and arranging work to avoid accidents, injuries and ill health to employees. Standards and procedures are laid down not only in law but also by the Company and they must be followed at all times.

Codes of Practices and Procedures

The Company has codes of practices and procedures to support its statutory duties and these are to be followed at all times.

Communication and Consultation

The Company will consult and communicate with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with employees via regular safety meetings, tool box talks, emails and memos.

Construction (Design and Management) 2015

Arrangements are in place to ensure the competency of any contractors or designers engaged and that they have adequate resources available with regard to health and safety. The company will ensure:

- Co-operation and Co-ordination takes place between all members of the project team.
- Construction work is planned, managed and monitored to ensure work is carried out safely.
- Arrangements are in place for controlling risks during construction work and method statements are prepared where deemed necessary.
- Information is distributed to all relevant parties about the risks created by our works.
- Ensure all workers have site specific inductions, and any other training they need.
- Ensure welfare facilities are provided from the start and maintained throughout the construction phase.
- Relevant information is provided to the CDM Contractor when requested.
- Where we are the principal contractor the construction phase health and safety plan is developed in good time.
- Where we are not the principal contractor procedures are in place to co-operate with the principal contractor.

Plant Inspections

We try to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. The workforce is provided with suitable and sufficient information and training to enable them to use work equipment safely. They must not use equipment unless they have been properly trained in its use, including any safety related devices and guarding.

Staff have been given responsibility for ensuring that equipment issued to or used by them is maintained in good order. They have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced.

Where we use equipment, such as pressure vessels and lifting equipment, which requires statutory examination at specified frequencies we make the required arrangements.

All equipment used is logged and copies of inspections and maintenance records are held. Training records are kept on the training matrix.

Accident Investigation Procedures

Arrangements exist within the Company for the investigation and reporting of accidents with regular inspections of work areas which are considered to be of high potential risk to health and safety. Management and Supervisors will be responsible for these investigations.

Fire Procedures

It is the Company's Policy to take account of fire hazards in the work place. All employees have a duty to conduct their operations in such a way as to minimise risk of fire. This involves compliance with the no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Action to be taken upon discovering a fire:

- Do not try to tackle it yourself (unless you are trained to do so)
- Activate the nearest fire alarm
- Leave the building by the nearest fire exit and proceed to the meeting point
- Do not re-enter the building for any purpose until the all clear has been given

Action upon hearing the fire alarm:

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the meeting point and await instructions
- Do not leave the meeting point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given

First Aid

Management and Supervision shall ensure the provision of adequate first aid facilities, which will comprise of first aid kit(s) and trained first aiders, appropriate to the size of the work force. If the first aid facilities are provided by the site occupier, then the site Supervisor shall ensure that all employees under his control are aware of the arrangements and its location.

Personal Protective Equipment

Protective equipment is made available and issued on a personal basis as specified under the statutory requirement. The wearing and use of mandatory personal protective equipment forms part of the terms and conditions of employment of each employee and therefore it is a condition of employment that all employees wear and use it in the designated mandatory areas.

Hazardous Substance Safety (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Director, in line with the Control of Substances Hazardous to Health regulations (COSHH). Alternative, less harmful substances will be used wherever possible.

Assessments will consider storage, handling, use, exposure, PPE requirements, workers health and emergency actions. Supervisors will brief staff on any hazard or substance precautions with written record being located in the Contract File.

An inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the selection of suitable equipment to assist in the operation
- The selection of persons to carry out handling or lifting tasks will be based on the training given, age, physique etc.

Noise at Work

Noise levels will be measured and every reasonably practical approach to reducing noise levels to a lower level will be implemented. Where there is still risk remaining, hearing protection will be provided and employees given information, instruction and training in its correct use, maintenance and disposal.

Work at Height

We have made arrangements to protect the health, safety and welfare of our staff and others against the risks involved in working at height. Wherever possible we avoid work at height. When it cannot be avoided, we consider the risk to our workforce ensuring that we train and instruct them to adequately plan and carry out the work in a safe manner.

Vibration

In order to protect employees against the hazards of hand/arm and whole body vibration, the company will establish standards and procedures to control these hazards adequately and educate staff to comply with them. When purchasing equipment, adequate consideration will be given to the question of vibration.

Asbestos

Heat Works Ltd office (Oxford Court) was completely refurbished in 2008 and there is no asbestos on site.

When staff are working on customer premises, before work begins, they are trained to ask for the asbestos register. If one cannot be produced, then work should not begin. All staff has received asbestos awareness training. Should any member of staff not be sure then they need to obtain advice from the Contract Manager.

Control of Contractors

It is Heatworks Ltd's policy not to use sub contractors as most activities are done in house. However, should we need to use sub contractors this must be kept to a minimum and always check if the work can be carried out in house. Heatworks Ltd staff issuing work to contractors must ensure that the working environment will be safe and without risk to health and provide such information, instruction, training and supervision (as necessary) to ensure the safety of the contractors and members of staff who may be affected by their activities. Contractors must reciprocate by employing safe working practices to ensure that their activities do not give rise to risks to their own or anyone else's health and safety.

Contractors and sub-contractors working in areas under the direct control of the Company are required to comply with and observe all statutory obligations and requirements applicable in the circumstances and adhere to all Company Health and Safety Codes of Practices and Procedures.

Visitors

Visitors to the Company's premises/sites during working hours are not allowed to enter work areas of high risks unaccompanied and must wear sensible clothing and footwear suitable for use. Additional protective equipment will be provided where necessary and must be worn.

Training

The Management provide resources and finances for training of all personnel. Training needs are identified by Line Managers or the Office Manager before training requests are made to Management.

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work regulations.

Training will be provided in the following situations:

- Induction training for all new employees
- The introduction or modification of new/existing tools or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided by the Company will be formally recorded with a hard copy kept on file.

Drugs and Alcohol

This policy is intended to ensure that employees do not attend work whilst their safety awareness and general capabilities are impaired by the effects of drugs, alcohol or prescription drugs and stated the penalties that the Company will impose in these cases. The full statement of the Drugs and Alcohol Policy can be found in the Company Staff Handbook.

Display Screen Equipment

Some employees are users of display screen equipment. We provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it. All display screen users complete a Self-Assessment Questionnaire. Where these identify issues we work to resolve them or seek further advice. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

Occupational Road Safety

We ensure the safety of our employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this we ensure only authorised and appropriately licensed drivers, use vehicles for work purposes. We also ensure that all vehicles are adequately insured, inspected and maintained.

Communication with employees and contractors who do not have English as their first language

We recognise that there may be occasions when we employ workers or contractors who do not have English as their first language and that this may adversely affect the Health, Safety and Welfare of the employee, contractor and or others affected by their actions.

Where we employ a non-English speaking worker to undertake work for or on our behalf, an assessment will be completed to determine their level of understanding of the English Language and their ability to follow written / spoken instructions.

In many cases the level of understanding will be no different from other employees and no further action will be required.

In cases where there is a limited level of understanding of the English Language managers must ensure suitable additional controls are in place to ensure that the employee / contractor can undertake their duties without exposing themselves and or others to undue risk.

Managers should consider:-

Information, instruction, training and supervision

Does the employee / contractor understand the information, instruction and training they have received? Managers should ask additional questions to satisfy themselves that the employee / contractor fully understood.

It may be that additional supervision is required to ensure that the employee / contractor carries out their duties as intended.

Risks identified

Not understanding written or verbal instructions, e.g. how equipment works or warnings will increase the risk associated with workplace hazards. Managers must be clear about the increased level of risk when risk assessing works to undertaken by none English speaking employees / contractors.

Additional control measures to reduce the risk of accident, injury or illness may include:-

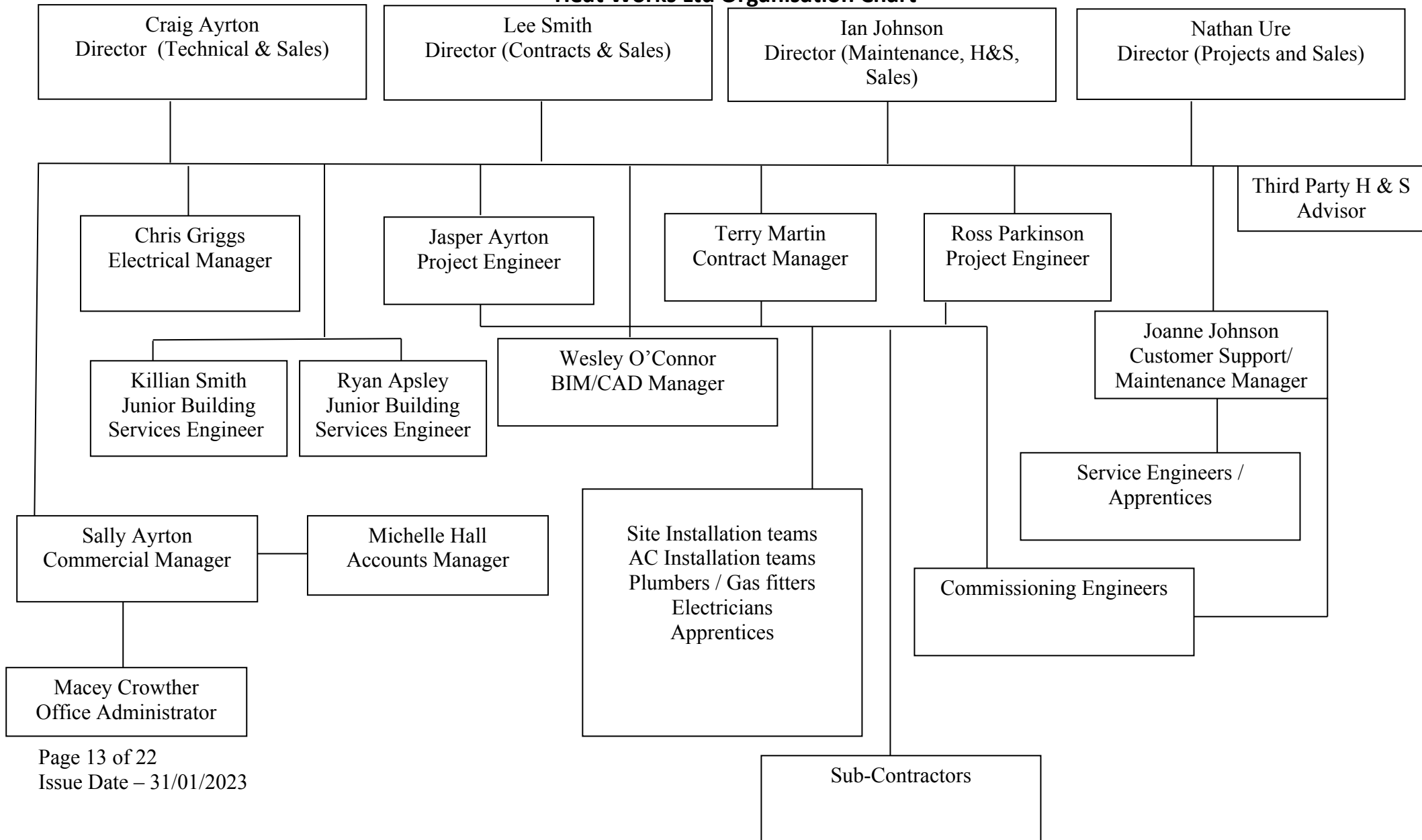
Buddy system

Where other employees share a common language it may be practicable to buddy the non-English speaking worker with a worker who has a good understanding of English.

The Buddy must be competent to undertake the task and be fully conversant with the risks so that they can pass on accurate information to the non-English speaker.

When selecting a Buddy care must be taken to select a person with a positive attitude towards Health and Safety to ensure that the correct information is passed on in a positive manner.

Heat Works Ltd Organisation Chart



4. **Duties and Responsibility**

4.1. Duties of the Director with Responsibility for Health and Safety

NB Here after referred to as the Safety Director.

In addition to his general Directors duties the Safety Director shall have additional responsibilities for;-

Providing a Company statement on any issue of health and safety that requires a formal statement.

Ensuring the requirements of CDM 2015 are met.

Ensuring he is informed of and agrees with any correspondence to/from the Health and safety Executive.

Having regular meetings with the Company's Health and Safety Advisor and the relevant Managers or Supervisors with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on health and safety issues.

Liaising with the Company's Health and Safety Advisers and taking charge of problems which cannot be resolved at site level, especially with regards to control of sub-contractors.

Ensuring the Board are informed of any major health and safety issues affecting, or likely to affect, the Company, and, through the Board, promote a pro-active approach to positive health and safety and risk management.

Ensuring there is adequate health and safety advice and awareness at all levels of the Company.

Ensuring all employees are made aware of the Company's Health and Safety Policy and they receive adequate training and consultation to enable them to satisfy their roles and this Safety Policy.

Setting a good personal example at all times.

4.2. Duties of Directors

Directors shall:

Have an understanding of the Company Health and Safety Policy and the responsibilities of each level of personnel. Ensure that administration of the Policy is carried out by appointing senior members of staff and ensure that it is brought to the attention of all employees under their control.

Ensure that all employees directly under their charge are aware of their responsibilities with regard to the Company Safety Policy and their obligations for safe working.

If the absence or vacancy of a Manager or Supervisor etc. exists, suitably deal with unperformed responsibilities, or delegate, in writing, to other persons under their control, to ensure that all requirements of the Company Safety Policy are at all times being adequately fulfilled.

Ensure that competent persons are employed to assist the Employer in carrying out his statutory responsibilities.

Set Company Policy and direction.

Develop Health and Safety strategies and Company objectives and ensure CDM 2015 regulations are met.

Review Company performance.

Ensure that responsibilities are correctly assigned within the Company.

Ensure that adequate resources are made available.

Ensure that the necessary insurance policies are in place

Ensure that Managers are adequately trained and capable.

Ensure the effective implementation of the Company Safety Policy.

Review the effectiveness of the Policy.

Ensure the Safety Director is informed of progress and developments.

Carry out audits of their areas of responsibilities/organise audits to be carried out.

Take appropriate disciplinary action against any employee who fails to discharge their responsibilities relating to health and safety matters.

Ensure that suitable and sufficient plant and equipment are made available to satisfactorily fulfil all tasks and contracts and make certain that procedures exist for servicing and maintaining the plant and equipment.

Monitor the arrangements in place for maintaining effective channels of communication and consultation in order that information concerning health, safety and welfare matters is communicated to Heat Works Ltd employees.

Show personal involvement and set a good personal example at all times.

4.3. Duties of Contracts Managers

The duties of the Contracts Manager or persons in control of the site are to:-

Understand the Company Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction and tool box talks as necessary.

Ensure adequate welfare facilities are available for employees working on site.

Have adequate knowledge of, and observe the requirements of, relevant legislation including CDM 2015 and Codes of Practise; ensuring all statutory registers and records are maintained and that the persons under their control are adequately trained to enable them to carry out their duties.

Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting 'best working practise' approach is used for high risk activities.

Assist in the investigation of accidents and ensure that all accidents are reported.

Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment trained first aiders or appointed persons, and that procedures to be followed in an emergency are all in place.

In planning site layout and work, make adequate provision for welfare facilities. Organise the site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and out of site hours. Encourage employees to be pro-active in developing a positive approach to health and safety performance.

Carry out (or arrange for others to carry out) site induction talks for new arrivals onto site.

Ensure any accident/incident is reported in accordance with Company Policy.

Setting a good personal example at all times.

4.4. Duties of Contracts/Service Supervisor (and other persons in control of the site)

Contracts/Service Supervisors shall:

Ensure that employees are adequately trained, instructed and informed.

Provide a suitable level of supervision.

Understand the Company Policy and procedures.

Have a working knowledge of appropriate Codes of Practice, British and International Standards and industry guidance affecting their work.

Where applicable, during the design process, assess the risks to the health and safety of employees, third parties and others who may be affected during the construction, maintenance, modification or dismantling process.

Allocate work in accordance with the employees level of training and competence.

Ensure that defective equipment is taken out of use and reported.

Inform employees of their responsibilities.

Encourage employees to report defects and suggest improvements.

Ensure that correct work procedures are adhered to.

Carry out regular inspections of the workplace to ensure, so far as is reasonably practicable, that employees are not exposed to any hazardous substance or environment.

Report accidents and near misses.

Ensure employees do not use plant or equipment until they have been given training.

Ensure that suitable and sufficient risk assessments are conducted prior to the commencement of any task and communicated.

Ensure that all tasks are conducted in accordance with the relevant risk assessments and method statements.

Ensure that all employees are issued with and wear relevant suitable personal protective equipment and have a suitable place to keep it..

Ensure all tools, plant and equipment are in a safe condition whether hired or purchased.

Take appropriate disciplinary action against any employee who fails to discharge their responsibilities relating to health and safety matters.

Make regular safety inspections of the workplace with employees to ensure working conditions and practices are maintained.

Show personal involvement and set a good personal example at all times.

4.5. **Duties of the Designers**

The duties of the Designers are to:-

Be familiar with the Company's Health and Safety Policy and relevant legislation relating to their work.

Make themselves familiar with best practice techniques in design process philosophy by "designing out" hazards.

Have an understanding of the principals of the Construction (Design and Management) Regulations 2015 applicable to their design responsibilities.

Set a good personal example at all times.

4.6. Duties of the Office Manager

The duties of the Office Manager are to:-

Understand the Company's Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new employees and temporary employees, through induction talks.

Have adequate knowledge of the relevant legislation and ensure that persons under their control are adequately trained to enable them to carry out their duties.

Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and those procedures to be followed in an emergency are all in place.

Ensure that adequate arrangements are made for employees using VDU equipment with regards to work stations, rest periods etc.

Ensure that all required health and safety training and Portable Appliance Testing is planned.

Ensure that adequate arrangements are made for the provision for welfare facilities.

Carry out (or arrange for others to carry out) induction talks for new or temporary employees.

Ensure any accident/incident is reported in accordance with Company Policy.

Setting a good personal example at all times.

4.7. Duties of Site Engineers and Fitters

Site Engineers and Fitters shall:

Have an understanding of the Company Health and Policy and procedures and ensure that work is carried out in accordance with it and with appropriate method statements.

Have a working knowledge of appropriate Codes of Practice, British and International Standards, and industry guidance affecting the work for which they are responsible and ensure employees under their charge observe them.

Before use, ensure that all tools, plant and equipment are fully serviceable, safe and guarded as necessary; any defective items will be removed from service and defects reported to Management.

Give clear instructions incorporating safety aspects and ensure that they are obeyed.

Work in a safe manner at all times, avoid taking unnecessary risks and avoid improvisation which entails risks. Ensure personnel under their charge do not take risks.

Do not allow any personnel under their charge to use tools, plant or equipment for which they have not been trained.

Ensure all personnel under their charge are shown safe working methods and that the safe working methods are followed.

Ensure personnel under the age of eighteen do not use any item of plant or equipment unless they have been trained and are under direct supervision.

Ensure that employees are issued with and wear appropriate items of personal protective equipment as necessary.

Report all accidents immediately to Management and ensure accidents are entered in the accident book.

Set a good personal example at all times.

4.8. Duties of All Staff including Apprentices

The Health and Safety At Work etc. Act 1974 requires all employees and self employed persons to take reasonable care of himself and others who may be affected by his acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties.

In particular site staff and operatives can assist by :-

Taking a pro-active role in assessing the Company's health and safety performance and suggesting ways (via Manager or the Safety Committee) in which improvement can be made.

Using of the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear etc) if required for the job.

Keeping personal tools and equipment in good condition.

Reporting all defects in plant, equipment, together with any unsafe acts to their immediate Supervisor.

Not operating any plant or carry out any task for which they have not been trained or are unfamiliar.

Feeling capable of conducting the task in which they are involved; if they have any doubt they should inform their immediate Supervisor.

Setting a good personal example at all times.

Not interfering with anything that might endanger themselves or others.

DO NOT TAKE CHANCES.

4.9. Duties of the Company's Health and Safety Advisers

The duties of the Company's Health and Safety advisers are:-

To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. At all times they must be prepared to assist Management in what ever they can with regards to health and safety.

To encourage a pro-active approach to health and safety matters and a positive attitude to risk management functions.

To assist the Safety Director, they should submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assist in setting objectives for the next period.

If, in their opinion, they are confronted with a risk of imminent danger to life or serious injury or damage, then they should take whatever action they consider necessary and report the occurrence and action taken to the Site Manager and, if need be, the Safety Director.

Setting a good personal example at all times.

Last Reviewed 31/01/2023

Ian Johnson, Director
Lee Smith, Director
Craig Ayrton, Director
Nathan Ure, Director