

## **RESPONSIBILITIES**

### **Managing Director**

The Managing Director will have overall responsibility for the implementation of the Company Health, Safety & Environmental Policy and will be responsible for ensuring that adequate resources are provided to enable the policy to be implemented.

In his absence, or in the absence of other responsible persons identified in the Organisation Chart, the responsibility for carrying out these duties will be taken on by the person so designated on the Organisation Chart

### **Directors**

All Directors are responsible, within their sphere of jurisdiction, for the implementation of the Company Health, Safety & Environmental Policy.

Directors duties include the following:

- Providing resources to enable the policy to be implemented.
- Ensuring responsibilities for health, safety and welfare are assigned, accepted and implemented at all levels.
- Providing adequate training and monitoring resources to ensure safe systems of work are correctly adhered to, and to implement the requirements of new legislation.

### **Managers and Supervisors**

Managers and Supervisors are responsible within the limits of their authority for the health, safety and welfare of persons under their control. Effective supervision plays a vital part in achieving the aims of the policy. A special responsibility for safe working rests with supervisory staff who possess the knowledge and experience to spot potential hazards.

Managers and Supervisors duties include the following:-

- Ensure a safe working environment is provided and maintained.
- Ensure that a safe means of access and egress is provided and maintained to every workplace.
- Ensure that maintenance and servicing of equipment is carried out, as required.
- Report all defects to their immediate superior.
- Receive reports from operatives of any incident which led or might have led to injury or damage and to investigate such reports with the object of preventing recurrence. Ensure such reports and recommendations are passed to their immediate superior.
- Ensure Company and local procedures are complied with.
- Identify and minimise unsafe acts or conditions.
- Ensure safety induction of all site visitors, as may be necessary.
- Supervise contractors and visitors, in order to ensure compliance with legislation, Company or local standards.
- Ensure personal protective and safety equipment is in good order and used as appropriate.

## **Site Operatives**

Each and every individual employee carries a personal responsibility under the Health and Safety at Work Act. Duties are imposed on all employees to take reasonable care for their own health and safety at work, to avoid placing others at risk and to co-operate in the steps which their employer must take to comply with the Act and to refrain from interfering or misusing anything provided in the interests of health and safety, and :-

- Shall make themselves familiar with and conform to the safety policy.
- Shall observe all safety rules and carry out their work in the manner in which they have been instructed and trained to do so.
- Shall wear appropriate safety equipment and use appropriate safety devices, ensuring that it is in good condition and report to their immediate supervisor any known defects.
- Shall report to their immediate supervisor any observed accidents and damage to property or equipment irrespective of whether persons are injured.
- Shall report to the person in charge of the accident book, all accidents to themselves whilst at work and sign the book stating that the entry made is correct.
- Shall report any hazards or unsafe conditions to their immediate supervisor.
- Shall keep the workplace in a safe and tidy manner.
- Shall refrain from any horseplay and misuse of facilities.
- If the safety aspect of a job which they have been asked to carry out gives cause for concern, or, if they feel that they do not possess the necessary skills or experience to carry out the work in a safe manner, then they must inform their immediate supervisor.

## **Clerical, Technical, Administrative and Office Personnel**

Each and every individual employee carries a personal responsibility under the Health and Safety at Work Act. Duties are imposed on all employees to take reasonable care for their own health and safety at work, to avoid placing others at risk and to co-operate in the steps which their employer must take to comply with the Act and to refrain from interfering or misusing anything provided in the interests of health and safety, and :-

- Shall make themselves familiar with and conform to the safety policy.
- Shall carry out their work in the manner in which they have been instructed to do so such that they do not place themselves or anyone else at risk.
- Keep their workplace in a safe and tidy condition, ensuring that access ways and doors are not obstructed.
- Report any defects in equipment to their immediate supervisor and under no circumstances attempt any makeshift repairs.
- Comply with Fire Fighting and Emergency Procedures applicable at the workplace.
- Report any accidents to their immediate supervisor and agree that the entry made in the accident book is correct.
- Ensure that any equipment which is provided in the interest of safety is not misused.

## **Health and Safety Adviser**

The Health and Safety Adviser will act as the competent person to assist the Management of the Company in carrying out their duties as required by the relevant statutory provisions (Management of Health and Safety at Work Regulations), and whose main duties are to:

- Advise on the formulation, production, monitoring and review of the Company Safety Policy.
- Liaise with the Directors and members of the Management to ensure implementation and monitoring of Health and Safety Procedures.
- Carry out regular safety inspections of workplaces and provide a written report to the Site Agent/Foreman, or Head of Department and also to the Managing Director or the senior member of the Management who is responsible for the safety of the workplace.
- Inform the Management of Health and Safety legislation and make recommendations for the implementation of such legislation.
- Investigate and record information on all accidents, dangerous occurrences and enforcement notices. Provide a written report to the Managing Director and relevant member of the Management who is responsible for workplace safety with regards to any Reportable Accident or Dangerous Occurrence.
- Assist the management in any dealings with the Health and Safety Executive and or other enforcing authorities.
- Assist in the compilation of Risk Assessments, Method Statements and the Construction Phase Plan where necessary.
- Advise on the production of a safety training programme and assist in its implementation.
- Shall be available for advice/consultation, on all matters relating to health, safety and welfare at work.

### **Contractors**

All Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is available on site while work is carried out.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site/premises.

When requested to do so Contractors must provide Risk Assessments and or Method Statements for the work which they are to carry out.

All plant or equipment brought onto site by Contractors must be safe and in good working condition, fitted with the necessary guards and safety devices and with any necessary certificates available for checking.

No power tools or equipment of greater voltage than 110 volts may be brought onto site, cordless equipment should be used whenever possible.

Any injury sustained or damage caused by Contractors employees must be reported to the Site Foreman.

This company has engaged a Safety Adviser, who as part of his duties carries out site safety inspections/audits and reports on Health and Safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.

Any material or substance that is brought on site or any operation that is carried out and which is considered to be hazardous to health, must be accompanied with the relevant COSHH Assessment. All such assessments must be given to the site foreman prior to any operation taking place.

Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc. is cleared as work proceeds.

**Any person** delegating responsibility for health, safety or welfare must ensure that;

- the recipient is competent to assume it
- clear instructions are given regarding the nature and extent of the responsibility
- adequate facilities exist (including status) for executing it
- the responsibility is properly discharged, and
- all legal requirements are adhered to.

Any person who finds that the delegated responsibility cannot be fully complied with must report this immediately to the delegator.

### **Construction Phase Plan**

A Construction Phase Plan will be prepared for all works which fall under the CDM Regulations 2015.

The Plan will be prepared by a member of the Senior Management. Assistance from the Safety Advisor and other members of the Management Team and other experts will be sought if deemed necessary.

The Plan will address the potential hazards as outlined by The Client and or Principal Designer, along with any others which the Management are aware of.

Contractors will be made aware of any relevant sections of the Construction Phase Plan during their Site Safety Induction Training.

The Working Supervisor will be responsible on a day to day basis for ensuring compliance with the Plan. Monitoring compliance with the Plan will be carried out throughout the Construction Phase by a member of the Senior Management and or a Director when they visit site and by the Safety Advisor during routine Safety Inspections.

As the Construction Phase progresses additional "in house" Method Statements/Risk Assessments may be added to the Plan, also any information which has been supplied by Contractors and which has a bearing on Health and Safety at Work.

### **Deputising Order**

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1. Managing Director
2. Group Managing Director
3. Chairman
4. Engineer / Construction Manager
5. Commercial Director