

# **COMPANY ARRANGEMENTS & RESPONSIBILITIES FOR OUR HEALTH & SAFETY POLICY**

## **ARRANGEMENTS FOR CARRYING OUT THE POLICY**

- Set the policy: identify hazards, assess risks, decide on precautions, put them in place and check that they are used.
- Organise staff so that they are involved and committed. Train, instruct and supervise. Ensure co-operation between individuals. Communicate verbally as well as in writing.
- Plan and set standards. Identify hazards, assess risks and decide how they can be eliminated or controlled. Comply with health and safety laws. Co-operate with main contractors and other trades.
- Measure performance: active monitoring before things go wrong by regular checks and inspections. Reactive monitoring: after things go wrong.
- Audit and review. Learn from mistakes and successes. Involve staff and act on findings.

## **ORGANISATIONAL RESPONSIBILITIES**

David Smith will:

- Monitor the effectiveness of the H&S policy and make revisions as necessary.
- Ensure all employees and sub-contractors are aware of the policy and understand individual duties.
- Report, analyse accidents / occurrences and ensure corrective action is taken.
- Ensure adequate arrangements are made for H&S training.

Employees and sub-contractors will:

- Ensure agreed methods of work are adhered to and implemented.
- Undertake their site work with minimum risk to health and safety.
- Ensure that storage of materials and substances are safe.
- Maintain a tidy site with safe access.
- Co-ordinate activities with other tradesmen to avoid danger.
- Utilise PPE.
- Report any accidents.
- Participate in the production of risk assessments.
- Ensure all plant and equipment is used correctly and safely.

This policy will be reviewed annually.

***David Smith***

23<sup>rd</sup> December 2008

Polarity Electrical Ltd

