

HEALTH & SAFETY POLICY STATEMENT

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of

Polarity Electrical Ltd

12 Struan Gardens, Ringwood, Hampshire, BH24 2EQ

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees and sub-contractors on matters affecting their health and safety.
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and causes of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Signed: **David Smith**

Date: 23rd December 2008.

Review date: December 2009

Responsibilities and risks arising from our work activities

- Overall and final responsibility for health and safety is that of David Smith.
- Day-to-day responsibility for ensuring this policy is put into practice is delegated to Project Electricians and Small Works Electricians.
- To ensure health and safety standards are maintained / improved, responsibility is divided as follows:
 1. Produce project specific risk assessment – David Smith. This will be issued to Project Electrician for implementation.
 2. Review risk assessment before commencement of any task in view of a working site being an ever-changing environment – Project Electrician. Any new risks identified to be reported to David Smith for assessment.
 3. Produce generic risk assessment for small works – David Smith.
 4. Review generic risk assessment before commencement of a small works job – Small Works Electrician. Any new risks identified to be reported to David Smith for assessment.
- All employees and sub-contractors have to:
 1. Co-operate with supervisors and managers on health and safety matters
 2. Not interfere with anything provided to safeguarded their health and safety.
 3. Take reasonable care of their own health and safety.
 4. Report all health and safety concerns to David Smith.

Consultation with employees and sub-contractors

- This will be undertaken directly by David Smith

Safe plant and equipment

- Project and Small Works Electricians will be responsible for identifying all equipment / plant needing maintenance.
- David Smith will be responsible for ensuring effective maintenance procedures.
- David Smith will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant / equipment should be reported to David Smith.
- David Smith will check that new plant / equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- Project and Small Works Electricians will be responsible for identifying all substances, which need a COSHH assessment.
- David Smith will be responsible for undertaking COSHH assessments.
- Project and Small Works Electricians will be responsible for ensuring that all actions identified in the assessments are implemented.
- David Smith will be responsible for ensuring that all relevant employees and sub-contractors are informed about the COSHH assessments.
- David Smith will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- Health and safety information is distributed directly to employees and sub-contractors.
- Health and safety advice is available from David Smith initially and if required from the Hascom Network Tel 023 8023 4446.
- Supervision of young workers / trainees will be undertaken by Project and Small Works Electricians and monitored by David Smith.
- David Smith is responsible for ensuring that our employees working at locations under the control of other employers are given relevant information.

Competency for tasks and training

- Induction training will be provided for all employees by David Smith
- All employees will be issued with a copy of the JIB 'Code of Good Practice Health and Safety at Work for the Electrical Contracting Industry'
- All employees will undertake a written multiple-choice assessment to verify their understanding of the above JIB code of good practice.
- Job specific training will be provided by Project and Small Works Electricians
- Training will be identified, arranged, monitored and records kept by David Smith

Accidents, first aid and work-related ill health

- Electrical contracting is not normally an unhealthy occupation but some site operations can be seriously and permanently injurious to health unless proper precautions are taken
- These include: dust, man-made mineral fibre, asbestos, adhesives, compressed air, fumes, electrocution, confined spaces, working alone, working at heights, falling objects, trips, noise, dermatitis, lifting and handling
- Employees and sub-contractors are reminded of their duty to take reasonable care to ensure that they do not endanger themselves or anyone else during their work activities and to co-operate with site managers
- Health surveillance, if required, will be arranged and recorded by David Smith
- First-aid arrangements are a shared facilities agreement with main contractors and premises site managers
- All accidents and cases of work-related ill health are to be recorded in the accident book kept by David Smith
- David Smith is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will undertake spot check visits and investigate accidents to ascertain why it happened and what lessons can be learned
- David Smith is responsible for investigating accidents and work-related causes of sickness absences and instigating action to prevent a recurrence

Emergency procedures – fire and evacuation

- Employees working environment is construction sites and customers premises and therefore must comply with on site rules and procedures

Some key areas of risk

- These include: dust, man-made mineral fibre, asbestos, adhesives, chemicals, stress, display screen equipment, fire, machinery, compressed air, fumes, electrocution, confined spaces, working alone, working at heights, falling objects, trips, noise, dermatitis, lifting and handling

