

# **DINES ELECTRICAL CONTRACTORS LTD**

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## **Health and Safety Policy**

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Revised 28<sup>th</sup> September 2020

## DINES ELECTRICAL CONTRACTORS LTD

The Company's commitment to quality ranks equal in importance to Health and Safety and all other company objectives

Successful Health and Safety can only be achieved through co-operative effort at all levels in the organization.

Concern for Health & Safety has my full support.

Please study this document carefully.

A handwritten signature in dark ink, appearing to read 'L. Dines', is positioned above a horizontal line.

Signed: Lee Dines-Director

Date: 28<sup>th</sup> September 2020

## INTRODUCTION

The Health and Safety at Work Act 1974 (HSWA) places a duty on the Company to prepare and revise as appropriate a written statement of general policy on the Health and Safety at work of its employees and the organisation and arrangements in force for carrying out that policy.

The statement and any revision shall be brought to the notice of the employees.

The Health & Safety Policy is the direct concern of all employees and management is accountable to the Board for its implementation.

### 1.0 POLICY STATEMENT

The Company recognizes its Health and Safety duties under the Health and Safety at Work Act 1974 and associated regulations made under the Act.

The Company has appointed a Director to review and keep up to date the Company's Health and Safety Policy and to liaise with the HSE as necessary.

The Company has a system for reporting of accidents, diseases, and dangerous occurrences to the relevant enforcing authority.

The Company will so far as is reasonable practicable: -

- Provide and maintain an safe place of work, a safe system of work, safe appliances for work and a safe and healthy environment; and

- Provide such information and instruction as may be necessary to ensure the health and safety of its' employees and to promote awareness and understanding of Health and Safety.

Written procedures and monitoring systems are provided to achieve this goal.

All employees of the Company agree, as a term of their contract of employment to take reasonable care for the Health and Safety of themselves and those who may be affected by their acts or omissions. They will co-operate with their employer to enable their employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties can lead to instant dismissal.

Responsibility for Health and Safety lies with the Managing Director and Board of Directors of the Company. This responsibility is delegated to line management and supervisors in accordance with the usual chain of duties.

The Company recognizes its duty of care to the general public and all lawful visitors to the Company's premises and those areas under its control, and others who may be affected by its undertakings. Persons who fail to take reasonable precautions for their own Health and Safety will be regarded as a breach of Company Policy, which will entitle the Company to take the appropriate measures.

This Policy has been prepared in accordance with the Health and Safety at Work Act 1974 and binds all directors, managers, and employees in the interest of employees and customers.

We request that our customers and visitors respect our commitment to Health and Safety and this policy, a copy of which can be obtained on demand.

This policy will be regularly monitored to ensure that the objectives are achieved. It shall be reviewed and if necessary revised in the light of new hazards, organisational or legislative changes.

A handwritten signature in blue ink, appearing to read 'L. Dines', is positioned above a horizontal line.

Signed:

Lee Dines-Director responsible for Health & Safety

Date: 28<sup>th</sup> September 2020

## 2.0 ORGANISATION

For each division of the group a Director has been appointed who is responsible for Health & Safety.

Divisional Directors shall report to the Director responsible for Health & Safety who shall in turn report to the Board of Directors on matters that require their attention.

All levels of management have a line responsibility to ensure that the Companies safety policy and procedures are adhered too.

On site supervisors shall assisted management by ensuring a safe site is maintained.

Managers shall ensure that at each office and every site employees observe the Companies safety policy and procedures. Particularly attention shall be given to the young and new starters.

Supervisors shall promote and encourage safety awareness in employees and sub-contractors under their control.

Prior to the commencement of any works management shall carry out a suitable and sufficient risk assessment. Where hazards are identified a safe system of work shall be designed, made in writing and communicated to those required to implement the work. Copies of and risk assessment and safe system of work shall be signed and retained on site.

An elected employee safety representative shall assist in the implementation of this Policy within the terms of reference and in accordance with the regulations.

The Company Safety Advisor shall advise management on all matters regarding safety, welfare and training. The implementation of the Companies policy and procedures by management shall be audit by the Safety Advisor.

### 3.0 RESPONSIBILITIES

The implementation of the Companies Health & Safety Policy and Procedures is a management function with advice and support provided by the Companies Health & Safety Advisor.

#### 3.1 Health & Safety Director

The Board of Directors has appointed a director with responsibility for Health & Safety.

His role shall include: -

Ensuring that the Company Policy is brought to the attention of all its employees.

Reprimand any employee failing to discharge satisfactorily their responsibilities allocated to them.

To promote a safety culture and awareness throughout the Company at all levels.

Notify the Board of Directors of any changes to the Companies safety policy or procedures and report annually on aspects of health & safety performance.

#### 3.2 Directors / Senior Management

Understand the Companies safety policy and ensure its implementation by all employees within their area of control.

Take into account all measures necessary to ensure the safety of all employees and contractors while submitting tenders. During the planning stage ensure adequate provision and arrangements are made for welfare, first aid, PPE and other items designed for accident loss and prevention.

Assess the training requirements of employees with regard to the works to be carried out.

Inform the Safety Advisor on the appointment of all large contracts or where serious hazard may exist or have been identified.

Only those Companies or Agencies from an approved list may be appointed on behalf of the Company. They shall be made aware of their obligations and duties, both statutory and to the Company. They shall co-operate and co-ordinate any aspect with regard to Health & Safety through management.

Lead by Example.

### 3.3 Contract Managers, Project Management and Project Engineers

Understand the Companies safety policy and ensure its implementation by all employees within their area of control.

Plan work to minimum risk to employees and others that may be affected by the Companies actions.

Issue written instruction while setting out the method of work. Monitor the performance of contractors employed in high-risk activities, working to agreed Method Statements.

Accompany the Enforcing Inspector on any inspection and act upon his/her recommendations. Notify Senior Management by the quickest practicable means following the issue of any Notice.

Ensure that any issues raised by the Safety Advisor during an audit are acted upon within the agreed program.

Reprimand any employee or sub-contractor failing to discharge satisfactorily their responsibilities allocated to them.

Persons appointed to implement Company Testing and Commissioning Procedures must be made in writing by Senior Management.

Ensure that all supervisors and operatives are aware of their responsibilities to work safely and are not permitted or required to take unnecessary risks.

Plan and maintain a tidy workplace.

Ensure that all reasonable steps are taken to co-operate and co-ordinate the companies undertakings with others sharing the workplace to make sure their respective obligations are met.

Where hazards are identified a safe system of work shall be designed, made in writing and communicated to those required to implement the work. Copies of the risk assessment and safe system of work shall be signed and retained on site.

Ensure that all new employees and visitors receive induction training and are made aware of their personal responsibilities under Section 7 and 8 of the Health & Safety at Work Act 1974.

Where required a suitable and sufficient COSHH and Manual Handling assessment shall be carried out.

The performance of agency labour and sub-contractors shall be assessed with each project and a report submitted to Senior Management.

Lead by Example.

### 3.4 Safety Advisor

Monitor the implementation of the Company Health & Safety Policy and Procedures by Management and report to the Director responsibly for Health & Safety.

Advise management on matters relating to health and safety, including accident and loss prevention.

Communicate any relevant changes to Regulations, ACOP, COP and guidance to management.

Provide or arrange training for all employees were required and those identified by management.

To audit and inspect all place of work where company personnel or sub-contractors are employed. Any contraventions shall be reported to management and a timetable agreed for improvement.

Conduct accident investigations and ensure that the procedures required under RIDDOR are complied with.

Improve health & safety by promoting and encouraging safety awareness throughout the Company.

### 3.5 Supervisors and Foremen

Understand the Companies safety policy and ensure its implementation by all employees and contractors within their area of control.

Supervisors and foremen shall be trained to ensure that work under their control is undertaking safely.

Ensure that all accidents and dangerous occurrences are promptly reported in accordance with Company Procedure.

All site hazards are communicated to employees under their control; particularly attention should be paid to the young and new on site.

Maintain a clean tidy site and ensure suitable arrangements are made for lighting, sanitation and welfare. Where these facilities are to be provided by others under a written agreement, notification of any defects shall be made in writing.

Reprimand any employee or sub-contractor failing to consider the wellbeing of themselves and others around them.

Ensure that any powered plant is not operated by an unauthorised or under age person.

Remove from service any plant or tool with a defect and arrange for its repair or removal from site for destruction.

Suggest ways of eliminating hazards and bring to the attention of management any improvements or additions that they feel should be made to the Company Procedures.

Promote and encourage safety awareness on your site(s).

### 3.6 Employees

All employees have a legal duty under Section 7 and 8 of the Health & Safety at Work Act 1974, to care of themselves and others who may be affected by their acts or omissions.

Report to your line manager, supervisor or foreman any accident or dangerous occurrence immediately.

Report to your line manager, supervisor or foreman any defective equipment, plant, tools or hazards.

Use any tool, equipment or PPE correctly and in accordance with the information, instruction or training provided.

Any person(s) found abusing welfare facilities, tools, equipment, plant or taking part in horseplay shall be removed from site or excluded from the office.

Comply with any risk assessment, safe system of work, method statement or Company Procedure. In any doubt regarding a safety procedure consult your supervisor or foreman.

### 3.7 Sub-Contractors

All appointed sub-contractors shall provide copies of their Health & Safety Policy and Procedures before commencement on-site. They shall comply with any directions or rules applicable to them regarding Health & Safety.

Dines Electrical Contractors Ltd shall assist the sub-contractor in any reasonably practicable way to facility safe working.

Where sub-contractors or their employees fail to comply with Health & Safety procedures they shall be excluded from site.

The sub-contractor shall provide copies of all risk assessments, safe system of work, method statements and permit to work procedures. Work shall not commence until one or more the above has been accepted by Dines Electrical Contractors Ltd in writing.

The sub-contractor shall not sub-let any part of the works to another sub-contractor or use agency labour without the written permission of an Dines Electrical Contractors Ltd Director.

#### 4.0 ARRANGEMENTS FOR HEALTH & SAFETY

##### 4.1 General

All areas of the workplace shall be cleaned, maintained and repaired as necessary. Access and egress to the workplace shall be kept clear at all times. Provision for Health Safety and Welfare shall be provided appropriate to the type of premises, number of employees and activity.

Management shall ensure that the requirements of the Management of Health & Safety at Work Regulations 1999 are complied with. They shall ensure that risk assessments for the task and workplace are implemented before work commences. This shall form part of the safe system of work (Company Procedure Method Statements)

The Company shall maintain a Health & Safety Manual for site management.

The Company shall comply with its legal requirements regarding Health & Safety to its employees and other who may be affected by its undertaking so far as is reasonable practicable.

##### 4.2 Plant / Machinery

Work equipment shall meet the requirements of the Provision and Use of Work Equipment Regulations 1998. All plant or machinery shall be inspected, maintained and cleaned in accordance with the manufacturer's recommendation by a competent person. Supervisors shall carry out regular tool inspection and remove items that fail to comply. The use of all equipment shall be in accordance with the information, instruction and training provided.

The Company's procedures regarding the testing and inspection shall be adhered to. All site plant such as ladders and steps etc shall be visually inspected daily.

New plant shall be selected to comply with the requirements and not be introduced into the workplace without examination or testing.

Hire plant will be subject to inspection and rejected if found to be faulty.

##### 4.3 Working at Height

The Construction (Health, Safety & Welfare) Regulations 1996 shall be adhered to. No person shall erect or dismantle a mobile tower unless the Company has approved them in writing. Unless authorised by management employees are not to use any scaffold provided for others until the Company has approved it.

All platforms shall display a test and inspection certificate.

#### 4.3 Substances (COSHH)

All substances which are hazard to health during use, storage, handling and transport shall be assessed or replaced with a safer alternative.

The Company has a database of substance approved for use; any new substance shall not be introduced into the workplace until a COSHH assessment has been carried. Following the assessment the item shall be placed on an approved list. Health surveillance shall be provided where identified by the assessment.

The Company is committed to finding safer alternatives to safe guard the health of its employees.

#### 4.4 Asbestos

The Company does not permit is employees to work with asbestos products. Where asbestos materials are present, adequate measures shall be taken to prevent exposure before work can commence.

#### 4.5 Electricity

All works shall be carried out in accordance with the Electricity at Work Regulations 1989. The IEE Wiring Regulations forms the bases for compliance with the Regulations. All electrical equipment and systems shall be tested in accordance with the IEE Regulations. All office portable appliances shall be tested every 2 years with site appliances tested subject to use at least every 12 months

The Company has a locking off procedure and permit to work system that shall be adhered too at all times.

The Company Procedure - Working with Electricity, outlines the requirements for working on low voltage or high voltage system etc.

#### 4.6 Training

Management shall identify the appropriate training needs of employees under their control taking into account their capabilities. This shall include induction; site/office safety awareness, new Company procedures, new equipment and those exposed to new hazards as identified by an assessment. The Company shall provide specific training (i.e. High Voltage Switching) as required by approved external services.

#### 4.7 Personal Protective Equipment (PPE)

Were required by legalisation or identified by a risk assessment PPE shall be provided. PPE shall be used, cleaned and maintained in accordance with the information, instruction and training provided before work commences. Where practicable safe systems of work shall be implemented to avoid the use of PPE.

#### 4.8 Emergencies / First Aid

At each site or premises appropriate procedures in accordance with statutory requirements shall be provided where employees for the Company are at work.

All fire systems shall be maintained, tested and kept free from obstruction inline with the fire assessment and Fire Regulations.

All employees are made aware of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The recording and reporting of incidents shall be in accordance with the Companies Reporting Procedures for Injuries, Diseases and Dangerous Occurrences

Personnel shall be trained in first aid to the appointed person level and first-aider standard as identified by the assessment. The name and location of the person(s) responsible for first aid and first aid box shall be clearly displayed at all locations.

#### 4.9 Consultation with Employees

Where more than 20 persons employed by the Company are at work and are elected employee representative shall be appointed to make representation regarding Health & Safety. For premises or sites of less than 20 persons they shall be provided with access to a local representative or direct to the employer.

#### 4.10 Information

The Company maintains a library of relevant Health & Safety Information and has access to an external agency. These publications are relevant to the Companies undertaking and are maintained by the Safety Advisor.

#### 4.11 Manual Handling

The Manual Handling Operations Regulations 1992 shall be complied with. The work shall be organised to prevent manual handling where possible, the use of mechanical equipment or alternative materials shall be used to avoid injury. An assessment shall be made with a view to avoiding manual handling.

#### 4.12 Display Screens

A trained person shall assess all workstations and display screen users and any recommendations shall be implemented. All users shall be permitted to an eye test and corrective devices if required.

#### 4.13 Drugs and Alcohol Abuse

Any person under the influence of alcohol on company or client's premises will be excluded.

Any person found under the influence or using illegal drugs will be subject to disciplinary action. Any person found dealing in illegal drugs shall be dealt with in accordance with Company Policy and may be reported to the enforcing authorities.

Any person taking drugs prescribed by a registered doctor or pharmacist shall inform the office manager.

#### 4.14 Smoking

All employees are subject to the requirements of local conditions regarding smoking; persons found not complying, will be subject to disciplinary action.

#### 4.15 Lone Working

An assessment shall be carried out to ensure that the activity can be achieved safely by one person unaccompanied. Consideration shall be given to the task, remoteness or isolation of the work place, communication, the possible nature of an injury from the task or other persons (violence).

Management is responsible for ensuring that lone working is assessed, organised, controlled and monitored.

#### 4.16 Agency Labour

Agency labour shall be obtained from an approved list from Companies that are assessed by the Company. They shall have been trained for the work activity, provide a JIB card for inspection and have tools and equipment for the work in compliance with legal requirements. They shall be given site induction training, informed of risks regarding Health & Safety identified by the assessment.

#### 4.17 Sub-Contractors

They shall be competent and provide information to demonstrate their compliance with the Health & Safety aspects applicable to their work. Their work shall be conducted to ensure it complies with the relevant legal standards and without risk to the Health & Safety of all parties. They shall co-operate and co-ordinate their activities through the Project Manager. Failure to carry out their works safely will result in the removal of individuals or the Company.

#### 4.17 Company Vehicles

All vehicles shall be maintained in accordance with legal requirements and the manufacturers handbook, regular check will be made by Supervisors to ensure that these requirements are complied with.

The use of mobile phones in company vehicles in motion are not allowed unless a “hands free” facility is provided.

#### 4.18 Vehicles on Site

All drivers and sub-contractors shall comply with the Company, Clients or Principal Contractors requirements. The Company, Clients or Principal Contractors reserve the right to search vehicles entering or leaving site.

#### 4.19 Young Persons

The Company recognises it has a greater responsibility to young persons who are inexperienced, have a lack of risk awareness, immature and are too ready to please. Each young person shall be placed under the direct supervision of a Supervisor.

A risk assessment shall be carried out by Management in accordance with the Management of Health & Safety at Work Regulations 1999, Regulation 19 before any young person commences work.

While on site young persons (16 – 18 yr. old) shall not operate any plant or equipment without direct supervision and specific training. Specific items of plant, equipment or vehicle may not be operated by person under 18 years old and without a certificate of training (CITB ticket).

Any children found or spotted on site shall be reported to management.

#### 4.20 Environment

The Companies Environmental policy outlines our commitment to the environment and the procedures for dealing with waste.

#### 4.21 Noise and Vibration

Steps shall be taken to reduce the noise or vibration likely to affect employees health as far is reasonable practicable.

Where the noise level exceeds 90dB(A) the wearing of hearing protection will be enforced and suitable and sufficient warning notices shall be displayed.

Tools subject to excessive vibration will be avoided and replaced with tools that have low vibration characteristics. Regular cleaning, maintenance and inspection routines will also be implemented as these may help to reduce the effects.

#### 4.22 Construction (Design & Management) Regulations 1994 (CDM)

When the Company is appointed Principal Contractor it shall develop the Health & Safety Plan from that commenced by the Planning Supervisor. All work shall be carried

out in accordance with the Plan, which is regularly reviewed and modified during the progress of the works.

When the Company is appointed as a contractor it shall provide information required by the Principal Contractor to comply with his duties.

All design work undertaken by the Company will be in compliance with Regulation 13.

#### 4.23 Lifting Operations

All lifting operations are subject to the Lifting Operations and Lifting Equipment Regulations 1996 and PUWER 1998.

The Company will ensure that: -

- Each operation is planned by a competent person
- The weight of the load is accurately known
- There are no obstructions
- The operation is supervised by a competent person
- The environmental conditions are correct for the lifting equipment, access and outriggers, etc.
- A method statement has been provided and approved before commencement, and is available on site
- All records of inspection, certification and thorough examination are available and current.
- The credentials of the operator, driver or banksman are valid

#### 4.24 Women Employees

All statutory requirements relating to women at work will be complied with including the Management of Health & Safety at Work Regulations 1999, Regulation 16, 17 and 18.

These include taking reasonable steps for the Health, Safety and Welfare for new and expectant mothers and their unborn child.

The risk arising from their work shall be assessed and appropriate preventative and control measures implemented. Expectant mothers work will be regularly assessed during the development of pregnancy to ensure that they can work safely and without risk.