



**PUBLIC SEWER SERVICES**  
**HEALTH & SAFETY**  
**POLICY STATEMENT**

It is the policy of the company, to promote the Health & Safety and Welfare working conditions for our employees in which the company can ensure, so far as reasonably practicable, the protection of our employees and other persons on site or who may visit our site or premises.

A committed Health & Safety approach by the Management & its Employees in carrying out their roles & duties by working safely will allow the company to achieve and maintain set standards and goals to improve the Health, Safety & Welfare of its employees, in the implementation of safety arrangements of this policy. I invite the co-operation of all Management & its Employees to achieve a standard of safety performance of which we can be the company can be proud.

Ensuring Health & Safety training is given to all staff will be fundamental in improving the reduction of accident or incident within the workforce.

Planning all works through risk assessments & method statements will so far as reasonably practicable reduce risk of injury to any employee or any other person affected by the any work activity undertaken by the company.

Consultation will be given to with employees on all health & safety arrangements or alterations that may affect the health, safety & welfare of employees in its Implementation.

Signed   
LEE FREEMAN  
Managing Director

Date: ...24.05.08.....

Review Date.....24.04.09.....



## **1. RESPONSIBILITIES - THE COMPANY**

The company has obligations under the Health and Safety at work etc. Act 1974 to ensure the health, safety and welfare of its employees at work, with particular reference to the provision of;

- To provide and maintain plant and equipment and safe systems of work that are without risk to health or injury to employees and others;
- To make arrangements for ensuring safety and absence of risks to health in connections with the use, handling, storage and transport of articles and substances;
- To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and others that may be effected by the working activity;
- To maintain any place of work under the companies control in a condition that is safe and without risks to health and to provide and maintain of access to and egress from it that are safe and without risks;
- To provide and maintain a working environment for employees that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- To provide such protective equipment as is necessary for the health safety and welfare of all employees;
- To ensure safe handling and use when working with substances.
- To encourage employees to have positive attitudes towards health and safety setting high standards that are achievable goals and ensuring these standards are maintained.
- To monitor health & safety within the company by consulting with employees and reviewing health & safety systems.
- To provide suitable and sufficient welfare facilities that are adequately maintained providing hot and cold running water and drinking water.

It also has similar obligations towards other persons who may be either on its premises or affected by its activities.



## **2. RESPONSIBILITIES - EMPLOYEES**

Employees have obligations under Health & Safety at Work Act 1974:

- To take reasonable care for themselves and other persons effected by their actions.
- To co-operate with their employer or any other person on whom duties exist under the Act.
- Not to interfere with or misuse any equipment that has been provided to protect the employee's health, safety & welfare.

## **3. RESPONSIBILITIES – DIRECTORS**

The Managing Director will have overall responsibility for Health & Safety by monitoring, reviewing and implementation of legislation, policies & procedures through the company by delegating duty, role and responsibility as required to competent persons.

Directors under the Health & Safety at work act 1974 (Section 2 & 3) and the Management of Health & safety at work regulations 1999 will provide:

- Strong leadership in delivering effective health & safety risk control within the company reducing risk of injury to any employee or person affected by any work activity undertaken by the company.
- Enforced individual attitudes, promoting good working practice by employees
- Effective arrangements for planning, organizing, controlling, monitoring and reviewing preventative and protective measures.
- A competent person will be appointed to help undertake and provide measures to provide information and guidance for the company to comply with the law.



- Provide employees with relevant information on the risks and protective measures on health & safety issues that may affect the employee in the working role.
- It is the responsibility of the directors to ensure management carry out their role & duties as policy and legislation dictates.
- Management has a responsibility to site inspect and ensure employees are working to company processes and procedures on all health & safety matters.
- The Managing Director will appoint a Competent person to advise on all health & safety issues regarding matters of legislation.

#### **4. TRAINING**

Training is to be given to all employees to ensure their health and safety at work and it is the responsibility of the company to ensure that: -

- (a) Training needs are properly identified at induction stage.
- (b) Training is carried out on induction and revised on a continuing basis during the employees' services.
- (c) Training records are kept by the office manager who will be responsible for the managing of the company-training program for all staff and its implementation.
- (d) No employee should be allowed to use any equipment or materials which may be dangerous or hazardous unless or until they have been instructed in the dangers and precautions to be taken or their knowledge of these matters have been confirmed.

All management will be adequately trained on health & safety issues and will receive information and instruction from the company health & safety Officer in complying with legislative issues.



## **WELFARE FACILITIES**

Toilet facilities will be provided at every site within a reasonable distance of any working activity for all employees. These facilities are not to be misused or mistreated by any employee as this may result in the initiation of the disciplinary procedure being invoked on the employee.

Hot and cold running water is to be provided in washrooms on site and drinking water will be provided for all employees any.

All office staff will be provided with toilet facilities and washing facilities that are maintained weekly keeping hygiene levels to an acceptable standard, maintaining set standards. All toilets facilities will be treated with a strict hygiene standards that will be maintained by the site appointed cleaner.

Failure to use the facilities correctly or to damage or deface them will result in disciplinary action being taken against the offender.

## **EQUIPMENT & PREMISES**

On no account will any of the company's equipment be loaned to other employers, employees unless authority has been obtained from the company, who should confirm that the need to borrow the equipment is justified and that it is in a fit condition to be loaned.

The company is primarily responsible for the condition of all tools and equipment used in the operation of its business and where it is customary for employees to provide their own tool kits the company reserves the right to inspect them periodically in the presence of their owners and to arrange for any tools considered to be defective to be removed from the premises.

## **FIRE PRECAUTIONS**

A fire risk assessment is to be carried out by a competent person to identify fire risks and displayed on site. This information is to be conveyed to all employees by the management and a fire evacuation procedure compiled from the findings and relayed to all staff. All fire exits will be kept free of obstruction and monitored for compliance. Fire evacuations will be carried out twice a year (1 Simulated & 1 Actual), which will be recorded and kept by the health & safety officer. All fire fighting equipment OWNED by the company will be tested on a yearly basis.

## **ACCIDENTS**



All accidents must be reported by all employees as soon as possible and recorded in "The Accident Book" and an investigation of the accident must be carried out by management, reviewing all processes and procedures to prevent a re occurrence.

#### **FIRST AID**

The management will appoint a competent person to attend to all injuries requiring first aid treatment that will comply with legislation and company policy.

#### **NOISE**

All machinery that has a high distribution level of noise will be assessed by the management and suitable and sufficient control measures will be implemented to protect the employee while at work. All records will be kept by the company, any equipment that is identified that of the first action level of(80Db), and 85dB as the second action level, adequate protection will be introduced and as a last resort will supply the employee ear defenders for the duration of the work activity which must be used.

#### **MANUAL HANDLING**

Activities requiring manual handling will be assessed by the management prior to commencing work and adequate control measures will be implemented and recorded, instruction will be given employees via the site supervision in the safety measures required to control the activity.



## **PERSONAL PROTECTIVE EQUIPMENT**

All employees should make use of the personal protective equipment supplied by us, e.g.. Protective footwear, overalls, gloves, ear protectors and safety glasses, hard hats, high visibility clothing, etc.,  
If any of the following are found to be lost or damaged you must inform your supervisor immediately.

Protective clothing and Equipment is assessed and provided to the employee for a variety of activities in which the risks have been reduced so far as “reasonably practicable” the health and safety of employees.

**PERSONAL PROTECTIVE EQUIPMENT IS USED AS A LAST RESORT.**

## **ALCOHOL & DRUGS**

- (a) The consumption of alcohol, whilst on duty, is forbidden.
- (b) Any person reporting for duty having consumed alcohol, and who, in the opinion of management or any responsible person is considered to be a possible danger to them or other persons whilst at work, will not be allowed to commence duty.

## **SMOKING**

Fatalities have occurred as a direct result of explosion caused by smoking or the use of smoking materials. Therefore smoking is totally prohibited on or around the sites of manholes or underground works and that failure to observe this instruction will be cause for termination of employment. As of the 1<sup>st</sup> July 2007 All buildings and vehicles that are “enclosed” or “substantially enclosed” will be deemed by the management as non smoking buildings and vehicles and provision and protection will be made against all members of the public any non smoking person being exposed to second hand smoke.

## **ORGANISATIONAL MANAGEMENT**



### **MANAGING DIRECTOR**

Responsible for overall health & safety within the company by monitoring and reviewing policies and procedures as required. Ensure that strong leadership of the organization in delivering health & safety through performance with protection to employees and the environment by reducing risk of injury to the employee, damage to the environment, affective arrangements of the safety policy statement & appointing competent persons with adequate duties & responsibilities.

### **DIRECTOR OF PROJECTS**

Responsible for the implementation of health & safety through the company in the absence of the managing director. Responsibilities are to ensure management are complying to company process and procedure in its implementation. Ensuring that employees work to company procedures and consult with employees of new organization of policy change.

### **DIRECTOR OF FINANCE**

Responsibilities are to ensure management are carrying out their duties as company policy dictates. Ensure that management are adhering to procedures and policies of the implementation of the health & safety policy.

### **CONTRACTS MANAGER**

To ensure that site inspections and health & safety matters are dealt with as matter of urgency and will ensure employees are adhering to process.

### **HEALTH & SAFETY ADVISOR**

Responsible for ensuring that legislation guidance is given to the managing director so that any change to process or procedure is given so the company can comply with legislation. Guidance is also to be given to any employee that has issues or matters arising from health & safety while at work.

### **EMPLOYEES**

Have a duty to adhere to any implementation of health and safety systems provided to protect the employee for health & safety reasons. The employee has a responsibility not to misuse or mistreat any equipment issued for their safety. The employee has a duty to protect themselves and others by their own acts and omissions.