

	<u>Title</u> <b>HEALTH &amp; SAFETY POLICY</b>			
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## **INTRODUCTION**

This has been prepared to assist employees in carrying out their work in a safe manner in accordance with the relevant Statutory Regulations (as detailed in appendix (a)). Compliance with the DODD GROUP SAFETY POLICY will assist every employee to work safely.

All employees are expected to be safety conscious and carry out their duties in a safe manner and in compliance with the HEALTH AND SAFETY AT WORK REGULATIONS 1974 together with all other Statutory Regulations and any rules specified by clients.

Safety is the responsibility of every employee. The injuries which occur in our type of work ARE PREVENTABLE. No one has to suffer an injury in trying to get the job done.

To prevent injuries we must prevent the accidents that cause injuries. Accidents can be prevented if we know why accidents happen and understand how to take action to prevent them happening.

When you see an unsafe act or an unsafe condition, correct it yourself if you can. If you cannot do so report it to your Supervisor or your Safety Officer so that the correct procedure may be defined to carry out the operation.

Safety is accomplished through effective communication, sincere desire, honest effort, common sense and the support of everyone concerned.

## **POLICY ON HEALTH AND SAFETY**

- 1) It is the policy of the Group to give prime importance to the health and safety of its employees and sub-contractors whilst at work. This is considered to be a responsibility equal to that of any other function. As well as recognising that in order to achieve and maintain the high standard required, all employees must be aware of, and accept their respective responsibilities.
- 2) To comply with the legislation identified in appendix (a) the Group will through its organisational arrangements, take all reasonable practicable steps to ensure the HEALTH & SAFETY of its employees, and others where appropriate and in particular will provide:-
  - \* A safe and healthy working environment
  - \* A safe system of work
  - \* Adequate information, instruction, training & supervision
  - \* Safe storage for all inherently dangerous materials and substances
  - \* Facilities for the treatment of any injuries which may occur at work
  - \* Effective notices and procedures for the evacuation of buildings or plant areas in the event of fire, explosion or any other emergency
  - \* A system to record all accidents and dangerous occurrences
  - \* A system to monitor accidents and ill health in order to reduce accidents and dangerous occurrences
- 3) The Company will ensure that there exists adequate facilities for effective consultation between Management, Supervisors and Operatives on matters of Health & Safety.
- 4) The Director with overall responsibility for Health and Safety within the Group is Mr. M.C. Farmer
- 5) The Group Health & Safety Manager and the regional safety co-ordinators are responsible for the day to day implementation of the Groups Health and Safety Policy.

# ORGANISATIONAL ARRANGEMENTS FOR

## HEALTH & SAFETY

- 1) The Group Safety / Administration Director will have overall responsibility:-
  - \* To ensure that there is an effective policy for Health and Safety within the Group.
  - \* To periodically review the effectiveness of the policy and ensure that any necessary changes are made.
  - \* To periodically review the organisational arrangements.
- 2) The Group Health & Safety Manager will be responsible for the day to day implementation of the policy, the issue of the policy, the maintenance of the policy, the supervision of regional safety coordinators, the maintenance of safety records and accident reports the operation of the Safety Committee, and to maintain a continuing relationship with sources of advice such as the ECA, the Group's appointed Health & Safety consultants, and where appropriate the HSE.
- 3) The Regional Director / Manager will be responsible for the Health & Safety of Employees, Sub-contractors and Visitors on the premises within his control, and will do everything in his power to achieve the following objectives:-
  - \* to ensure that all persons within the region are aware of the Groups Health & Safety Policy, the Organisational Arrangements and the General Safety Rules.
  - \* To create & maintain a safe & healthy working environment.
  - \* To ensure that all persons within the region are suitably trained in safety matters, fire precautions, evacuation procedures, safe systems of work and the correct use of plant and equipment.
  - \* That any protective equipment supplied by the Group is used and maintained correctly.
  - \* Any unsafe or unhealthy condition is reported immediately for remedial action.
  - \* All accidents or dangerous occurrences are reported immediately and the appropriate form is completed so that it prevents recurrence.
- 4) The Appointed Project Manager shall have the following responsibilities:-
  - \* To ensure that prior to the commencement of the works adequate Risk Assessment's have been carried out.
  - \* To ensure that prior to the commencement of works adequate COSHH Assessment's have been carried out.
  - \* To ensure that all such assessments are communicated to all relevant operatives and or other interested parties.
  - \* To organise the site so that work is carried out to a high safety standard with the minimum of risk to all persons and equipment.

- \* To obtain or to prepare suitable Method Statements / Permits to Work to ensure that all operations are carried out in a safe yet practicable manner.
- \* To inform all levels of supervision of their responsibilities for the implementation of safe working practices to ensure that operatives do not take unnecessary risks.
- \* To monitor all entries in registers, records and reports.
- \* To ensure that when installing customer equipment, the engineering and design staffs installation instructions are adhered to, and that no modifications to the equipment takes place without prior and written approval of the customer.
- \* To co-ordinate arrangements with the client, other contractors and sub-contractors on the site to avoid any confusion about areas of responsibility on the site.
- \* To arrange delivery and storage of materials and the maintenance of a clean & tidy site.
- \* To position plant effectively and ensure that the electrical supply is installed and maintained without danger.
- \* To ensure that adequate Welfare Facilities are available in accordance with the Construction (Design and Management) Regulations 2007.
- \* To ensure that the provisions for first aid are available and their location is known to operatives.
- \* To know where to obtain medical assistance in the event of serious injury.
- \* To make known the location of an emergency phone so that emergency services may be summoned.
- \* To ensure that employees are aware of prevailing emergency procedures for fire and explosion when working on clients premises.
- \* To ensure that any Personal Protective Equipment issued by the Group is available where appropriate and is properly used and maintained.
- \* To carry out periodic reviews and audits of safety procedures on sites within their control.
- \* To co-operate with the Regional Safety Co-ordinator and the Group Health & Safety Manager on all matters and to act on their instructions.
- \* To set a personal example.

5) All levels of supervision shall have the following responsibilities:-

- \* To be familiar with the obligations under the HEALTH AND SAFETY AT WORK ACT 1974 and all other current legislation and codes of practice which may be applicable as appendix (a) and to ensure that operatives under their control observe and adhere to these regulations.
- \* To ensure that prior to the commencement of the works adequate Risk Assessment's have been carried out.
- \* To ensure that prior to the commencement of the works adequate COSHH Assessment's have been carried out.

- \* To incorporate safety instructions in routine instructions and to ensure that they are obeyed.
  - \* To ensure that all new employees, particularly trainees and young persons are inducted on safety and learn to take safety precautions.
  - \* To counsel those who constantly fail to consider their own well being and/or that of others around them.
  - \* To report defective plant and/or equipment to the Project or Supervising Engineer.
  - \* To avoid taking unnecessary risks.
  - \* To carry out periodic reviews and audits of safety procedures on sites within their control.
  - \* To set a personal example.
  - \* To ensure that employees are aware of prevailing emergency procedures for fire and explosion when working on clients premises.
- 6) All Employees are expected to recognise and accept the general duties which are imposed on them under the HEALTH AND SAFETY AT WORK ACT 1974 and any other relevant legislation as appendix (a) and whilst at work.
- \* To ensure that prior to the commencement of the works adequate Risk Assessment's
  - \* To ensure that prior to the commencement of the works adequate COSHH Assessment's have been carried out.
  - \* Take reasonable care of the Health & Safety of themselves and of other persons who may be affected by their acts or omissions whilst at work.
  - \* Co-operate with the Company as their employer or with any other person so far as is necessary to enable the Company, or any other person, to perform or comply with any duty or requirement which is imposed upon them by or under any of the relevant statutory provisions.
  - \* Not intentionally or recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
  - \* Work in a safe and proper manner at all times.
  - \* Report all accidents and dangerous occurrences.
  - \* Observe all warnings and restrictive notices.
  - \* To ensure that they are familiar with the prevailing emergency procedures for fire and explosion when working on clients premises.
- 7) The Group Health & Safety Manager will supervise the Groups Health and Safety programme and will keep himself informed of all legal and statutory requirements. He will liaise with all Regional Managers and Safety Co-ordinators and all sites on health and safety matters and will when appropriate report to the safety committee.

- 8) The Grievance Procedure for health and safety matters is as follows:-
- Stage 1 Report any problem to either the Site Supervisor or the Project Engineer. If no satisfactory outcome then:-
  - Stage 2 Joint approach to Regional Safety Co-ordinator. If no satisfactory outcome then:-
  - Stage 3 Joint approach by R.S.C. together with S. S. or P. E. to Group Health & Safety Manager.
  - Stage 4 Where no mutually acceptable solution can be found an approach either jointly or separately to the Health & Safety Executive through the Group Health & Safety Manager.
- 9) The Group will carry out the training of employees at all levels in order to ensure that they are conversant with matters concerning Health Safety & Welfare.

## HEALTH AND SAFETY REVIEW AND AUDIT

In order that the Group may maintain an efficient and workable Health and Safety Policy, the policy will be reviewed twice annually by the Safety committee which will comprise of the following:-

The Group Safety / Administration Director

The Group Health & Safety Manager

The Health & Safety Co-ordinator

Two Project Engineers

These will not necessarily be the same engineers at each meeting as input to the committee will be best served by a variety of opinions and observations.

Two Supervisors

These will not necessarily be the same supervisors at each meeting as input to the committee will be best served by a variety of opinions and observations.

Two Operatives

These will not necessarily be the same operatives at each meeting as input to the committee will be best served by a variety of opinions and observations.

The brief of the committee is to review both the effectiveness of the policy and to audit the safety record, any recommendations for either changes to the Health & Safety Policy or to methods of working must be approved by the Group Safety / Administration Director.

Any material changes to the Policy will be notified to all operatives either by the issue of an amended policy or by addendum sheet.

Health & Safety audits will also be carried out on specific sites particularly where unusual or abnormal conditions or circumstances prevail. These will be carried out by either a Project Engineer or Supervisor and may cover all aspects of the site or may target only one or more areas of reviewable interest.

This Health and Safety Policy was issued on 27/03/2008

Signed



M.C. FARMER  
Group Administration Director

## Appendix (a)

# STATUTORY OBLIGATIONS

The Dodd Group recognises its responsibilities under the following legislative instruments:-

CHEMICALS (HAZARD INFORMATION & PACKAGING FOR SUPPLY) REGULATIONS.	2002
CHEMICALS (HAZARD INFORMATION & PACKAGING FOR SUPPLY) (AMENDMENT) REGS.	2005
CONSTRUCTION (HEAD PROTECTION) REGULATIONS	1989
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS	2007
CONTROL OF ASBESTOS REGULATIONS	2006
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS	2002
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (AMENDED) REGULATIONS	2004
CONTROL OF NOISE AT WORK REGULATIONS	2005
CORPORATE MANSLAUGHTER & CORPORATE HOMICIDE ACT	2007
DOCKS REGULATIONS	1988
ELECTRICITY AT WORK REGULATIONS	1989
ELECTRICAL EQUIPMENT (SAFETY) REGULATIONS	1994
EMPLOYERS LIABILITY (COMPULSORY INSURANCE) ACT	1969
EMPLOYMENT ACT	1989
ENVIRONMENTAL PROTECTION ACT	1990
FACTORIES ACT	1961
FIRE SAFETY (REFORM) ORDER	2005
HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS	1996
HEALTH & SAFETY (SAFETY SIGNS AND SIGNALS) REGULATIONS	1996
HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS	1992
HEALTH AND SAFETY (FIRST AID) REGULATION	1981
HEALTH AND SAFETY (INFORMATION FOR EMPLOYEES) REGULATIONS	1989
HEALTH AND SAFETY AT WORK ACT	1974
HIGHLY FLAMMABLE LIQUIDS AND LIQUEFIED PETROLEUM GASES REGULATIONS	1972
LIFTING OPERATIONS & LIFTING EQUIPMENT REGULATIONS	1998
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS	1999
MANUAL HANDLING OPERATIONS REGULATIONS (AS AMENDED IN 2002)	1992
OCCUPIERS LIABILITY ACT	1957
OCCUPIERS LIABILITY ACT	1984
OFFICES SHOPS AND RAILWAY PREMISES ACT	1963
PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS	1992
PRESSURE SYSTEMS SAFETY REGULATIONS	2000
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS	1998
REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATION	1995
SAFETY REPRESENTATIVE AND SAFETY COMMITTEES REGULATIONS	1977
SPECIAL WASTE REGULATIONS	1996
SPECIAL WASTE (AMENDMENT) (ENGLAND & WALES) REGULATIONS	2001
WATER SUPPLY (WATER QUALITY) REGULATIONS 2000 (AMENDMENT) REGULATIONS	2007
WATER SUPPLY (WATER QUALITY) REGULATIONS 2001 (AMENDMENT) REGULATIONS	2007
WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS	1992
WORKING AT HEIGHT REGULATIONS	2005

Information relative to the above legislation may be obtained from the Dodd Group Health & Safety Manager.

It will as a matter of course be issued to all parties when relevant to work being undertaken.