

HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY

INTRODUCTION

In compliance with the requirements of the Health and Safety at Work Act etc. 1974 and related legislation, Long Eaton Plant Hire Limited is effectively discharging its statutory duty by preparing a written Health and Safety policy.

A copy of this policy, or access to it, is provided for each employee together with any other interested person who may be affected by the work or activities of Long Eaton Plant Hire Limited.

In order for Long Eaton Plant Hire Limited to discharge its statutory duty, employees are required by law to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

All employees are required to acknowledge that they are aware and fully understand the contents of this Policy Document.

Long Eaton Plant Hire Limited intends to ensure that the Health and Safety Policy is sustained effectively, by regularly monitoring the policy, and revising when necessary.

The Directors will ensure that the Health and Safety Policy is reviewed on an annual basis, and will guarantee that suitable revisions are made which reflect both legislative changes, and those that have taken place within the Company.

Long Eaton Plant Hire Limited encourages all employees to inform Sean Denny of any aspect of the Health and Safety Policy which they consider to be inadequate or ineffective, with a view to ensuring that the Health and Safety Policy is maintained as a true working document.



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STATEMENT OF INTENT

Long Eaton Plant Hire Limited believes that the effective management of health and safety is an essential element within its overall business plan. A working and practical health and safety ethos is reflected in high productivity and quality standards.

Our employees are our most important asset, and we are totally committed to safeguarding their health, safety and welfare at all times. We also believe that, from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. There is no conflict between humanitarian and commercial considerations. Profits and safety do not compete, they go hand in hand. Health and safety is sound commercial sense.

From the legal perspective, we are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

Our intentions are:

- ✓ To provide adequate and effective control of the health and safety risks related to our work activities, our resources and our equipment.
- ✓ To involve our employees in consultation on matters affecting health and safety, and to encourage a free exchange of views and concerns.
- ✓ To provide and maintain safe resources and equipment.
- ✓ To ensure the recognition and safe handling and use of substances that might constitute a health or safety risk.
- ✓ To provide our employees with the appropriate information, education and supervision to ensure that they are competent in their duties.
- ✓ To do everything that is reasonably practicable to prevent accidents and instances of work-related illnesses.
- ✓ To maintain a safe and healthy working environment.
- ✓ To review and, where appropriate, revise this policy regularly, and to assess its ongoing effectiveness.

Signed on behalf of Long Eaton Plant Hire Limited:

Sean Denny, Managing Director

Dated: September 2012

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RESPONSIBILITIES

EMPLOYER'S RESPONSIBILITIES

To comply with health and safety legislation, all employers who employ five or more people must compile a written Health and Safety Policy.

The management of Long Eaton Plant Hire Limited has a duty, so far as is reasonably practicable, to protect the health, safety, and welfare of all their employees and any other person who may be affected by the work activities.

This duty extends to casual workers, part-timers, trainees, visitors, and sub-contractors who may be on the premises, on working sites, or who may be using equipment provided by Long Eaton Plant Hire Limited.

Consideration must also be given to neighbours, others in the immediate vicinity, and the general public.

It is necessary for employers to determine what action in terms of health and safety is required in their particular circumstances. **Therefore, the employer must:**

- Assess any risks and hazards;
- Provide safe machinery, equipment, and tools that are suitably maintained;
- Provide a safe place of work with adequate facilities;
- Provide safe access and egress;
- Ensure adequate training and information is imparted to all employees;
- Provide provisions to guarantee that potentially harmful substances are handled and stored in a safe and proper manner.

MANAGEMENT REGULATIONS

Health and safety legislation includes various Regulations and Codes of Practice, such as the Management of Health and Safety at Work Regulations 1999. These regulations impose specific duties on employers and employees, and these are summarised overleaf.

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The Management of Health and Safety at Work Regulations 1999 require employers to:

- Carry out Risk Assessments relevant to all work activities and ensure all employees are aware with their findings;
- Provide health surveillance to employees where Risk Assessments have deemed it to be necessary;
- Appoint competent persons to help comply with health and safety legislation;
- Provide appropriate training and information for all employees;
- Provide Health and Safety Information and training to temporary workers and other persons who may be temporarily engaged on the premises;
- Co-operate with any other employers who share or make use of the premises.

EMPLOYEE'S RESPONSIBILITIES

Health and safety legislation requires Long Eaton Plant Hire Limited employees to accept and comply with the following:

- To take reasonable care of himself or herself, and any other person who may be affected by their acts or omissions;
- To assist and co-operate with Long Eaton Plant Hire Limited, their colleagues, and any other persons to ensure that all aspects of health and safety legislation is adhered to;
- To always follow safety rules; to avoid improvisation, and to comply with the Long Eaton Plant Hire Limited Health and Safety policy (*and any policy and requirements in place at their working site*);
- To only undertake work or actions in which you are qualified or competent;
- To always store materials, equipment and tools in a safe and secure manner;
- To ensure that emergency escape routes are never blocked or obstructed;
- To always practice safe working procedures; to refrain from horseplay; and to report all hazards and defective equipment;
- To always wear suitable clothing and Personal Protective Equipment (PPE) for the task being undertaken;
- To inform a Manager of all accidents and near misses.

FURTHERMORE:

Under no circumstances must an employee or employees purposely interfere with, or misuse, or compromise, any item or resource (e.g. guards, signs, and fire fighting equipment) provided in the interests of the health, safety or welfare of Long Eaton Plant Hire Limited staff or other persons. Such actions may be considered as potentially gross misconduct, and if proven could therefore result in summary dismissal. It is also possible that a criminal prosecution could follow.

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INFORMATION FOR EMPLOYEES FOR REGARDING HEALTH AND SAFETY

Long Eaton Plant Hire Limited is required to provide certain information regarding health and safety legislation to all their employees. The Company complies with this requirement by displaying the approved Health and Safety Information poster on their premises. This poster will be kept in a readable condition. The address of the local enforcing authority for health and safety, and contact details for the Employment Medical Advisory Service (EMAS.) are displayed in the corresponding boxes.

JOINT CONSULTATION

The Health and Safety (*Consultation with Employees*) Regulations 1996 requires all employers to consult with employees (*unless a recognised Trade Union safety representative is fulfilling a similar role*).

Long Eaton Plant Hire Limited will consult directly with its employees or through one or more employees who have been elected by the employees for that purpose.



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RESPONSIBILITIES OF THE DIRECTORS, LONG EATON PLANT HIRE LIMITED

The Directors of Long Eaton Plant Hire Limited will:

- be responsible for the implementation of the Long Eaton Plant Hire Limited Health and Safety Policy;
- ensure that management and employees at all levels fully understand the arrangements for the implementation of the Health and Safety Policy;
- review the Policy to ensure that it remains in compliance with Long Eaton Plant Hire Limited objectives for Health and Safety;
- ensure that all levels of management and employees carry out their responsibilities in the implementation of the Health and Safety Policy;
- ensure that all health and safety issues are communicated effectively;
- ensure that appropriate First Aid personnel and resources are provided;
- ensure that employees are aware of the identity of First Aid personnel, the location of facilities, and the requirement to record all accidents/incidents, either in the Accident Book, or in another approved format;
- ensure that adequate fire fighting equipment is provided, and to ensure that all maintenance records are kept completed, and up to date;
- ensure that there are suitable means of raising the alarm in the event of a fire, and that checks are carried out on a six-monthly basis;
- ensure that fire escape routes and doors are provided, maintained in good working order, and kept free of obstruction;
- ensure that all reportable injuries, diseases, and dangerous occurrences are reported either by telephone or online, and that all required documentation is forwarded within the relevant time periods;
- ensure that all risk and hazard assessments relating to the activities and hazards of Long Eaton Plant Hire Limited are completed and recorded, and that the results are communicated to all employees;
- ensure that all assessments relevant to Long Eaton Plant Hire Limited activities are reviewed on a regular basis;
- ensure that suitable and sufficient Personal Protective Equipment (PPE), if appropriate, is provided for any relevant hazards within Long Eaton Plant Hire Limited premises, or operations elsewhere by their employees;
- ensure that joint consultations between management and employees take place at regular intervals;
- ensure that records are compiled for all statutory inspections, testing, or maintenance carried out by competent personnel on all work equipment;

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- ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are appropriate and adequate;
 - ensure that statutory insurance cover is in place, and that the current statutory Certificate is displayed in a prominent position;
 - ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions;
 - monitor reassessments at the designated review time, and ensure that records are updated and maintained for future reference;
 - ensure that any faulty work equipment is immediately taken out of service until either repaired or replaced;
 - ensure that contractors, temporary workers, visitors etc, adhere to the Long Eaton Plant Hire Limited health and safety rules and procedures and any other relevant legislation;
 - ensure that safe access and egress is provided and maintained;
 - ensure that all flammable and hazardous substances are contained and identified with signs to comply with the statutory COSHH Regulations;
 - ensure that all employees are aware of their obligation to comply with the Long Eaton Plant Hire Limited Health & Safety policy (and other related rules or procedures) that are in place at their actual place of work.
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