



**JACK CARMICHAEL (FLOORING) LIMITED**

**HEALTH & SAFETY**

**POLICY**

**April 05'**

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## **STATEMENT OF SAFETY POLICY FOR JACK CARMICHAEL (FLOORING) LIMITED**

All accidents are costly. The most tragic costs can be measured only in terms of human suffering, but all other costs can be precisely counted in £'s of repair or replacements of materials, lost contracts and in many other ways. All these potential costs, human and financial, directly or indirectly, affect every members job security and the company's future.

The policy of the company is, so far as it is possible and practical, to ensure the Health, Safety and welfare at work of all its members and further, to ensure that persons not in its employment, who maybe affected by its work activities, are not there by exposed to their Health and Safety.

It is the duty of all employee's to conform to our companies Safety Policy and to carry our specific responsibilities of Health and Safety and must properly delegate these in their absences.

**All employee's who delegate work must ensure the Health and Safety of all persons, either directly or indirectly.**

**SIGNED:**

**Colin Sey (safety representative):** \_\_\_\_\_

**N Carmichael (Director):** \_\_\_\_\_

## **ARRANGEMENTS FOR IMPLEMENTING SAFETY POLICY**

**All employee's of Jack Carmichael (Flooring) Ltd should familiarise themselves and others whom they are in charge of with the relevant Health and Safety legislation and instructions and ensure that they are complied with. If they do delegate any part of these duties to a colleague, they may do so, always remembering the ultimate responsibilities is still with them.**

**The Companies Director (N Carmichael) and Safety Officer (C. Sey) have authority to order work to stop if either considers that continuation would seriously endanger Health and Safety. The Safety Officer is available to give advice and guidance about Safety matters on request and he will inform employees about all Safety regulations and other information as becomes available.**

# **RESPONSIBILITIES FOR HEALTH AND SAFETY**

## **Person responsible for Health and Safety: Mr C. Sey/Mr N Carmichael**

- A: Determine Health and Safety policy for the company.
- B: Monitor the effectiveness of the policy and institute necessary changes.
- C: Reserve the right to attend Safety committee meetings.

## **CONTRACTS MANAGER**

### **Contracts Manager: Colin Sey**

1. Exercise his authority to order work to stop, if Health or Safety are seriously endangered.
2. Supervise the work of the Safety Adviser, ensuring that the requirements of the Safety Policy are met.
3. Review absences due to accident or injury at work and ensure that any occurrences are notified.
4. Ensure that adequate first-aid records are kept.
5. Ensure that personal Safety equipment is issued to employees as required by the company.
6. Ensure that the Safety training of all Safety representatives is to the standard required by the company.
7. Attend Safety committee meeting when appropriate.
8. Inspect regularly, sites and offices and associated plants, ensuring compliance with Safety Policy and making recommendations directly to members on matters concerning Health and Safety.
9. Investigate all accidents and damage to property and recommend corrective action.
10. Maintain accident records and regularly inspect first-aid records.
11. Attend and supply material for Safety meetings.
12. Encourage and review Safety recommendations from members.
13. Distribute publicity and other materials pertinent to Health and Safety Policy.

## **PLANT SAFETY**

1. Ensure that all plant purchased is safe for the purpose intended and where they exist, complies with the relevant British Standards.
2. Ensure that, on despatch from companies premises, all plant is safe for the purpose intended.
3. Ensure the stocks of personal Safety equipment held by the company are sufficient always to meet normal levels of demand.
4. On request, advise on the correct type of plant to be used.
5. All electrical plant to be tested for electrical safety annually.
6. Use 110v equipment at all times.

## **COMPANY FOREMAN**

**Company Foreman; Michael Law**

**The responsibilities of the foreman shall be:**

1. Familiarise themselves with the companies Health and Safety Policy.
2. Ensure that the companies members are under their control and are adequately trained and fully aware of any hazards in their work place.
3. Ensure that adequate supervision is available at all times, particularly for the young and in-experience.
4. Ensure that all Safety rules are observed and that protective equipment is worn or used where appropriate.
5. To consult with the Safety Adviser on matters concerning Health and Safety.
6. Continually seek to develop safe practices and maintain good housekeeping to improve Health and Safety.
7. Ensure that all machinery and equipment is properly maintained and safe to use.

## **COMPANY MEMBERS DRIVING COMPANY VEHICLES**

**Company members driving company vehicles should:**

1. Ensure that the vehicle is safe and roadworthy, by checking that:

Tyres are at correct pressure and free from splits and irregular wear.

Oil, water levels are correct.

All lights are working.

Vehicle has adequate brakes.

2. Drive and handle vehicle in a safe and responsible manner.

## **SAFE SYSTEMS AND METHODS OF WORK**

It is the companies objective that all work undertaken shall, as far, is reasonably practical to be carried out with minimum risk to Health and/or Safety. To this end all operations are to be carried out with knowledge and awareness of hazards involved, and likely to be encountered and proper means employed to combat them.

## **TO THIS END**

1. Methods of working are to be, as instructed by contract manager.
2. Safe methods of working are to be enforced by contract manager.

## **EMERGENCY PROCEDURES**

**In the event of fire or explosion, members will;**

1. Raise the alarm by reporting the incident to their Supervisor or a responsible person.
2. Evacuate to a SAFE assembly point.

## **COMMON HAZARDS**

**BAD LIGHTING**

**NO HANDRAILS ON STAIRS**

**NO BARRIERS ON TRENCHES OR HOLES**

**ACCESS SLIPPERY, OBSTRUCTED OR LITTERED WITH RUBBISH**

**MUDDY CONDITIONS**

**TRIPPING HAZARDS**

**POOR INSULATION ON POWER CABLES (DRILLS ETC..)**

**LADDERS NOT SECURED**

**PIECES OF WOOD WITH NAILS PROTRUDING**

**RUBBISH ON WALK-WAYS**

On encountering such hazards, members should take appropriate preventive action and report hazards to the relevant body.

## **ACCIDENT REPORTING PROCEDURE**

1. All accidents are to be reported to the contract manager.
2. All injuries received at work must be reported in the Accident Book, form no B1510.
3. Incidents involving "near misses" which could have resulted in injury to persons or damage to plant, equipment and property must be reported to the immediate supervisor.
4. Any plant, tool or equipment which is suspected of being the cause of, or connected to, an accident must not be interfered with until released by the immediate supervisor.
5. A fatality, major injury or dangerous occurrences must be recorded as follows:
  - (A) Notify Site Management immediately.
  - (B) Notify the local Health and Safety Executive by telephone, then complete form 2508.
  - (C) Notify companies Safety person.
  - (D) Details of fatal/major injury or dangerous occurrences of form 2509.

## **DANGEROUS OCCURRENCES**

1. Explosion of fire due to the ignition of dust, gas vapour or celluloid substances resulting in the suspension of work for more that 5 hours.
2. Electrical failure of plant, machinery or apparatus resulting in fire, explosions or causing structural damage and involving its stoppage for more than 5 hours.

There are other dangerous occurrences apart from these listed above which require to be reported under the "Notification of Accidents and Dangerous Occurrences Regulation 1980". If in doubt, report any occurrences which are considered by you to be dangerous.

## C.O.S.H.H

### CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

It is our companies objective to ensure that all hazardous substances are identified, before leaving the companies premises and being used on site, and that the necessary data on the handling, precautions and protective and treatment if accidentally exposed to such materials is made available to all employees. This information can be inspected by asking the Safety Officer or Chief Executive.

Should any substances arrive on site with out the relevant C.O.S.H.H Data, consult the Safety Officer who will then produce the relevant information.

**Substances shall not be used without knowledge of its contents.**

## **HEAD PROTECTION**

The Construction Regulations 1989 require all personnel on Construction site to wear suitable head protection. No workers are exempt from this rule.

Company Foreman will be expected to set an example by firstly complying with the policy at all times and insuring that all operatives follow-up.

Failure to carry out this policy will result in disciplinary action being taken against employees who do not wear their Safety helmets on site.