



**Marcoe Electrical Ltd**  
ELECTRICAL ENGINEERING SERVICES

# **HEALTH SAFETY & ENVIRONMENT POLICY**

**JUNE 2011**

**PART 1**

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### **Company Directors/Directors for Health & Safety**

Mark Crilley / Mark Morgan / Colin Tofts / John Reynolds

### **Health Safety & Environment Manager**

Austin Warnes

### **Office Manager**

Mark Morgan

### **Contracts Managers**

Mark Beresford / David Bimson

### **Site Managers**

Andrew Milton / Paul Slean / Steve Moorhead

### **Supervisors**

Steve Clark / Steve Shaw / Steve Pilborough / David Daisley / Gary Setchell / Alun Lewis / Malcolm Whitehead / Mark Stewart / Darren Bird / Eddie McDonough / Andy Galvin / Brian Mercer / Ian Barry / Jon Dines

### **Office Administration**

Philomena Donnelly / Caroline Chalmers

# Health and Safety Policy Amendment Sheet

## Record of Amendments

Version Number	Date	Index Ref	Description of Amendment
17	15/07/10		New Full Policy(Incorporating some features of the last revision) (Subject to an Annual Review)
18	08/06/11		Revised Policy with staff changes and the addition of Worksafe Policy and Updated Guidance Notes.

Distribution	Purpose of Issue	Number
All	New Policy	17
All	Revised Policy	18

## INTRODUCTORY NOTE

This health and safety management system (The Policy) is divided into three sections – Policy and Arrangements and Guidance Notes.

The 'Policy' section contains the Company's policy statement, together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the 'Arrangements' section, which includes guidance on procedures (including assessment and documentation procedures) to be observed and adhered to in the course of Company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

The Guidance Notes provide further information with regard to the specific arrangements.

## COMPLIANCE REVIEW

The Health and Safety Policy of **Marcoe Electrical Ltd** shall be reviewed annually by **Austin Warnes (Health and Safety Manager)** for as long as he is employed by the company in this capacity. This review shall cover all sections of the Policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the Company;
- b) The arrangements remain unchanged;
- c) The guidance is still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## SAFETY PROGRAMME

Our Health and Safety Manager will ensure that the Company is in compliance with the Policy. He shall check that:

- a) All the responsibilities allocated in the Policy are understood and are being performed;
- b) The arrangements set up in the Policy are being complied with and remain effective;
- c) Records, as required in the Policy, are being adequately compiled and retained;
- d) All the necessary reports are being prepared and forwarded to the relevant persons within the Company and the relevant Enforcing Authorities.

They will also evaluate:

- a) The attitude to health and safety of both management and employees;
- b) The effectiveness of the training carried out and the requirements for further training;

c) The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of any reviews shall be compiled into a report for the Directors and shall include recommendations of the action to be taken to rectify any non-compliance.

# Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act, 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Directors of **Marcoc Electrical Ltd** have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining safe work equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information;
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

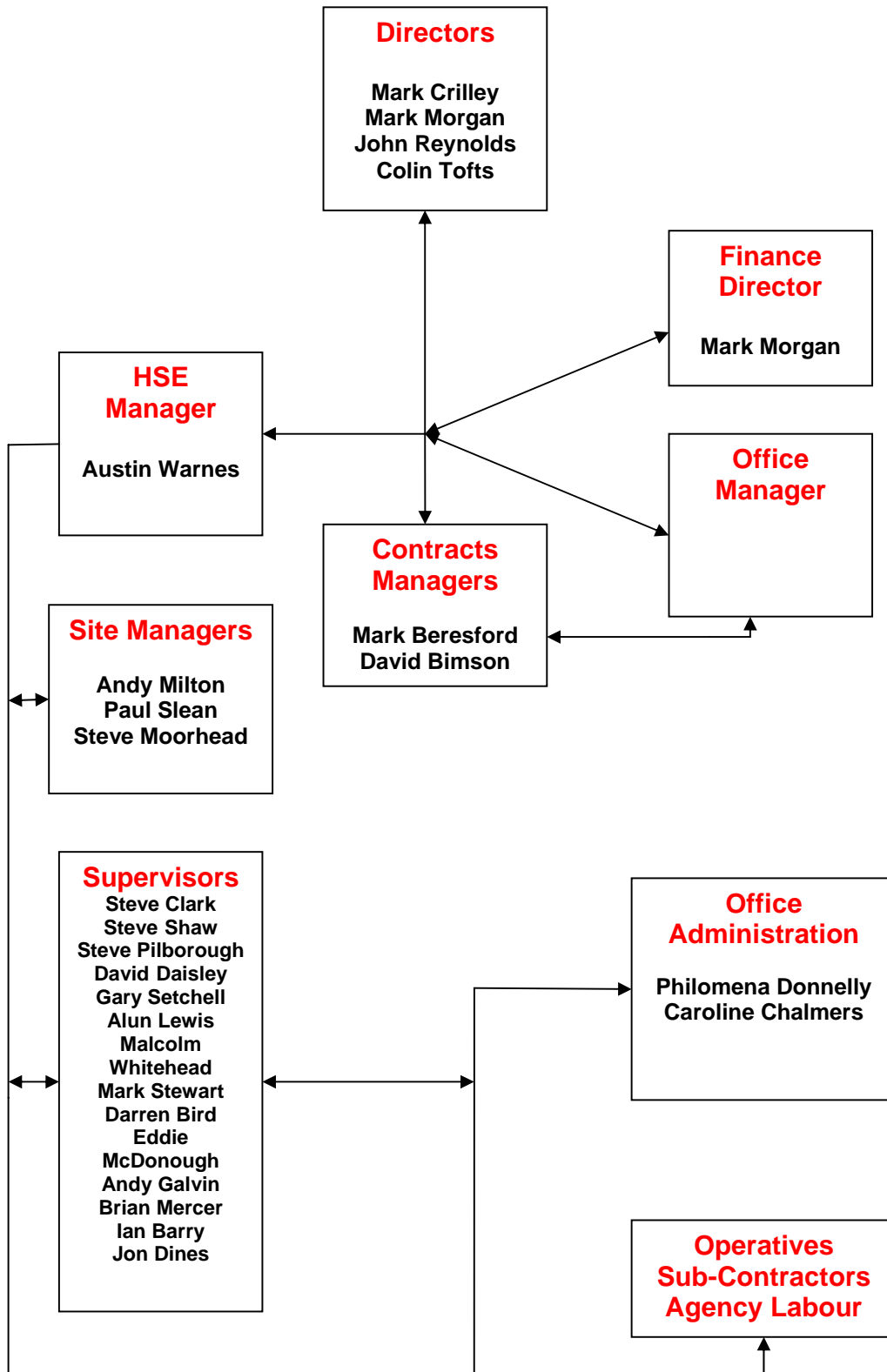
This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the **Marcoc Electrical Ltd** Health and Safety Manual.

Signed *Mark Morgan*

Date: 8<sup>th</sup> June 2011

**Mark Morgan**  
**Director/Date**

# Management Structure for Health Safety and the Environment



# Worksafe Policy

Under the Health & Safety At Work Act 1974, every employee has the right to refuse to carry out work which is unsafe.

It is the employees' right, and duty to report any concerns that they have on carrying out a task that they feel will be unsafe.

Bona fide cases of refusal to work on grounds of health and safety will be free from disciplinary action or discrimination.

**Marcoc Electrical Ltd** aim to provide a safe working environment and safe systems of work, so far as reasonably practicable, and are committed to continual improvement and an effective Worksafe Policy.

In order to achieve this we have adopted the following fundamental requirements:

## **Safe Systems of Work**

All of the activities of **Marcoc Electrical Ltd** will be appropriately risk assessed and a suitable and sufficient Safe System of Work will be developed and cascaded to all employees expected to work under it before the work is undertaken.

Risk Assessments will be carried out in line with the Management of Health and Safety Regulations 1999 and the control measures will adhere to the hierarchy of controls by reducing the risks to their lowest level as far as reasonably practicable.

## **Competent Workforce**

Sufficient training, mentoring and monitoring of the workforce will be done to ensure competent and professional staff. No employees or Sub-Contractors will be expected to undertake any duties unless they are competent, have been briefed on the relevant information specific to the task and have the appropriate PPE.

## **Safe Behaviours**

We require all employees and Sub-Contractors to work safely at all times and to ensure that others around them work safely.

This includes:

- Complying with site rules
- Complying with site specific procedures and instructions
- Wearing the correct and appropriate PPE at all times
- Using the correct tools and equipment

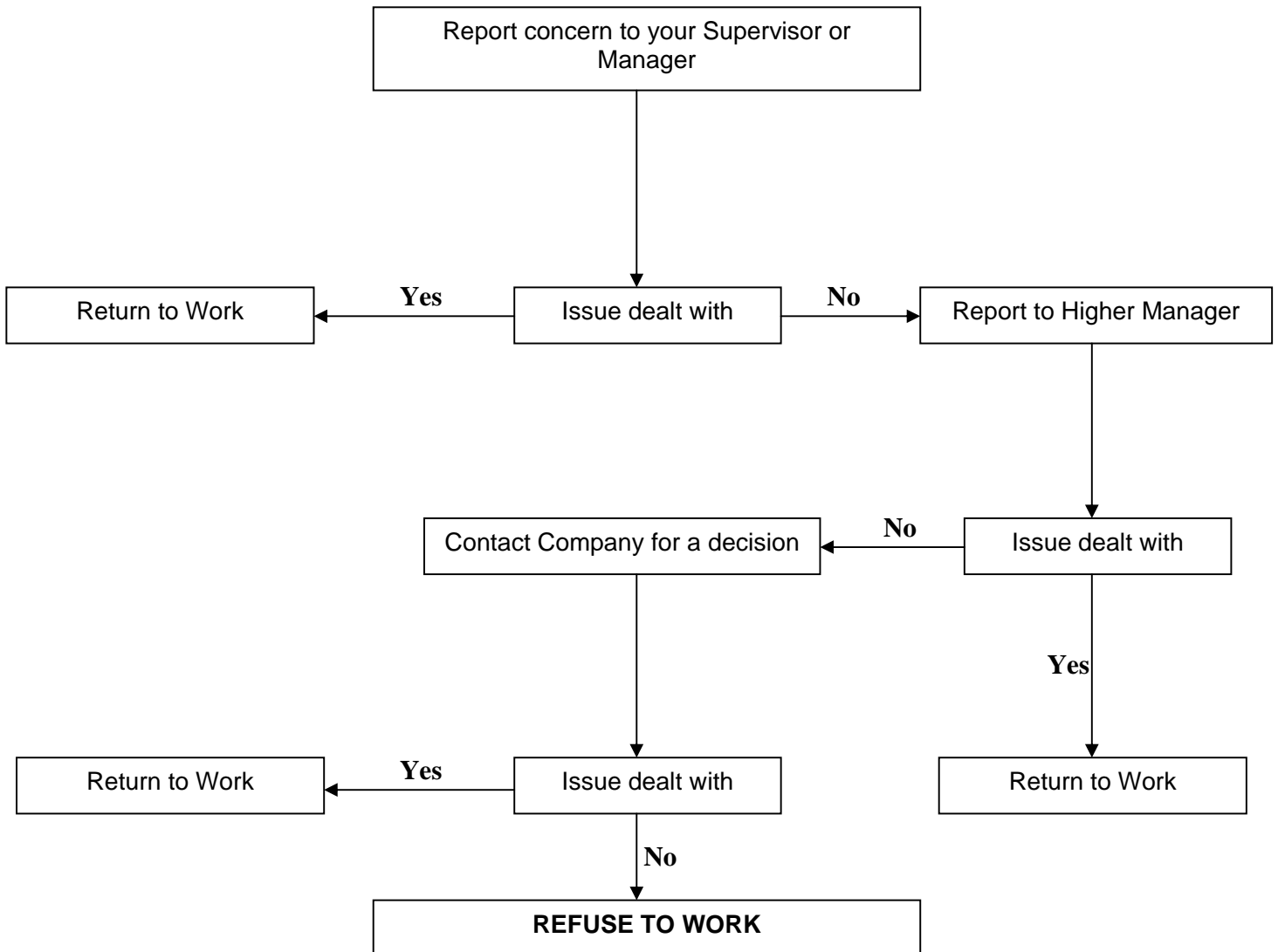
Employees and Sub-Contractors refusing to work on the grounds of bona fide Health and Safety concerns will be supported.

Any reports of unsafe working will be investigated and the appropriate action taken.

Managers and Supervisors will be responsible for compliance with this Policy and will ensure:

- A safe system of work is in place
- All employees and Sub-Contractors are competent
- There are arrangements in place to report unsafe acts

The following cascade flow chart details our Worksafe process.



Signed: *Mark Morgan*

Date: 8<sup>th</sup> June 2011

**Mark Morgan**  
Director/Date

# Responsibilities for Health and Safety

## Directors

The nominated Director for Health and Safety is responsible for the operation of the Company and for the implementation of this Policy. His specific Health and Safety responsibilities are to:

- Support the Health and Safety Policy
- Ensure that the necessary finance is allocated for the development and maintenance of safe systems of work, which shall include the provision of adequate funds for equipment, training, monitoring the effectiveness of the policy and for the provision of adequate welfare facilities for employees
- Generally review the Company's health and safety activities and to include a statement regarding health and safety in any Company report.

## Mark Crilley / Director Responsible for Health and Safety

The Director responsible for Health and Safety is to ensure that:

- The Policy is effectively implemented, monitored, developed and communicated effectively to all staff and that necessary alterations are made to the policy to reflect changes in legislation or Company development
- Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the Policy
- The appropriate insurance cover is provided and maintained
- Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used and has any required certificates of inspection or examination
- All levels of management and employees understand their responsibilities for health and safety placed upon them by this Policy
- An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties
- They recognise their role in providing health and safety leadership in the Company and to engage the active participation of workers in improving health and safety through continuous improvement

- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards
- Health and Safety objectives are set and their achievement is measured and reported in any company reports.
- Set a good personal example when visiting sites by wearing the appropriate Personal Protective Equipment.
- Attend regular meetings with Marcoe personnel to discuss all aspects of safety performance and set objectives for continuous improvement.

## Health & Safety Manager

The Health and Safety Consultant's responsibilities are to ensure that:

- He understands the Company's Health and Safety Policy and understands his responsibilities
- He actively leads the implementation of the health and safety policy
- Adequate welfare facilities are provided and maintained in a satisfactory condition
- He communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns
- Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls
- All health and safety site rules are followed by all
- All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination
- Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under 18 years)
- All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority
- All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence
- Safety training requirements are identified for all members of staff under his control, to ensure that those members of staff are competent to undertake their work in a safe manner
- Regular safety inspections are carried out on all active sites, providing a written report and addressing any safety concerns.

- All site reports are communicated to all Directors, Site Managers and appropriate Supervisors within 24 hours of the inspection.
- He sets a good personal example by using the appropriate personal protective equipment whilst on site

## **Finance Director**

The Finance Director is jointly responsible for the operation of the Company and for the implementation of this Policy.

The specific Health and Safety responsibilities are to:

- Support the Health and Safety Policy
- Ensure that the necessary finance is allocated for the development and maintenance of safe systems of work, which shall include the provision of adequate funds for equipment, training, monitoring the effectiveness of the policy and for the provision of adequate welfare facilities for employees
- Generally review the Company's health and safety activities and to include a statement regarding health and safety in any Company report

## Contracts Managers

The Health and Safety responsibilities at the Contracts Managers level of management are to ensure that:

- They understand the Company's Health and Safety Policy and understand their responsibilities
- They actively lead the implementation of the Health and Safety Policy
- Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls
- They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns
- All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence
- Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner
- Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures
- All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination
- The Director is informed of any safety issues that cannot be resolved
- Personal protective equipment is readily available and maintained, and relevant staff are aware of its correct use, storage and procedures for replacement
- They set a good personal example by using the appropriate personal protective equipment whilst on site.

## Site Managers and Supervisors

The Health and Safety responsibilities at the Site Managers / Supervisors' level of management are to ensure that:

- They understand the Company's Health and Safety Policy and understand their responsibilities
- They actively lead the implementation of the Health and Safety Policy
- Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls
- They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns
- All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence
- Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner
- Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures
- All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination
- The Director is informed of any safety issues that cannot be resolved
- Personal protective equipment is readily available and maintained, and relevant staff are aware of its correct use, storage and procedures for replacement
- They set a good personal example by using the appropriate personal protective equipment whilst on site.

## Office Administrators

The Office Administrators responsibilities are to ensure that:

- They understand the Company's Health and Safety Policy and understand their responsibilities
- They assist the Directors in the implementation of the health and safety policy, through the timely dissemination of all Health and Safety related documentation
- Office welfare facilities are provided and maintained in a satisfactory condition
- They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns
- They oversee the training programme to ensure that all levels of employees are trained and competent to carry out their duties and any refresher training is carried out when due
- General office safety is maintained to a high standard and liaison is maintained with The Health and Safety Manager to assist in the health and safety of the building
- They maintain all documents relating to the Health and Safety of the company and its employees in an orderly manner
- Inform their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## Operatives

The Health and Safety responsibilities of the Operatives and Contract Administration are to ensure that they:

- Understand the Company's Health and Safety Policy, understand their responsibilities and comply with the requirements
- Use the correct tools and equipment for the task
- Use the personal protective equipment provided
- Only use tools which are in good condition
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards
- Take reasonable care not to endanger themselves or other persons through their actions or omissions at work
- Warn new employees of known hazards
- Refrain from horseplay, and follow all health and safety site rules
- Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety
- Co-operate with the Company on all aspects of health, safety and welfare
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation
- Report all accidents and incidents so that action can be taken to prevent a recurrence
- Inform their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.