

## Health and Safety Individual Responsibilities

### Managing Director/Principle

For the purposes of this document, the principle describes the person in overall control of the company.

- The managing director/principal has overall responsibility for the health and safety responsibilities of the company. He is responsible for ensuring that the health and safety policy is implemented, effective, and kept up to date.
- He is responsible for setting a personal example to all other staff members by ensuring that whilst visiting sites, he wears the correct protective clothing and adheres to the individual requirements involving access to equipment and the handling of tools etc.
- He should be familiar with reporting accidents and dangerous occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and, as necessary, ensure such events are submitted to HSE.
- He must also ensure that medical and emergency arrangements and fire precautions are implemented on all sites.

### Site Managers and Foremen

- Ensure that all staff are adequately trained in the use of equipment which will be operated by them and prevent untrained staff from carrying out tasks for which they are not trained.
- By regular inspection, be sure that all machinery, access equipment, hazardous substances, and materials are adequately stored, serviced and secured to ensure the safety of employees and other personnel.
- Being aware and making others aware of safe access and egress from the site and always ensuring that such passage/area is kept clear and free from obstructions in an emergency.
- Making sure, where applicable, that precautionary fire equipment is stored, serviced and in an accessible area and is fully trained in its use together with at least one other employee on site.
- Report all accidents, no matter how minor and ensure they are correctly recorded.
- Make sure that all staff under his supervision wear the required safety equipment and make proper use of safety equipment.
- Managing Activities with Risks to Health Register, collecting Risk Assessments from sub-contractors, and ensuring that these are followed.

### Employees and Operatives

- Must cooperate with management to do all in their power to prevent accidents to themselves and others as required by health and safety legislation.
- Only undertake a task for which they have been adequately trained, and do not ask another staff member to do the same.
- Wear protective clothing as required by each task and ensure it is not worn or damaged.
- Be proactive in suggesting ways to improve conditions and point out hazards to management and other employees.
- Immediately report to a supervisor any accidents sustained whilst working, and follow the supervisor's instructions in treating the injury.

### All Employees

All employees must comply with health and safety legislation regardless of their position or job title. They must make themselves aware of the requirements of health and safety legislation and use their very best endeavours to ensure that the health and safety of themselves and all others are at all times protected, and where necessary, take appropriate steps to correct any inconsistencies and report any misdemeanours to supervising staff or staff members directly responsible for the health and safety of the company.

It should be clearly understood that whilst an employee may delegate a duty (e.g., maintaining records), he remains responsible for ensuring that it is carried out to enable this policy to be fully effective. The support of all employees is essential.

## **Subcontractors**

All Subcontractors will be required to:

- Comply with the Health & Safety at Work Act 1994, COSHH Regulations and the Construction Health, Safety & Welfare Regulations 1996, and other relevant regulations issued about the Works and execution thereof. COSHH assessments of all materials supplied by the Sub Contractor will be provided to the Company's Contracts Manager and the Sub Contractors Safety Policy and Method Statement.
- Have particular regard for other persons who may work on or visit the site and those who live or pass near the site, whose health and safety may be affected by the operations.
- Ensure that their employees engaged in the works are provided with a safe workplace, safe plant and equipment and that they are instructed on a secure working system, including wearing protective headgear in high-risk areas.
- Provide all personal protective equipment as necessary for each of their employees and ensure that said equipment is utilised as required.
- Deal immediately with any matters the Company's Safety Representatives raised during their regular inspections.
- Ensure that all their plant operators are trained and competent in the use of the plant that they are to operate. All registers must be completed as necessary to comply with current Health and Safety legislation, and all drivers must hold currently approved certifications.
- Promptly report in writing all accidents suffered by any of their employees which occur on-site to the Companies Site Management, and if any of their employees shall be absent from work for more than three days as a result of any site accident, shall submit Form 2508 (or the appropriate form used at the time) to the Factory Inspection and deliver a copy to the Company's Site Management.
- Report immediately to the Site Manager if an Improvement Notice or a Prohibition Notice is issued by H M Factory Inspection under the Health & Safety at Work Act, etc., concerning any work or equipment on the site.
- Ensure that new entrants to the industry receive proper instructions and that all employees are trained with health and safety at work in mind.
- Where use is made of erected scaffolding, not make alterations or adjustments.
- Ensure that all PPE, including safety helmets, safety boots, gloves, and high visibility jackets, are supplied to their staff and worn at all times unless otherwise instructed by the site manager.



**L N Pope**

Managing Director

16 April 2024