



**Health Safety & Environmental  
Policy Manual**

**Master Copy**

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## 1.0 FOREWORD

The prevention of accidents and ill health is one of this company's most important duties.

The Company's Directors, Managers and staff will make the support of this policy a primary aim of their planning and conduct, to ensure that: -

- other Company employees and those not employed by us do not suffer as a result of our undertakings,
- the Company and its personnel comply with all statutory duties and obligations,
- By the avoidance of incidents, accidents and ill health, we demonstrate best industry practice and efficient management, thus minimising financial and human loss and ensuring the continued viability of the Company.

### 1.1 Statutory Requirement

Section 2(3) of the Health and Safety at Work etc. Act 1974 requires that the employer prepares a written statement of his general policy with respect to the health and safety at work of his employees and the arrangements in force for carrying out and reviewing that policy.

The following document and its attached procedures shall be cited as "The Health and Safety at Work Policy" of

KW Contractors Ltd

Referred to in this document as the "Company".

The policy and any revisions to it will come into force on the date of the signing of the document or its revisions, provided that the policy and its amendments or revisions, cannot be enforced until the relevant parts have been brought to the attention of those affected.

The statement and any revision of it must be brought to the attention of all employees.

### 1.2 Revocation

This policy and its associated procedures revoke any previous policy and procedures issued as the Company's Health and Safety at Work Policy and Procedures.

### 1.3 Application

This Policy shall apply to all employees and contractors of the Company, regardless of their employment status and any work implying one sex shall be deemed to be applicable equally to the other.

## 2.0 GENERAL STATEMENT

**KW Contractors Ltd** recognises its statutory duty to comply with all relevant legislation and the duties and obligations resulting from them.

The Company is committed to the protection of its employees and others, including members of the public, from harm or loss resulting from the Company's activities and undertakings. Adequate resources will be made available to ensure the success of this Policy.

The Company intends to strive for continual improvement in all areas of health, safety and welfare and to present themselves as an industry leader in the development of effective and practicable health and safety management systems.

To these ends, the implementation of this Policy aspires to achieve the following, so far as is reasonably practicable:

- suitable and sufficient risk assessments,
- implementation of identified control measures,
- the provision and maintenance of a safe and healthy working environment,
- the maintenance of safe systems of work,
- safety in the handling, transportation, etc of articles and substances,
- safe access to and egress from all workplaces
- the control or elimination of accidents and incidents which might result in any loss,
- adequate and comprehensible information, instruction and training,
- The provision and maintenance safe work equipment which is without health risks.
- that all employees give this policy their wholehearted support and co-operation,
- that employees at all levels adopt their personal responsibility for health and safety,
- full consultation between management, employees and any appointed safety representatives
- The protection from risk of all others who might be affected by Company operations.

The Company's aim is to reduce damage to the environment from its operations by the best available reasonably practicable techniques, the adoption of waste minimisation and the use of sustainable materials where practicable.

Signed by

**Mr Neil Ironside (Managing Director):**

Date:



March 2015

## 3.0 WORK POLICIES

### 3.1 Standard Operating Procedures (SOP)

General procedures covering the conduct of routine operations and emergencies are prepared and reviewed and should be familiar to all staff who may be affected by them.

These procedures, including relevant risk assessment, will be available to all employees of the Company, to allow them to be fully informed as to the hazards to which they might be exposed and the control measures which the Company considers necessary for safe operation.

### 3.2 Policy Master

There will be only one master copy of this document and it will be held in the Company's operational office.

Any Company employee who requests access and gives reasonable notice may consult the master copy.

### 3.3 Satellite Copies

A copy of the Policy and Procedures document will be available to the employee at each established worksite remote from the Company office. The responsibility for the currency of any satellite copy will be the responsibility of the site supervisor controlling that site.

### 3.4 Revision

The responsibility for the review and revision of this document rests with the Managing Director Neil Ironside who will also be responsible for ensuring that alterations are brought to the attention of all parties who may be affected by them.

Reviews will take place at intervals not exceeding two years.

### 3.5 Organisation

The ultimate responsibility for health and safety rests with the Director.

The delegated responsibility hierarchy for health and safety within the Company will be according to the structure in the Company organogram given in this document.

### 3.6 Responsibilities

The corporate and individual responsibilities are detailed in the appendices and all staff should make themselves familiar with those parts relevant to their position in the Company.

### 3.7 Training

It is the responsibility of management to review training requirements at regular intervals, as detailed in the relevant SOP. All relevant training organised or authorised by the Company will be recorded in the Company and individual records. A spreadsheet detailing the current training status of personnel will be prepared and kept available for scrutiny.

### **3.8 Health and Safety Advice and Support**

The Company has appointed Safety Scotland Ltd to fulfil the role of “Competent Person” in the provision of health and safety advice and support. Contact is maintained in accordance with the relevant SOP.

### **3.9 Induction**

The Company person in charge will give any new employee or visitor an introduction to the risks, control measures, arrangements and facilities pertaining to the workplace, as detailed in the relevant SOP.

### **3.10 Incidents and Accidents**

All incidents, including near misses and road traffic incidents, occurring as a result of Company operations must be reported in accordance with the relevant SOP.

All injuries, however minor, to employees and visitors, will be recorded in the Company Accident Book, either at site or centrally.

### **3.11 Incident Investigation**

The supervisor responsible for the worksite, supported by the Health and Safety Adviser, will carry out the investigation of incidents, accidents and injuries where this is warranted.

### **3.12 Suggestions and Comment**

Supervisors and managers will record and bring to the attention of their immediate superiors or the safety adviser, any suggestions or comments for the improvement of health and safety within the Company.

Management shall consider all such suggestions, reporting their findings back to the source.

### **3.13 Consultation**

The Company is committed to a policy of full consultation on improvement and change in health and safety matters. This consultation will include employees, contractors, enforcing authorities and trade bodies as detailed in the relevant SOP.

### **3.14 Gender**

Nothing in this document which refers to a single gender shall be taken to be discriminatory and shall apply equally to both genders.

### 3.15 Environmental Management and Waste Control

#### Introduction

It is our policy that environmental protection shall cover all of our company activities. We will strive to exceed the minimum health and safety requirements of law and provide a working environment that is both comfortable and which maximises the effectiveness of our employees.

Respect for the environment shall be reflected in our operations, administration and by our employees. We seek to work continuously for improvement in the environment by:

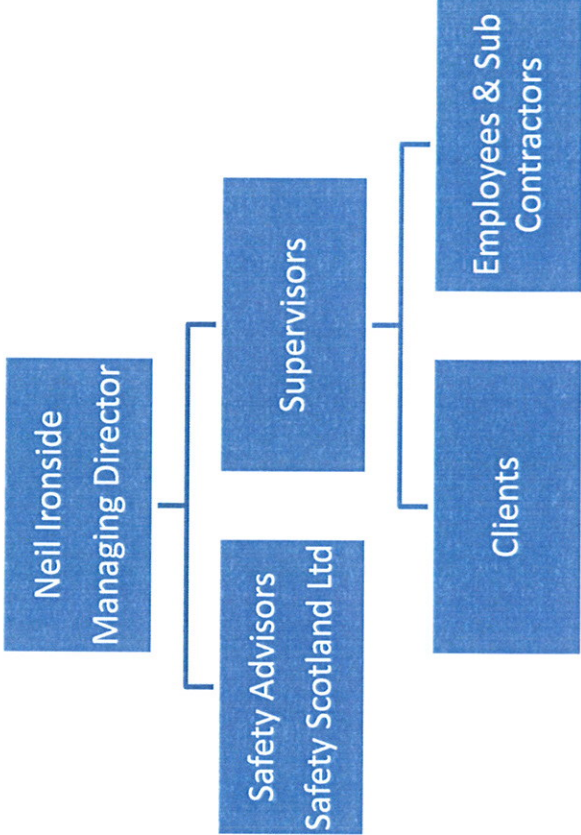
- Reducing the use of non-renewable raw materials and energy
- Recycling waste as much as possible
- Keeping pollution at a minimum
- Organising operations according to current environmental laws and regulations relevant to our company activities
- Informing employees, customers and subcontractors on environmental matters and increasing their awareness

#### Procedure

Our environmental exposure and waste categories are relatively low risk, however we will continue to set and review specific objectives and targets, and take measures to achieve them. Management of these areas fall into the following categories:

- Sorting and collection of general waste which is uplifted and disposed by local authority. Special waste where appropriate shall be assembled, collected and disposed of by a licensed approved contractor,
- Regular maintenance of our heating systems to ensure efficient operation and temperature control,
- Good housekeeping practices to ensure the working environment remains tidy, and safety equipment and other facilities regularly reviewed,
- By choice and purchase of "environmentally friendly" products and services (i.e. paper, print cartridges, batteries, detergents, and other materials in use
- Use of competent subcontractors with compatible environmental policies
- Where reasonable, we will adapt our premises and facilities to accommodate those employees with disabilities.

### Organisation Chart





## General Responsibilities of the Employee and Sub Contractors

It shall be the duty of every employee and Sub Contractor whilst at work to: -

- take reasonable care for their own health and safety at work
- take reasonable care for the health and safety of others who may be affected by their acts or omissions at work and not to engage in horseplay
- Be familiar with and act in accordance with the aims and objectives of this Policy and all relevant standard operating procedures.
- be familiar with the risk and other assessments relevant to their allotted tasks
- Observe site and safety rules at all times, including the rules of others when working on the premises of others.
- use all appropriate personal protective equipment as identified in the assessments
- report to their supervisor all incidents which have, or might have, incurred loss
- report all defects in plant and equipment and any hazardous working conditions
- recognise their duty not to interfere with or misuse any procedures, appliances, tools or other equipment provided in the interests of health and safety
- co-operate with the employer in all matters relating to health and safety
- not to remove or dispose of, or pass to others for their use or disposal, any Company equipment, tools, supplies or materials, without the written permission of the Company
- Maintain confidentiality in relation to any Company information or data obtained in the course of their employment.

## Directors

- The Directors shall lead by personal example and ensure that he is perceived to be proactive in all health and safety matters.
- The Directors will be ultimately responsible for all health and safety matters related to the conduct of the Company's undertakings.
- The Directors will be responsible for the full implementation of this Policy.
- The Directors will be responsible for the provision of adequate resources (funds, time and will) through which the aims of this Policy may be achieved.
- The Directors will select, inform, train and supervise all personnel under his personal control so as to ensure that they are healthy, safe and competent in their allotted tasks.
- The Directors shall ensure that operations under his direct control are planned, operated and documented, such that the risk of loss, physical, financial or environmental, is minimised.
- The Directors shall ensure that the Company aims at active environmental preservation and improvement through the careful selection of materials, the minimisation and responsible disposal of waste and the conservation of energy.

## Site Supervisors

- All Supervisors shall lead by personal example and ensure that they are perceived to be proactive in all health and safety matters.
- The Supervisors will support the Partners in their task of ensuring the full implementation of this Policy.
- All Supervisors will select, inform, train and supervise personnel under their personal control so as to ensure that they are healthy, safe and competent in their allotted tasks.
- The Supervisors shall ensure that operations under their direct control are planned, operated and documented, such that the risk of loss, physical, financial or environmental, is minimised.
- The Supervisors shall support the Company aims in active environmental preservation and improvement through the careful selection of materials, the minimisation and responsible disposal of waste and the conservation of energy.

## **Safety Scotland Ltd, consultant for Health and Safety advice and support**

The Consultant shall adopt the General Responsibilities stated in Page 9 and shall observe the following duties when at work: -

- to set a personal example both in the conduct of the Company's business and when on the premises of others
- fully maintain a current knowledge of all legislation and best industry practice related to the fields in which he must practice
- To select, inform, train and supervise personnel under their personal control so as to ensure that they are healthy, safe and competent in their allotted tasks.
- To ensure that operations under their direct control are planned, operated and documented, such that the risk of loss, physical, financial or environmental, is minimised.

**Safety Scotland Ltd**  
**Heritage House**  
**Grandholm Crescent**  
**Grandholm Village**  
**Bridge of Don, Aberdeen. AB22 8BH**  
**Telephone: 01224 826777**

### **ADVISORS**

**Ron Murray (Director) CMIOSH ICIOB**  
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**Kevin Main (Director) CMIOSH ICIOB**  
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**Alan Law (Safety Advisor) Grad IOSH**  
**Mobile: 07500 863114**

**Michelle Forth (Safety Advisor) BSc (Hons) IOSH ICIOB**  
**Mobile: 07788 316054**

## Administration Staff

The administration staff shall adopt the General Responsibilities and shall observe the following duties when at work: -

- to ensure that all office machinery is safe, fitted with the correct guards and that all safety devices are fully operational
- to ensure that they are fully commensurate with the appliances which they may have to use and that their training is current and relevant
- to provide assistance and guidance to visitors and new employees, especially young persons
- to maintain good housekeeping practices
- To be familiar with the emergency procedures and office alarms.

## 6.0 COPY HOLDER INDEX

### Copy Holder List

<u>No</u>	<u>Copy Holder</u>	<u>Location</u>
1.	MASTER POLICY	Main Office
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## 7.0 AMENDMENT LIST

<u>Date of Issue</u>	<u>Page or Ref No</u>	<u>Amendment Detail</u>	<u>Prepared by</u>	<u>Approved by</u>
March 2015	Issue 1	New Policy	K Main	N Ironside