



ESSEX CONTRACT FLOORING

ESSEX CONTRACT FLOORING / ESSEX CARPETS • HEALTH AND SAFETY POLICY

---

**THE HEALTH AND SAFETY POLICY  
ESSEX CONTRACT FLOORING / ESSEX CARPETS**

**HEALTH AND SAFETY AT WORK**

Address: 2 HAWK HILL,  
BATTLESBRIDGE,  
ESSEX SS1 1 7RJ

Telephone: 01268 560800

Date: 9th September 2005



## **POLICY STATEMENT**

### **INTRODUCTION**

Section 2 of the Health and safety at Work et~ Act 1974 states that, "It shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect the health and safety at work of his employees and the arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

A signed statement of the organization's health and safety policy is contained in the health and safety policies manual and the employee's information manual. Copies of the statement are also displayed on the premises, the exact locations of which are detailed in the 'Records, Notices and Registers~ section.

This document does not substitute the need to comply with the Construction (Design & Management) Regulations 1994 for individual contracts as required.



## HEALTH AND SAFETY AT WORK

### COMPANY POLICY STATEMENT

The Health and Safety at Work etc Act 1974, imposes statutory duties on employers and employees and to enable these statutory duties to be carried out it is the Policy of this Organization, so far as is reasonable practicable, to ensure that responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels by, and that all practicable steps are taken to safeguard the health, safety and welfare of all employees and visitors to our sites, premises or operations under our control.

- I. It is our intension, so far as is reasonable practicable, to ensure that:
  - a) The provision and maintenance of plant and systems of work are safe and without risks to health.
  - b) Arrangements for use, handling, storage and transport of articles and substances for health and safety at work are safe and without risks to health.
  - c) Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
  - d) Employees are provided with such information, instruction, training and supervision as is necessary to secure their health and safety.
  - e) The maintenance of all plant, machinery and equipment is safe not only to employees and sub-contractors but to any person who may be affected with regard to any premises or operations under our control.
  - f) The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
  - g) The health and safety policy is reviewed and updated as and when necessary communication of any such changes will be made to all employees.
  - h) That Parts I and 2 of the statutory records and forms are provided as required.
  
2. It shall be the duty of all employees at work:
  - a) To take reasonable steps for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.
  - b) As regards any duty or requirement imposed on the employer or any other persons by or under any of the relevant statutory duties to co-operate with the company so far as is necessary to enable that duty or requirement to be performed or complied with.

Signed .....

Position            Managing Director

Date                .....

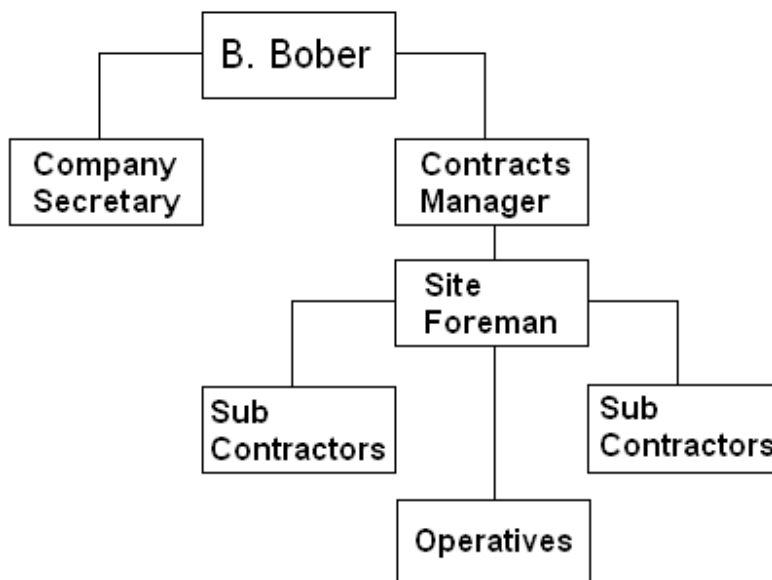
Detailed information concerning Health and safety that is applicable to all employees a copy of which is available from the head office.

## HEALTH AND SAFETY AT WORK

### MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY

All persons within an organization must know what lines of communication and levels of responsibility exist to ensure that health and safety, matters are dealt with efficiently.

The management structure shown relates directly to health and safety and not necessarily to other management functions.



### JOINT CONSULTATION

Health and safety is dealt with on a day-to-day basis, and responsibilities for the two-way communication are clearly identified in the responsibility section of the Health and safety Policy and Procedures Documentation.

Management will have the responsibility of arranging meetings for joint consultation between employer and employees as and when the need arises.

Employees have the right to request such a meeting through the normal communication channels.

### RESPONSIBILITIES

The health and safety at Work Act 1974, requires that the ultimate responsibility for Health and safety in each workplace lies with the highest Management, but in practice duties have to be delegated and it is the delegation that forms the administration and control of the Policy.

Certain individuals have been allocated specific responsibilities and are required to monitor their areas of control and the performance and activities of subordinates to ensure that acceptable standards are maintained.



## **HEALTH AND SAFETY RESPONSIBILITIES FOR**

### **General**

Ensuring that the objectives of the Health and safety Policy are fully understood and observed by all levels of management and employees.

Continually monitoring the effectiveness of the Health and safety Policy and Procedures and ensuring that any necessary changes are made and maintained in line with developments.

### **Communication**

Ensuring that adequate communication channels are maintained so that information concerning health and safety matters which affects any or all employees are communicated to them and any matter concerning health and safety brought up by any employee is directed to the appropriate member of our management so that any necessary action can be taken.

Ensuring that management is advised of any item deemed to be unsafe or in breach of statutory requirement which cannot be effectively remedied.

### **Systems of Work**

Ensuring that safe systems of work are agreed and implemented in liaisons with the relevant members of management, so that all work within the Company is carried out in accordance with Statutory Regulations, Codes of Practice and Company Rules.

### **Training**

Delegating responsibilities for health and safety matters to the appropriate level of management as identified in the Health and safety Policies, and ensure that they are adequately trained and instructed to undertake these responsibilities.

### **Safety Meetings**

Organizing any meeting regarding safety matters.

### **Forward Planning**

Ensuring that safety is a prime consideration in all forward planning.

### **Insurance & Financial Planning**

Ensuring that the appropriate cover, which embraces both statutory and business needs, are being met and maintained. Budgeting adequate funds, materials and equipment to meet the health and safety requirements of the Organization.



## **HEALTH AND SAFETY RESPONSIBILITIES FOR CONTRACTS MANAGER AND SAFETY SUPERVISOR**

### **General**

Ensuring that Health and safety Policies and procedures are implemented and maintained.

Ensuring that all supervisory staff fully understand and observe all aspects of the Organization's Health and safety Policies and procedures.

Regularly monitor the Organization's operations to ensure that the objectives of the Health and safety Policy are being complied with.

### **Safety Equipment**

Ensuring that the site employees are instructed regarding the provision, location and use of safety equipment, protective clothing, fire equipment and first aid facilities.

Ensuring that first aid equipment is under control of an Appointed Person at each site and all personnel know that person.

### **Communication**

Ensuring that any information concerning health and safety is communicated to all site employees and any matter concerning health and safety brought up by employees is investigated and any necessary action taken.

Advising the Managing Director of any health and safety matter or breach of statutory duty that he cannot effectively remedy.

### **Systems of Work**

Ensuring that all site employees are instructed concerning safe systems of work.

### **Training**

Ensuring that all site employees understand, accept and fully carry out the responsibilities for health and safety matters within the Organization and that they are adequately trained and instructed to undertake those responsibilities.

### **Accidents**

Ensuring that all accidents arising out of the work activity are thoroughly investigate, recorded and reported as detailed in the Accident Reporting Procedure.

### **Monitoring Procedure**

Coordinating all monitoring procedures, examining the result and ensuring that action is taken in any area shown to be a safety hazard or not comply with statutory legislation.

Ensuring that regular inspections of plant and equipment as required by statute, are carried out and necessary records kept.

### **Safety Meetings**

Organizing any meetings regarding safety matters.

### **Plant, Equipment and Facilities**

Ensuring that access and egress are maintained in a safe condition.

Ensuring that all plant, equipment and welfare facilities are maintained in a clean and safe condition.

**Storage**

Ensuring that any hazardous or dangerous substances are stored and handled correctly in accordance with established rules and procedures.

**Forward Planning**

Ensuring that safety is a prime consideration in all forward planning.



## **HEALTH AND RESPONSIBILITIES FOR SITE AGENT-FOREMAN**

### **General**

Ensuring that all employees under my control fully understand and observe all aspect of the Company's Safety Policy and the Employees Health and safety rules.

Ensuring that the site is regularly inspected.

### **Safety Equipment**

Ensuring that all necessary safety equipment is available for the work being undertaken and employees and subcontractors know what is provided by the Company, where it is kept and are fully trained for its use.

Making every reasonable practicable effort to ensure that employees use safety equipment as and when necessary and arrange for replacement after any loss or damage.

Ensuring that the first aid boxes are stocked in accordance with the contents list and kept readily available on site at all times.

Ensuring that all items of fire fighting equipment are in working order, and are located appropriately at all times.

### **Communication**

Ensuring that all information regarding Health and safety matters is communicated to employees and sub-contractors.

Ensuring that any matter concerning Health and safety raised by any employee or sub-contractors are communicated to the Company so that any necessary action can be taken or procedures implemented.

### **Systems of Work**

That no operatives will work on the site singularly at any time, a minimum of two operatives must be on site during times when the site is operating.

Ensuring that all excavations in excess of 750mm depth are supported in accordance with statutory requirements.

Ensuring, where applicable, that all traffic signs are positioned as directed by local authority or police and in accordance with highway procedures.

Ensuring that all employees and sub-contractors are instructed concerning all safe systems of work.

### **Training**

Ensuring that all employees and sub-contractors under my control are adequately trained and instructed to perform all the tasks required of them and are aware of all known hazards which may exist within the operation of those tasks.

Ensuring that all new employees and sub-contractors are trained to fully understand the safe operation of any machine, plant or equipment before being instructed to operate it.

### **Accidents**

Any accident to employees sub-contractors, members of the public, vehicles, underground or overground services and property, must be notified to the Company immediately. All these accidents must be thoroughly investigated and action taken to prevent reoccurrence.

### **Safety Checks**

Carrying out regular inspections of plant and equipment, scaffolds, lighting equipment etc as required by statute, and ensure the necessary records are kept



### **Safety Meetings**

Attending and arranging all meetings regarding Safety matters in areas of the operations under my control.

### **Maintenance**

Will ensure that all work, repairs and maintenance to secure the safe working of any machinery, plant or equipment is given priority and carried out promptly. Where this is not possible, the machinery, plant or equipment should be taken out of service until repairs can be implemented.

Ensuring that all environmental aspects of heating, lighting, ventilation and general cleanliness, all welfare facilities for washing, sanitary and drinking water, together with all fire and first aid equipment are adequately maintained and kept in clean condition.

### **Facilities**

Ensuring that access to and egress from all places of work on site are provided and maintained in a safe condition at all times.

### **Storage**

Ensuring that all hazardous and dangerous substances are stored and handled safely in accordance with COSHI-1 assessments.

### **Construction** (Design and Management) Regulations 1994

Ensuring that all sub-contractors provide a written risk assessment and/or method statement prior to commencement of the task being undertaken for our approval. Subject to approval of same, ensure that this is adhered to.

### **First Aid**

Ensure that a fully trained first aider is present on site at all times. It is recommended that there is also a person available that has carried out an "Approved Person" first aid training course.



## **HEALTH AND SAFETY RESPONSIBILITIES FOR THE COMPANY SECRETARY**

Having responsibility for health and safety administration.

Will ensure that all accidents and/or dangerous occurrences requiring notification to the Health and safety Executive are reported on the appropriate form seeking the advice if required.

Will attend any meetings regarding Health and safety matters.

Will ensure that the appropriate insurance cover which embraces both statutory and business needs are being met and maintained.

Will ensure that examinations and inspections are carried out at the appropriate times and maintain adequate records.

## **HEALTH AND SAFETY RESPONSIBILITIES - APPOINTED CONSULTANTS IF REQUIRED**

1. Will carry out health and safety audits and site inspections at contractually agreed intervals and submit written reports of each visit.
2. Will compile health and safety policies and procedures documentation including:
  - a. Health and safety at work policy statement.
  - b. Organization.
  - c. Safe working arrangements.
  - d. Monitoring procedures.
- 3 Will provide on-going review and up-date of all relevant documents allied to the health and safety policies and procedures.



## **HEALTH AND SAFETY RULES INTRODUCTION**

This section defines the standards and rules which relate to all employees whilst at work, it is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules will render employees liable to action involving the established disciplinary procedure.

It should also be borne in mind that a breach of health and safety legislation by an employee is a criminal offence and action taken by an enforcing officer against an individual may result in heavy penalties i.e. fines and or imprisonment.

We recognize that it is not possible to prepare in written form every safety rule laid down by the organization as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal and or written instruction given at all times.

## **EMPLOYEE HEALTH AND SAFETY RULES**

---



## **A. WORKING PRACTICES**

1. You must not operate any machine, plant or equipment unless you have been trained and authorized to do so.
2. You must make full and proper use of all machine guarding.
3. You must report to Management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
4. You must not clean any moving machinery, plant or equipment unless authorized to do so.
5. You must not leave any machinery, plant or equipment in motion whilst unattended unless authorized to do so.
6. You must not operate any "prescribed dangerous machinery" unless you have received sufficient training or are under adequate supervision.
7. You must not make any repairs or carry out maintenance work of any description unless authorized to do so.
8. You must use all substances, chemicals, liquids etc in accordance with all written and verbal instructions.
9. You must return all substances, chemicals liquids etc to their designated safe storage area when not in use.
10. You must observe all pedestrian and vehicle controls throughout the site.

## **B. NOTICES AND WRITTEN INSTRUCTIONS**

1. You must comply with all hazard warning signs and notices displayed on the site.
2. You are expected to read and observe any notices and instructions displayed in your work area.

## **C. WORKING CONDITIONS/ENVIRONMENT**

1. You must make proper use of all safety equipment and facilities provided to control working conditions/environment.
2. You must keep work areas clear and in a clean and tidy condition.
3. You must dispose of all rubbish and waste materials within the working area, using the facilities provided.
4. You must clear up any spillage of liquids as soon as is practicable. Spillage of hazardous substances must be reported to your site manager.
5. You must deposit waste chemicals or oils at the correct disposal points and in accordance with your supervisor's instruction.
6. You must not pollute water courses sewers or drains with chemical, oils or other hazardous substances.

## **D. PROTECTIVE CLOTHING AND EQUIPMENT**

1. You must use all items of protective clothing or equipment provided as instructed.
2. You must not misuse or willfully damage any items of clothing or equipment provided.
3. You must store and maintain your protective clothing or equipment in accordance with your supervisor's instructions.
4. You must report any damage, loss, fault or unsuitability of protective clothing or equipment to your supervisor.

## **E. FIRE PRECAUTIONS**

1. You must conform with all emergency procedures pertinent to your work activity.
2. You must not obstruct any fire escape route, fire equipment or fire doors.
3. You must report any use of firefighting equipment to your supervisor.

## **F. VEHICLES**

- I. You must carry out all daily checks of your vehicles prior to use.



## ESSEX CONTRACT FLOORING / ESSEX CARPETS • HEALTH AND SAFETY POLICY

---

2. You must not drive or operate any vehicle for which you do not hold the appropriate driving license or permit.
3. You must not carry passengers or load.
4. You must not use our vehicles for purposes.
5. You must not overload vehicles beyond stated capacity.
6. You must not drive or operate our vehicles whilst suffering from a medical condition or illness, or are taking medication that may affect your driving or operating ability.

### **G. ACCIDENTS**

1. You must seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered into the accident book. Upon returning from treatment you must report the incident to your supervisor.
2. You must report all accidents and dangerous occurrences to your supervisor as soon as it is practicable.

### **H. HEALTH**

1. You must report to your supervisor any medical condition which could affect the safety of yourself or others.
2. You are expected to co-operate on the implementation of the medical and occupational health provision.

### **I. RULES COVERING GROSS MISCONDUCT**

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:-

1. A serious breach of Safety Rules.
2. Unauthorized removal of or interference with any guard or protective device.
3. Unauthorized operation of any items of machinery, plant or equipment.
4. Unauthorized removal of any items of first aid equipment.
5. Willful damage to, misuse of or interference with any item provided in the interest of Health and safety or Welfare at work.
6. Unauthorized removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, flammable or hazardous substances or toxic materials.
8. Smoking in any designated "No Smoking" area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or deliberately interfering with evidence following an accident or dangerous occurrences.
12. Misuse of compressed air, pneumatic or electrical equipment.
13. Dangerously overloading any item of lifting equipment.
14. Overloading or misuse of any of our vehicles.

The list is not exhaustive.

### **J. GRIEVANCE PROCEDURE/ RISK REPORTING**

Grievance procedure for health and safety matters:

1. Report the problem to your supervisor, if no mutual satisfactory outcome within five working days then:
2. Joint approach (employee and supervisor) to supervisor's immediate superior, if no mutual satisfactory outcome within ten working days, then:
3. Joint approach (employee, supervisor & superiors) to Mr. B. Bober.

### **K. DANGEROUS RISK REPORTING**

L. If the problem relates to a dangerous/high injury risk or life threatening

## **FIRE PROCEDURES INTRODUCTION**

---

Fire Safety is a subject that affects all employers who control premises of work activities at site or at our offices.

Basic common areas of action include:

- Provision of safe means of escape from our buildings and or construction sites.
- Training of all employees on fire procedures and the operation and use of firefighting equipment.
- Maintenance of firefighting equipment.
- Establishing fire procedures.

This section of the health and safety Policies and procedures defines the responsibilities and procedures to control fire safety aspects

## **FIRE PREVENTION COMPANY SECRETARY**

1. Will ensure that employees are instructed by a competent persons at the prescribed intervals on the following:-
  - The action to be taken upon discovering a fire.
  - The action to be taken on hearing an alarm.
  - Raising the alarm.
  - The correct method of calling the Fire Service.
  - The location and use of firefighting equipment.
  - The knowledge of escape routes.
  - The appreciation of the importance of fire doors and of the need to close all fire doors particularly at the time of a fire and on hearing the fire alarm.
  - The stopping of machines and processes and isolating power supplies if time allows, where appropriate.
  - Evacuation of the building to an assembly point where a roll-call can be made.
  - Ensuring access and egress routes, fire doors, etc are kept free from obstruction at all times.
2. At the prescribed intervals, will organize a practice fire drill for all premises.
3. Will ensure that all firefighting equipment is examined and tested by a competent person at the prescribed intervals.
4. Will ensure that all emergency and escape lights are tested at specified intervals
5. Will maintain records of fire instruction and training, practice evacuation drills, testing and examination of fire fighting, testing or emergency and escape lighting and inspections and visit by Fire Officers.
6. Will maintain records of all hazardous chemicals, substances and materials on the premises, detailing quantities and locations.
7. Will ensure that the Fire Authority is fully informed prior to any changes in the Company's premises or operations which may affect fire safety.

## **FIRE PROCEDURES**



## ESSEX CONTRACT FLOORING / ESSEX CARPETS • HEALTH AND SAFETY POLICY

---

In the event of a fire the responsible Person on site or at our office will:

1. Will ascertain that the Emergency Services have been contacted.
2. Will ascertain the location, type and extent of the fire.
3. Will control any attempt to extinguish a fire.
4. Will initiate a roll call for employees and visitors.
5. Will liaise with the Senior Fire Officer attending, giving information concerning:
  - a. The location, type and extent of the fire.
  - b. Missing employees/visitors.
  - c. Hazardous chemicals/substances/materials.
  - d. Location of services isolating points.
6. Will liaise with the Senior Fire Officer present before re-entering the premises.
7. Will ensure that all discharged fire extinguishers are replaced.
8. Will advise the office of the time, date and location as well as the type, extent and result of the fire as soon as practicable.
9. Will instigate an investigation into the circumstances and causes of the fire.

## **OFFICE FIRE PROCEDURES**

### **Senior Person Present**

1. On hearing the fire alarm will telephone the emergency services by dialing 999.
2. When the exchange operator answers, ask for FIRE SERVICES and give the telephone number you are using.
3. When connected to the Fire Service, state slowly and distinctly:
  - The Office or Site Address and state
  - 'WE HAVE A FIRE'
4. Do not replace the receiver until this information has been correctly acknowledged.
5. Remove the visitors book and evacuate the building by the nearest available exit and proceed to the designated assembly point.

## **POLICY & REVIEW**

Regular safety inspections will be carried out on site by the nominated safety supervisor.

The company Policy and Company Health and Safety Manuals will be reviewed annually and revised when changes in legislation or company procedures dictate.